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Business Papers 2020

MID-WESTERN REGIONAL COUNCIL

ORDINARY MEETING

WEDNESDAY 21 OCTOBER 2020



PO BOX 156
MUDGEE NSW 2850

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

Ph: 1300 765 002 or (02) 6378 2850
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14 October 2020

Dear Councillor,

MEETING NOTICE
Ordinary Meeting
21 OCTOBER 2020
Public Forum at 5:30pm
Council Meeting commencing at conclusion of Public Forum

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

In order to comply with Government guidelines on social distancing, the meeting will be closed to the public.

Speakers who wish to address Council are invited to submit their presentation in writing by post or email to the General Manager's office no later than 4.00pm on the day preceding the Council Meeting.

The meeting will be live streamed on Council's website.

Yours faithfully

A handwritten signature in black ink, appearing to be "BRAD CAM", written over a horizontal line.

BRAD CAM
GENERAL MANAGER

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Item 1: Apologies

Item 2: Disclosure of Interest

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

Item 3: Confirmation of Minutes

3.1 Minutes of Ordinary Meeting held on 16 September 2020

Council Decision:

That the Minutes of the Ordinary Meeting held on 16 September 2020 be taken as read and confirmed.

The Minutes of the Ordinary Meeting are separately attached.

Item 4: Matters in Progress

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Establishment of a recycled water facility and management system	Res. 323/19 Ordinary Meeting 16/10/2019	That Council: 2. seek Section 60 approval to use recycled effluent and to formulate a Recycled Water Management System (RWMS) 7. place the draft Recycled Water Management Policy on public exhibition for 28 days to receive any public submissions; 8. adopt the Recycled Water Management Policy if no submissions are received; and 9. place on public exhibition for 28 days, the following new Fees and Charges. If no submissions are received following public exhibition Council adopt the Fees and Charges below and include them in the Fees and Charges Schedule: 6.1 Recycled Water Usage Fee - \$1.00/KL	To be reported to Council at a future meeting
Indoor Pool Feasibility Study	Res. 325/19 Ordinary Meeting 16/10/2019	That Council: 4. request that a further report be brought back to Council with an option to develop an indoor swimming facility at a new location in Mudgee.	To be reported to Council at a future meeting
Banner Poles Gulgong	Res. 308/19 Ordinary Meeting 16/10/2019	That Council modify the banner poles on the outskirts of Gulgong so that the banners are more stable and less likely to tear.	To be reported to Council at a future meeting
Cox Street Rail crossing	Res. 64/20 Ordinary Meeting 18/03/2020	Council investigate the re-opening of the crossing over the rail line on Cox St.	To be reported to Council at a future meeting
Investigation of garbage collection service at Queen's Pinch Waste Transfer Station	Res. 66/20 Ordinary Meeting 18/03/2020	Staff investigate the feasibility of replacing the Waste Transfer Station on Queen's Pinch Rd with a garbage collection service.	To be reported to Council at a future meeting
Clandulla Recreation Ground toilet construction	Res. 215/20 Ordinary Meeting 15/07/2020	That a report be brought back to a future meeting of Council concerning the cost of the toilet block at the Clandulla recreation grounds and consideration to using all the funds from the sale of the former Clandulla Progress Association Building.	RECOMMEND FOR COMPLETION

Item 5: Mayoral Minute

Nil

Item 6: Notices of Motion or Rescission

6.1 Gulgong MPS

NOTICE OF MOTION LISTED BY CR PERCY THOMPSON
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, A0100035; GOV400022

MOTION

That Council send a delegation to meet with Western NSW Health and write to the NSW Health Minister and the Federal Minister for Regional Health, to get a doctor at Gulgong that is able to attend the Gulgong MPS.

Background

There has not been a doctor at the Gulgong MPS since June 2020. Gulgong needs a permanent doctor that has visiting rights at the Gulgong MPS.

Officer's comments

The Mayor and the General Manager have been speaking to Western NSW Health on a regular basis raising this issue. Western NSW Health have advertised several times and held negotiations with the local doctor but have not had success in attracting a doctor to the position.

Item 7: Office of the General Manager

7.1 General Manager Delegation

REPORT BY THE MANAGER GOVERNANCE
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, A0230005

RECOMMENDATION

That Council:

1. **receive the report by the Manager Governance on the General Manager Delegation;**
2. **amend the Instrument of Delegation of Authority of the General Manager as resolved by Council 19th February 2020 motion 12/20 part 10 Bushfire Recovery Budgetary Requirements and Financial Relief for Affected Residents and Council 16th September 2020 motion 272/20 Reporting on Number of DCP Variations; and**
3. **adopt the updated Instrument of Delegation of Authority of the General Manager.**

Executive summary

Council has made amendments to the General Manager Delegation; those amendments have been made in the Instrument of Delegation of Authority.

Disclosure of Interest

Nil

Detailed report

The Instrument of Delegation of Authority of the General Manager has been amended to reflect the decisions of Council 19th February 2020 motion 12/20 part 10 Bushfire Recovery Budgetary Requirements and Financial Relief for Affected Residents and Council 16th September 2020 motion 272/20 Reporting on Number of DCP Variations. These changes are identified as tracked changes in the attached document.

Community Plan implications

Theme	Good Governance
Goal	An effective and efficient organisation
Strategy	Pursue efficiencies and ongoing business improvement

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Local Government Act 1993

Financial implications

Not Applicable

Associated Risks

The amendments to the Delegations and Authorities Instrument reflecting the Motions of Council limits the risk of Legislative Non Compliance in the General Managers performance of statutory functions.

TIM JOHNSTON
MANAGER GOVERNANCE

SIMON JONES
DIRECTOR COMMUNITY

7 October 2020

Attachments: 1. General Manager Delegation of Authority.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



DELEGATION OF AUTHORITY FOR THE GENERAL MANAGER

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ADOPTED		LAST REVIEW	FEBRUARY 2020
COUNCIL MEETING MIN NO	12/20 part 10	REVIEW DATE	AUGUST 2020
DATE:	19 TH FEBRUARY 2020	FILE NUMBER	A0230005

1. Pursuant to the powers conferred on Council by Section 377 of the *Local Government Act 1993*, (LG Act) the Council hereby authorises the General Manager to exercise the under mentioned powers, in addition to those powers conferred and imposed upon General Managers by Section 335 of the *LG Act 1993*, the functions of General Manager.
 - 1.1. Council recognises that it cannot delegate those powers, authorities, duties and functions that are required by legislation to be exercised by Council under the *LG Act s. 377 (1) (a)* to (u); Or requiring a resolution of Council.
 - 1.2. The delegation will remain in force until otherwise revised or revoked by resolution of Council in accordance with the *LG Act 1993* (as amended). Council must review all its delegations during the first 12 months of each term of office *LG Act s. 380*
 - 1.3. Any function that is delegated by the Council may, notwithstanding the delegation, still be exercised by the Council.
 - 1.4. The General Manager will exercise the powers, authorities, duties and functions delegated, in accordance with and subject to the provisions of any legislation and in accordance with relevant policies of Council.
2. The Council delegates to the General Manager the powers, authorities, duties and functions specified in:
 - 2.1 The *Local Government Act 1993* (as amended), subject to s. 377 of the *LG Act*.
 - 2.2 All other Acts and subordinate legislation (as amended) under which Council has powers, authorities, duties and functions, subject to s.381 of the *Local Government Act 1993* (as amended).
3. **Limitations in this delegation:-**
 - 3.1 a) To authorise any work at a cost not exceeding \$100,000, which in the General Manager's opinion is necessary to respond to an emergency, community safety issue or potential public liability issue. Any such expenditure must be reported immediately to the Mayor and to the next ordinary meeting of the Council.
 - 3.1 b) To authorise any work at a cost not exceeding \$250,000, which in the General Manager's opinion is necessary to respond to a S44 fire event or a declared natural disaster. Any such expenditure must be reported immediately to the Mayor and to the next ordinary meeting of the Council.
 - 3.2 To accept Council tenders with a contract value of up to \$1,000,000 or a contract entered into through a prescribed entity tender, where all other tender requirements of section 55 of the *Local Government Act 1993* and Part 7 of the *Local Government Regulation 2005* are met.
 - 3.3 To determine and write-off rates, fees, charges and other debts up to and including \$2,500.00 per annum per debt.

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4. Exclusions in this delegation:-

Determination of applications under the *Environmental Planning and Assessment Act 1979*, and other relevant Acts, which include:

- 4.1 The determination of a development application where a Senior Staff¹ member of Council or Councillor is the owner or applicant of the subject land (excluding Council owned or managed land).
 - 4.2 The determination of a development application where Council is the owner or manager of the land if the development exceeds a construction value of \$150,000.
 - 4.3 The determination of a development application for a subdivision creating more than 20 allotments.
 - 4.4 The determination of a development application for the erection, alteration and/or additions to buildings exceeding a construction value of \$3,000,000.
 - 4.5 To grant consent to a development application requiring a variation of more than 10% to a condition or standard specified in a Council policy, Development Control Plan (DCP) or Local Environment Plan (LEP), without providing 3 working days notification to Council, during which no Councillor requests the application to be reported to Council for consideration.
 - 4.6 To grant consent to a development which receives 7 or more objections during assessment.
 - 4.7 To grant consent to a development application which receives 1-6 objections during assessment; without providing ~~35~~ working days notification to Council, during which ~~two~~ Councillors requests that the application ~~to~~ be reported to Council for consideration.
 - 4.8 The determination of a development application which upon the written request of two Councillors is to be reported to Council for consideration.
-

Item 8: Development

8.1 Wollar Solar Farm Voluntary Planning Agreement

REPORT BY THE DIRECTOR DEVELOPMENT
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, LAN900086

RECOMMENDATION

That Council:

1. receive the report by the Director Development on the Wollar Solar Farm Voluntary Planning Agreement;
2. place the draft Voluntary Planning Agreement and Explanatory Note on public exhibition for 28 days;
3. if no submissions are received during public exhibition, endorse and authorise the Mayor to finalise and execute the Voluntary Planning Agreement; and
4. if submissions are received during public exhibition, receive a further report following the exhibition period.

Executive summary

The purpose of this report is to provide a copy of the draft Voluntary Planning Agreement (VPA) and Explanatory Note for the Wollar Solar Farm which is to be placed on public exhibition for a period of 28 days in accordance with the requirements of the *Environmental Planning & Assessment Act 1979*.

Disclosure of Interest

Nil.

Detailed report

The Wollar Solar Farm was approved by the NSW Department Planning, Industry and Environment in February 2020.

Traffic and transport impacts on the local road network were assessed as part of the planning phase, with the proponent required to undertake a number of upgrades, including Barigan Road in order to accommodate the vehicle movements associated with construction and operation of the project. These works have already commenced under a separate works agreement.

During consultation, the proponent also agreed to provide a contribution towards road maintenance on the local road network during the construction phase of the project. The voluntary contribution

is for the amount of \$200,000 (excluding GST) as set out in the draft agreement provided in Attachment 1. The Explanatory Memorandum is provided in Attachment 2.

If Council endorse the draft Voluntary Planning Agreement, it is required to be placed on public exhibition for a period of 28 days in accordance with the *Environmental Planning and Assessment Act 1979*.

If there are no submissions received during the public exhibition period, Council can authorise the Mayor to finalise and execute the agreement with Wollar Solar. If submissions are received during the public exhibition period, a further report will be brought back to Council for consideration.

Community Plan implications

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

Strategic implications

Council Strategies

Towards 2030 Mid-Western Region Community Plan

Legislation

Environmental Planning and Assessment Act 1979

Financial implications

Council will receive a one-off contribution of \$200,000 (excluding GST) towards road maintenance for the local road network.

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2020/21	✓	✗	✓
Future Years	-	-	-

Associated Risks

Nil.

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

1 October 2020

- Attachments:*
1. Draft Voluntary Planning Agreement.
 2. Explanatory Memorandum.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Wollar Solar Farm Planning Agreement

Mid-Western Regional Council
ABN 96 149 391 332

and

Wollar Solar Development Pty Ltd
ABN 88 621 969 266

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Planning Agreement

Date

Parties

1. **Mid-Western Regional Council** ABN 96 149 391 332 of 86 Market Street, Mudgee, NSW 2850 (**Council**)
2. **Wollar Solar Development Pty Ltd** ABN 88 621 969 266 of 52 Dalton Road, St Ives Chase, NSW 2075 (**Developer**)

Background

- A. The Developer lodged the Development Application seeking development consent under the Act to carry out the Development on the Land.
- B. On 24 February 2020, Development Consent was granted by the Executive Director, Energy, Resources and Compliance of the Department of Planning, Industry and Environment as delegate of the Minister for Planning and Public Spaces.
- C. The Development is situated in the local government area of the Council.
- D. The Development Consent relevantly requires the Development to be carried out in accordance with the EIS. The EIS is defined by the Development Consent to include an email sent from the Developer to the Council on 11 October 2019 committing to make a voluntary contribution for local road network maintenance.
- E. By way of this Agreement, the Developer agrees to provide the Development Contribution on the terms and conditions of this Agreement pursuant to section 7.4 of the Act.

Agreed terms

1. Defined terms & interpretation

1.1 Defined terms

The meaning of capitalised terms and the provisions relating to the interpretation of this Agreement are as follows:

Act means the *Environmental Planning and Assessment Act 1979* (NSW);

Agreement means this Planning Agreement including any schedules;

Approval means any consent, modification, certificate, licence, permit, approval or other requirement of any Authority having jurisdiction in connection with the activities contemplated by this Agreement;

Authority means any government, semi-governmental, statutory, administrative, fiscal or judicial body, department, commission, authority, tribunal or agency;

Business Day means any day except for a Saturday, Sunday, or bank or public holiday in Sydney;

Commencement Date means the day on which this Agreement comes into operation in accordance with clause 4;

Construction means as defined in the Development Consent;

Development means the Wollar Solar Farm as described in the EIS;

Development Application means State significant development application no. SSD 9254 lodged pursuant to the Act;

Development Consent means State Significant Development Consent No. SSD-9254 granted under section 4.38 of the Act, as modified from time to time;

Development Contribution Amount means \$200,000 (exclusive of GST);

EIS means as defined in the Development Consent;

Fair Wear and Tear means any damage caused to the Local Road Network as a result of vehicles, including any over-dimensional and heavy vehicles, travelling to and from the Development, but does not include any extraordinary damage caused by a one off incident (for example, damage caused by a vehicle overturning or inadvertently dragging an item trapped below a vehicle along the road surface);

GST has the same meaning as in the GST Law;

GST Law has the same meaning given to that term in *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any other Act or regulation relating to the imposition or administration of the GST;

Land means the land listed in Appendix 2 to the Development Consent;

Law means:

- (a) the common law including principles of equity;
- (b) the requirements of all statutes, rules, ordinances, codes, regulations, proclamations and by-laws; and
- (c) any Approval, including any condition or requirement under it;

Local Road Network means any road for which the Council is the roads authority under the *Roads Act 1993 (NSW)* including, but not limited to, Ulan-Wollar Road, Wollar Road, Phillip Street, Barigan Street, Maitland Street, Barigan Road and Maree Road;

Party means a party to this Agreement, including their successors and assigns;

Planning Agreement has the same meaning as in section 7.1 of the Act;

Term means the period from the Commencement Date until the Development has been decommissioned in accordance with the conditions of the Development Consent; and

Traffic Management Plan means the traffic management plan prepared and approved under the conditions of the Development Consent as amended from time to time.

1.2 Interpretation

In this Agreement, except where the context otherwise requires:

- (a) the singular includes the plural and vice versa, and a gender includes other genders;
- (b) another grammatical form of a defined word or expression has a corresponding meaning;
- (c) a reference to a clause, paragraph, schedule or annexure is to a clause or paragraph of, or schedule or annexure to, this agreement, and a reference to this agreement includes any schedule or annexure;
- (d) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
- (e) a reference to **dollars** or **\$** is to Australian currency;
- (f) a reference to time is to Sydney, Australia time;
- (g) a reference to a party is to a party to this agreement, and a reference to a party to a document includes the party's executors, administrators, successors and permitted assigns and substitutes;
- (h) a reference to a person includes a natural person, partnership, body corporate, association, governmental or local authority or agency or other entity;
- (i) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (j) a word or expression defined in the Corporations Act has the meaning given to it in the Corporations Act;
- (k) the meaning of general words is not limited by specific examples introduced by including, for example or similar expressions;
- (l) any agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;
- (m) any agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;
- (n) a rule of construction does not apply to the disadvantage of a party because the party was responsible for the preparation of this agreement or any part of it; and
- (o) if a day on or by which an obligation must be performed or an event must occur is not a Business Day, the obligation must be performed or the event must occur on or by the next Business Day.

1.3 Headings

Headings are for ease of reference only and do not affect interpretation.

2. Planning Agreement under the Act

The Parties agree that this Agreement is a Planning Agreement governed by Subdivision 2 of Division 7.1 of Part 7 of the Act.

3. Application of this Agreement

This agreement applies to the Land and the Development.

4. Operation of this Agreement

This Agreement operates on and from the date this Agreement is entered into as required by clause 25C(1) of the *Environmental Planning and Assessment Regulation 2000* (NSW).

5. Development Contribution

The Developer must pay the Development Contribution Amount of \$200,000 (excluding GST) to the Council (by unendorsed bank cheque or by means of electronic funds transfer of cleared funds into a bank account nominated by the Council) by the Business Day prior to the commencement of Construction (excluding construction of the approximately 2km internal access road required to access the site via the northern access point).

6. Application of the Development Contribution

The Parties acknowledge and agree that:

- (a) the Development Contribution Amount will cover all Fair Wear and Tear to the Local Road Network as a result of the Development;
- (b) the Council will apply the Development Contribution Amount towards the maintenance of the Local Road Network, including repairing all Fair Wear and Tear to the Local Road Network as a result of the Development;
- (c) the Development Contribution Amount does not cover:
 - (i) any damage to the Local Road Network as a result of the Development where that damage is not Fair Wear and Tear;
 - (ii) any works which the Council is carrying out under the terms of the Contract for Public Road Upgrades Works relating to Wollar Solar Farm signed by the Council on 30 July 2020; or
 - (iii) any further public road upgrades required under the Development Consent; and
- (d) the Traffic Management Plan contains protocols for;
 - (i) the carrying out of dilapidation surveys to assess the:
 - (A) existing condition of Ulan-Wollar Road, Wollar Road, Phillip Street, Barigan Street, Maitland Street, Barigan Road and

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Maree Road prior to construction, upgrading or decommissioning activities associated with the Development; and

- (B) the condition of Ulan-Wollar Road, Wollar Road, Phillip Street, Barigan Street, Maitland Street, Barigan Road and Maree Road following construction, upgrading, or decommissioning activities; and
- (ii) the repair by the Developer of Ulan-Wollar Road, Wollar Road, Phillip Street, Barigan Street, Maitland Street, Barigan Road and Maree Road by the Developer in the event that any damage to these roads occurs which is:
 - (A) attributable to the Development; and
 - (B) not Fair Wear and Tear.

7. Application of sections 7.11, 7.12 and 7.24 of the Act

This Agreement excludes application of sections 7.11 and 7.12 of the Act to the Development.

This Agreement does not exclude the application of section 7.24 of the Act to the Development.

8. Dispute Resolution

8.1 No arbitration or court proceedings

If a dispute arises out of this Agreement or the protocols contained in the Traffic Management Plan referenced in clause 6(d) (**Dispute**), a Party must comply with this clause 8 before starting arbitration or court proceedings (except proceedings for interlocutory relief).

8.2 Notification

A Party claiming a Dispute has arisen must give the other Party to the Dispute notice setting out details of the Dispute.

8.3 Parties to resolve Dispute

During the 14 days after a notice is given under clause 8.2 (or longer period if the Parties to the Dispute agree in writing), each Party to the Dispute must use its reasonable efforts to resolve the Dispute. If the Parties cannot resolve the Dispute within that period, they must refer the Dispute to a mediator if one of them requests.

8.4 Mediation

- (a) If the Parties do not agree within 14 days of receipt of notice under clause 8.3 (or any further period agreed in writing by them), the Parties must mediate the dispute in accordance with the Mediation Rules of the Law Society of New South Wales.
- (b) If the Parties do not agree on a mediator a party may at any time request the President of the Planning Institute (NSW Division) or the President of

the NSW Law Society, whichever is the most appropriate, to select the mediator and determine the mediator's remuneration, which cost must be borne by the Parties equally.

8.5 Confidentiality

Any information or documents disclosed by a Party under this clause 8:

- (a) must be kept confidential; and
- (b) may only be used to attempt to resolve the Dispute.

8.6 Costs

Each Party to a Dispute must pay its own costs of complying with this clause 8. The parties to the Dispute must equally pay the costs of any mediator.

8.7 Termination of process

- (a) A Party to a Dispute may terminate the dispute resolution process by giving notice to each other after it has complied with clauses 8.1 to 8.3.
- (b) Clauses 8.5 and 8.6 survive termination of the dispute resolution process.

8.8 Breach of this clause

If a Party to a Dispute breaches this clause 8, the other Party to the Dispute does not have to comply with those clauses in relation to the Dispute.

9. Enforcement

- (a) Without limiting any other remedies available to the Parties, this Agreement may be enforced by any Party in any Court of competent jurisdiction, subject to clause 8.
- (b) Nothing in this Agreement prevents:
 - (i) a Party from bringing proceedings in the Land and Environment Court to enforce any aspect of this agreement or any matter to which this Agreement relates; and
 - (ii) the Council from exercising any function under the Act or any other Act or Law relating to the enforcement of any aspect of this Agreement or any matter to which this Agreement relates.

10. Termination

- (a) This Agreement will terminate:
 - (i) if a court of competent jurisdiction declares that the Development Consent is invalid; or
 - (ii) at the end of the Term.
- (b) In the event of termination of this Agreement, any funds that have been paid by the Developer as Development Contribution Amounts prior to

termination are to be retained by the Council and can continue to be expended in accordance with the terms of this Agreement.

11. Review of this Agreement

- (a) The Parties agree that this Agreement may be reviewed or modified and that any review or modification of this Agreement will be conducted in the circumstances and in the manner determined by the Parties.
- (b) No modification or review of this Agreement will be of any force or effect unless it is in writing and signed by the Parties to this Agreement.

12. Assignment

- (a) Subject to clause 12(b), a Party must not assign, novate or otherwise transfer its rights and/or obligations under this Agreement unless the other Party has provided its prior written consent.
- (b) The Developer is not to assign, novate or otherwise transfer its rights and/or obligations under the Agreement unless:
 - (i) the Developer has, at no cost to the Council, first procured the execution by the person to whom the Developer's rights or obligations under this Agreement are to be assigned or novated, of a deed in favour of the Council on terms satisfactory to the Council (acting reasonably);
 - (ii) the Council has given written notice to the Developer stating that it considers (acting reasonably) that the transferee, assignee or novatee, is reasonably capable of performing its obligations under this Agreement,
 - (iii) the Developer is not in breach of the Agreement, and
 - (iv) the Council otherwise consents to the transfer, assignment or novation, such consent not to be unreasonably withheld.
- (c) The Developer acknowledges and agrees that it remains liable to fully perform its obligations under this Agreement unless and until it has complied with its obligations under clause 12(b).

13. No fetter

13.1 Discretion

This Agreement is not intended to operate to fetter, in any manner, the exercise of any statutory power or discretion of the Council, including but not limited to any statutory power or discretion of the Council relating to the assessment and determination of any development application in relation to the Development (all referred to in this Agreement as a Discretion).

13.2 No fetter

No provision of this Agreement is intended to constitute any fetter on the exercise of any Discretion. If, contrary to the operation of this clause, any provision of this Agreement is held by a court of competent jurisdiction to constitute a fetter on any Discretion, the Parties agree:

- (a) they will take all practical steps, including the execution of any further documents to ensure the objective of this clause is substantially satisfied;
- (b) in the event that clause 13.2(a) cannot be achieved without giving rise to a fetter on the exercise of a Discretion, the relevant provision is to be severed and the remainder of this Agreement has full force and effect; and
- (c) to endeavour to satisfy the common objectives of the Parties in relation to the provision of this Agreement, which is to be held to be a fetter to the extent that is possible, having regard to the relevant court judgment.

14. Notices

14.1 Notices

Subject to clause 14.2, any notice given under or in connection with this Agreement (Notice):

- (a) must be in writing and signed by a person duly authorised by the sender;
- (b) must be addressed as follows and delivered to the intended recipient by hand, by prepaid post at the address below, or at the address last notified by the intended recipient to the sender after the date of this Agreement:
 - (i) Mid-Western Regional Council
86 Market Street, Mudgee NSW 2850
Attention: Julie Robertson
 - (ii) Wollar Solar Development Pty Ltd
52 Dalton Road St Ives Chase NSW 2075
Attention: Rhyson Li
- (c) is taken to be given and made:
 - (i) in the case of hand delivery, when delivered; and
 - (ii) in the case of delivery by post, three Business Days after the date of posting (if posted to an address in the same country) or seven Business Days after the date of posting (if posted to an address in another country); and
- (d) if under clause 14.1(c) a Notice would be taken to be given or made on a day that is not a Business Day in the place to which the Notice is sent, or later than 4pm (local time), it is taken to have been given or made at the start of business on the next Business Day in that place.

14.2 Notices sent by email

- (a) A Party may serve a Notice by email if the Notice:
 - (i) includes a signature block specifying:
 - (A) the name of the person sending the Notice; and

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- (B) the sender's position within the relevant party;
- (ii) states in the body of the message or the subject field that it is sent as a Notice under this Agreement;
- (iii) contains an express statement that the person sending the Notice has the authority to serve a Notice under this Agreement;
- (iv) is sent to the email address below or the email address last notified by the intended recipient to the sender:
 - (A) Mid-Western Regional Council
Attention: Julie Robertson
Email: council@midwestern.nsw.gov.au
 - (B) Wollar Solar Development Pty Ltd
Attention: Rhyson Li
Email: rhyson.li@wollarsolarfarm.com
- (b) The recipient of a Notice served under this clause 14.2 must:
 - (i) promptly acknowledge receipt of the Notice; and
 - (ii) keep an electronic copy of the Notice,
- (c) Failure to comply with clause 14.2(b) does not invalidate service of a Notice under this clause.

14.3 Receipt of Notices sent by email

- (a) A Notice sent under clause 14.2 is taken to be given or made:
 - (i) when the sender receives an email acknowledgement from the recipient's information system showing the Notice has been delivered to the email address stated above;
 - (ii) when the Notice enters an information system controlled by the recipient; or
 - (iii) when the Notice is first opened or read by the recipient,whichever occurs first.
- (b) If under clause 14.3(a) a Notice would be taken to be given or made on a day that is not a Business Day in the place to which the Notice is sent, or later than 4pm (local time), it will be taken to have been given or made at the start of business on the next Business Day in that place.

15. GST

15.1 Defined GST terms

In this clause 15, words and expressions which are not defined in this Agreement but which have a defined meaning in the GST Law have the same meaning as in the GST Law; and

15.2 GST to be added to amounts payable

If GST is payable on a taxable supply made under, by reference to or in connection with this Agreement, the party providing the consideration for that Taxable Supply must also pay the GST Amount as additional consideration. This clause does not apply to the extent that the consideration for the Taxable Supply is expressly agreed to be GST inclusive, unless otherwise expressly stated, prices or other sums payable or consideration to be provided under or in accordance with this Agreement are exclusive of GST.

15.3 Tax invoice

If a Party is liable for GST on any payments made under this Agreement, the other Party must issue a tax invoice (or an adjustment note) to the liable Party for any GST payable under this agreement within seven days of a written request. The tax invoice (or adjustment note) must include the particulars required by the GST Law to obtain an input tax credit for that GST.

15.4 GST obligations to survive termination

This clause 15 will continue to apply after expiration of termination of this Agreement.

16. General

16.1 Relationship between Parties

- (a) Nothing in this Agreement:
 - (i) constitutes a partnership between the Parties; or
 - (ii) except as expressly provided, makes a Party an agent of another Party for any purpose.
- (b) A Party cannot in any way or for any purpose:
 - (i) bind another Party; or
 - (ii) contract in the name of another Party.
- (c) If a Party must fulfil an obligation and that Party is dependent on another Party, then that other Party must do each thing reasonably within its power to assist the other in the performance of that obligation.

16.2 Time for doing acts

- (a) If the time for doing any act or thing required to be done or a notice period specified in this Agreement expires on a day other than a Business Day,

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the time for doing that act or thing or the expiration of that notice period is extended until the following Business Day.

- (b) If any act or thing required to be done is done after 5pm on the specified day, it is taken to have been done on the following Business Day.

16.3 Further assurances

Each Party must promptly execute all documents and do all other things reasonably necessary or desirable to give effect to the arrangements recorded in this Agreement.

16.4 Variation

A provision of this Agreement can only be varied by a later written document executed by or on behalf of each of the Parties.

16.5 Counterparts

This Agreement may be executed in any number of counterparts. All counterparts taken together constitute one instrument.

16.6 Legal expenses

Each Party is to pay its own legal costs and disbursements in connection with the negotiation, preparation and execution of this Agreement.

16.7 Entire agreement

The contents of this Agreement constitute the entire agreement between the Parties and supersede any prior negotiations, representations, understandings or arrangements made between the Parties regarding the subject matter of this Agreement, whether orally or in writing.

16.8 Invalidity

- (a) A word or provision must be read down if:
 - (i) this Agreement is void, voidable, or unenforceable if it is not read down;
 - (ii) this Agreement will not be void, voidable or unenforceable if it is read down; and
 - (iii) the provision is capable of being read down.
- (b) A word or provision must be severed if:
 - (i) despite the operation of clause 16.8(a), the provision is void, voidable or unenforceable if it is not severed; and
 - (ii) this Agreement will be void, voidable or unenforceable if it is not severed.
- (c) The remainder of this Agreement has full effect even if clause 16.8(b)(i) or 16.8(b)(ii) applies.

16.9 Waiver

A right or remedy created by this Agreement cannot be waived except in writing signed by the Party entitled to that right. Delay by a Party in exercising a right or remedy does not constitute a waiver of that right or remedy, nor does a waiver (either wholly or in part) by a Party of a right operate as a subsequent waiver of the same right or of any other right of that Party.

16.10 Governing law and jurisdiction

- (a) The Laws applicable in New South Wales govern this Agreement.
- (b) The Parties submit to the non-exclusive jurisdiction of the courts of New South Wales and any courts competent to hear appeals from those courts.

Schedule 1 – Section 7.4 Requirements

Provision of the Act	This Agreement
Under section 7.4 (1), the Developer has:	
(a) sought a change to an environmental instrument.	(a) No
(b) made, or proposes to make, a development application.	(b) Yes
(c) entered into an agreement with, or is otherwise associated with, a person, to whom paragraph (a) or (b) applies.	(c) No
Description of the land to which this document applies — (Section 7.4(3)(a))	The land listed in Appendix 2 to the Development Consent.
Description of the development to which this document applies — (Section 7.4(3)(b)(ii))	All of the Development on the Land the subject of the Development Consent.
The scope, timing and manner of delivery of Development Contributions required by this document — (Section 7.4(3)(c))	See clause 5 of this Agreement.
Applicability of Section 7.11 of the Act — (Section 7.11(3)(d))	The application of section 7.11 of the Act is wholly excluded in respect of all of the Development.
Applicability of Section 7.12 of the Act — (Section 7.11(3)(d))	The application of section 7.12 of the Act is wholly excluded in respect of all of the Development.
Applicability of Section 7.24 of the Act — (Section 7.11(3)(d))	The application of section 7.12 of the Act is not excluded in respect of the Development.
Mechanism for Dispute resolution — (Section 7.11(3)(f))	See clause 8 of this Agreement.
Enforcement of this document — (Section 7.4(3)(g))	See clause 9 of this Agreement.
Registration of this document	This Agreement will not be registered.
No obligation to grant consent or exercise functions — (Section 7.4(9))	See clause 13 of this Agreement.

Executed as an agreement

Signed for and on behalf of **Mid-Western Regional Council** ABN 96 149 391 332 in accordance with a resolution of the Council dated [insert] in the presence of:

.....
Signature of witness

.....
Signature of authorised
representative/agent

By executing this agreement the **representative/agent** states that **he/she** has received no notice that **his/her** authority to do so has been revoked.

.....
Name of witness
(please print)

.....
Name of authorised **representative/agent**
(please print)

Executed by Wollar Solar Development Pty Ltd ABN 88 621 969 266 in accordance with section 127(1) of the *Corporations Act 2001 (Cth)*:

.....
Signature of director

.....
Signature of director or company secretary*
*delete whichever does not apply

.....
Name (please print)

.....
Name (please print)

Explanatory Note

Mid-Western Regional Council (ABN 96 149 391 332)

and

Wollar Solar Development Pty Ltd (ABN 88 621 969 266)

Introduction

The purpose of this explanatory note is to provide a plain English summary to support the notification of the draft planning agreement (**Planning Agreement**) prepared under Subdivision 2 of Division 7.1 of Part 7 of the *Environmental Planning and Assessment Act 1979* (NSW) (**Act**).

This explanatory note has been prepared jointly by the parties as required by clause 25E of the *Environmental Planning and Assessment Regulation 2000* (NSW) (**Regulation**).

Parties to the Planning Agreement

The parties to the Planning Agreement are Mid-Western Regional Council (**Planning Authority**) and Wollar Solar Development Pty Ltd (**Developer**).

The Developer made an offer to enter into the Planning Agreement as referenced in the definition of "EIS" incorporated into Condition 2 of Schedule 2 of development consent number SSD 9254 granted under the Act by the delegate of the Minister for Planning and Public Spaces on 24 February 2020 (**Development Consent**).

Description of Subject Land

The Planning Agreement applies to the land set out in Appendix 2 to the Development Consent (**Subject Land**). A map of the Subject Land is attached to this explanatory note.

Description of the Development Consent

The Developer has obtained the Development Consent which authorises the development of the Wollar Solar Farm (**Development**) subject to conditions. The Wollar Solar Farm includes:

- approximately 922,432 solar panels and 58 power conversion units;
- an onsite substation and connection to TransGrid's 330 kV transmission line;
- space for a future lithium-ion battery storage facility (30 MW/30 MWh);
- substation and operations and maintenance building; and
- internal access tracks, staff amenities, maintenance buildings, laydown areas, car parking and security fencing.

Summary of Objectives, Nature and Effect of the Planning Agreement

The objective of the Planning Agreement is to assist in providing public infrastructure to the community by ensuring that the Developer funds the costs incurred by the Planning Authority in maintaining roads for which the Planning Authority is the roads authority for under the *Roads Act 1993* (NSW) (**Local Road Network**) where required as a result of fair wear and tear from the traffic associated with the Development.

The nature of the Planning Agreement is that the Developer will pay a monetary contribution of \$200,000 (exclusive of GST) (**Development Contribution**) to the Planning Authority which will cover the agreed cost of all increased maintenance resulting from fair wear and tear

associated with the Development on the Local Road Network, including Ulan-Wollar Road, Wollar Road, Phillip Street, Barigan Street, Maitland Street, Barigan Road and Maree Road.

The effect of the Planning Agreement is that:

1. the Developer will pay the Development Contribution to the Planning Authority to cover all increased maintenance costs on the Local Road Network as a result of fair wear and tear caused to the Local Road Network by vehicles travelling to and from the Development;
2. the Planning Authority will apply the Development Contribution towards the maintenance of the Local Road Network; and
3. the provisions of the traffic management plan separately approved under the conditions of the Development Consent will continue to apply which ensure the Developer repairs any damage to the Local Road Network caused by the Development which exceeds fair wear and tear.

Assessment of the Merits of Planning Agreement

In accordance with section 7.4(2)(d) of the Act, the Planning Agreement has the following public purpose: "the funding of recurrent expenditure relating to the provision of public amenities or public services, affordable housing or transport or other infrastructure" (**Public Purpose**).

The Planning Authority and the Developer have assessed the Planning Agreement and hold the view that the provisions of the Planning Agreement provide a reasonable means of achieving funding towards the Public Purpose as the Development Contribution will assist the Planning Authority in maintaining the Local Road Network and so providing public infrastructure to the community.

The Planning Agreement conforms with the Planning Authority's capital works program.

The Impact of the Planning Agreement on the Public or any Section of the Public

The Planning Agreement will have a positive impact on the public and local community through the delivery of the Public Purpose, by providing additional funding towards the maintenance of local roads.

How the Planning Agreement Promotes the Public Interest

The Planning Agreement will promote the public interest by funding recurrent expenditure relating to the provision of infrastructure being local roads. This will benefit residents and the broader community.

How the Planning Agreement Promotes the Objects of the Act

The Planning Agreement promotes the following objects of the Act:

- to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment;
 - to promote the orderly and economic use and development of land; and
 - to promote the good design and amenity of the built environment,
- by funding maintenance of the Local Road Network, being the repair of all fair wear and tear caused by the Development.

How the Planning Agreement Promotes the Elements of the Council's Charter

Clause 25E(2)(d) states that an explanatory note must include how the Planning Agreement promotes one or more elements of the council's charter under section 8 of the *Local Government Act 1993 (NSW) (LG Act)*, the concept of the council's charter has been removed from section 8 of the LG Act and so this analysis is no longer required.

Requirements relating to Construction, Occupation and Subdivision Certificates

The Planning Agreement does not specify any requirements that must be complied with prior to the issue of any construction certificate, occupation certificate or subdivision certificate for the Development.

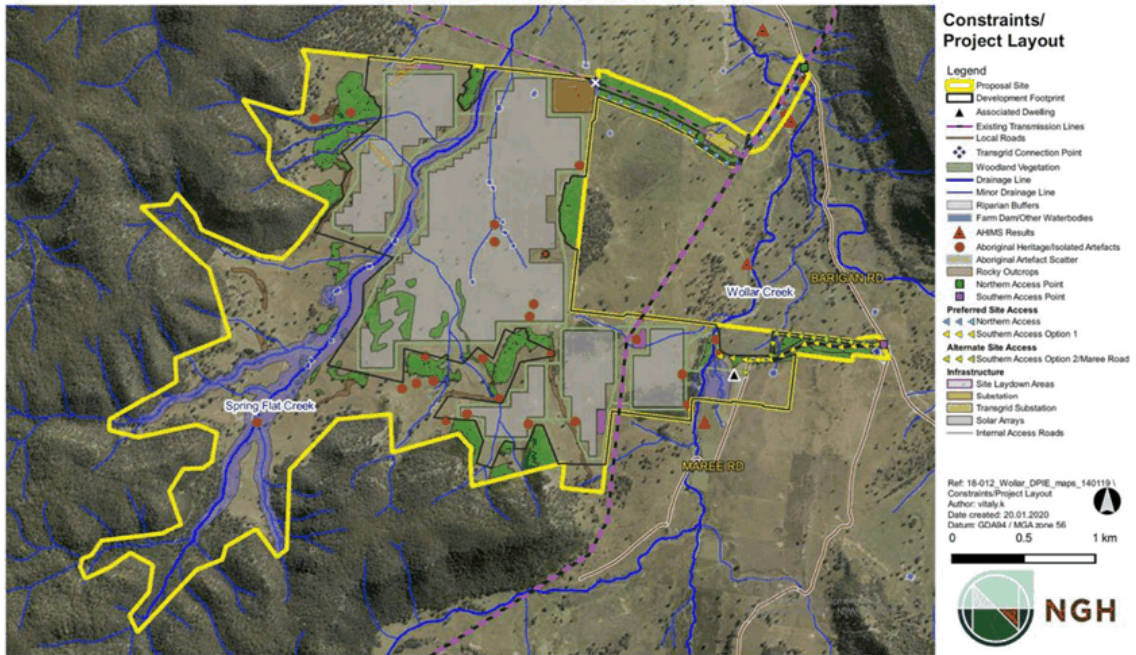
Clause 5 of the Planning Agreement sets out the timing for payment of the Development Contribution.

Interpretation of Planning Agreement

The Explanatory Note is not intended to be used to assist in construing the Planning Agreement.

Attachment

GENERAL LAYOUT OF DEVELOPMENT



8.2 2020-21 Local Heritage Grant Allocation

REPORT BY THE MANAGER, STRATEGIC PLANNING
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, GRA600042

RECOMMENDATION

That Council:

1. receive the report by the Manager, Strategic Planning on the 2020-21 Local Heritage Grant Allocation; and
2. provide a Local Heritage Grant to the following projects:
 - a) \$4000 for re-painting of roof at Henry Lawson Museum 147 Mayne Street, Gulgong;
 - b) \$3,500 for repairs to existing roof at Cottage Museum 28-30 Louee Street, Rylstone;
 - c) \$3,500 for repainting of façade and signage at Opera House 101 Mayne Street, Gulgong.

Executive summary

NSW Councils enter into the Local Heritage Grants program with The Heritage Division of the NSW Department of Premier and Cabinet. This year's total budget for local heritage grants is \$11,000. Sixteen applications were received and three are recommended for funding.

Council's Local Heritage Grants Policy provides criteria and funding priorities for consideration in the allocation of the grant funding.

This report details a recommended allocation.

Disclosure of Interest

Nil.

Detailed report

Applications for funding under the Local Heritage Grants Program closed in September 2020. Sixteen applications of a high standard all for listed items were received. Three of those applications are recommended for funding.

The three recommended for funding are facilities accessible by the public and run by community groups.

The applications have been summarised in the table provided as Attachment 1.

Council's Local Heritage Grants Policy identifies the following funding priorities:

- Heritage item(s) in a well maintained heritage streetscape or landscape setting.
- Heritage item(s) with public access and visibility (note – all projects are visible from the public domain).
- Urgent maintenance works to avert management risks e.g. severe deterioration, demolition or demolition by neglect.
- Item(s) that are part of a heritage group or precinct (Heritage Conservation Area).
- Upgrades to fire, service and access to achieve compliance with the Building Code of Australia.
- Ongoing or adaptive reuse of heritage item(s).
- Items that have not received Council funding support in the last five years.

The three projects recommended for funding have met the above criteria.

Taking into account the \$11,000 budget available, Council's Local Heritage Grants Policy, and project costs, Attachment 1 provides the recommended amount to be allocated to each project.

Community Plan implications

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

Strategic implications

Council Strategies

Council conducting a Local Heritage Grants program is consistent with Item 5 of the Mid-Western Heritage Strategy to Introduce a Local Heritage Incentives fund to provide a small grants program to encourage local heritage projects.

Council Policies

The recommended allocation of funding is consistent with Council's Local Heritage Grants Policy.

Legislation

Any building works associated with a local heritage grant will need to consider and satisfy permissibility under the Mid-Western Regional Local Environmental Plan 2012 and ensure the required approvals are in place.

Financial implications

The 2020/21 Operational Plan has an approved budget of \$11,000 for Local Heritage Grants. If Council adopts the recommendations for funding as outlined in this report, the total budget of \$11,000 for this financial year will be allocated.

Associated Risks

No known risk.

SARAH ARMSTRONG
MANAGER, STRATEGIC PLANNING




JULIE ROBERTSON
DIRECTOR DEVELOPMENT









10 September 2020

Attachments: 1. Local Heritage Grant Allocation 2020-21 - Attachment 1.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

	AMOUNT RECOMMENDED	TOTAL PROJECT COST	PROJECT ADDRESS	LEGAL DESCRIPTION	PROPOSED WORKS	HERITAGE ITEMS	WITHIN A HCA	ACCESSIBLE BY THE PUBLIC	FUNDING REC IN LAST 5 YRS	PHOTO OF SUBJECT SITE
1.	\$4,000	\$8,160	147 Mayne Street, Gulgong	Lot 1 DP 906317	Repainting of roof	Y	Y	Y	No	
2.	\$3,500	\$7,000	Cottage Museum 28-30 Louee Street, Rylstone	Lot 3 Sec 5A DP 758891 Lot 21 Sec 5A DP 758891	Repairs to existing roof	Y	Y	Y	No	
3.	\$3,500	\$10,266	Prince of Wales Opera House 101 Mayne Street GULGONG NSW 2852	Lot 1 DP 318987 Lot 4 Sec 1 DP 758482	Repainting of facade and signage	Y	Y	Y	No	
4.	\$0	\$11,307	34 Denison Street, Mudgee	Lot 1 DP 999093	Demolish existing and construction of new front fence	Y	Y	N	No	
5.	\$0	\$21,993.30	Commercial Hotel 104-106 Mayne Street GULGONG NSW 2852	Lot 1 DP 448275	Repairs and restoration of existing verandah	Y	Y	N	No	
6.	\$0	\$24,200	131-133 Mayne Street GULGONG NSW 2852	Lot 6C Sec 2 DP 758482 Lot 4 DP 617328	Repaint exterior of building and roof	Y	Y	N	Yes	
7.	\$0	\$19,750	44 Horatio Street MUDGEES NSW 2850	Lot 1 DP 770364	Repaint exterior of dwelling	Y	Y	N	No	
8.	\$0	\$20,000	47-49 Perry Street MUDGEES NSW 2850	Lot 1 DP 1205471	Repair cracks and repaint exterior of building	Y	Y	N	No	

9.	\$0	\$3,000	Old Wallinga 83 Wallinga Lane SPRING FLAT NSW 2850	Lot 1 DP 578659	Alterations and Additions to eliminate rising damp	Y	N	N	No	
10.	\$0	\$10,000	Catholic Church Hargraves 128 Merinda Street HARGRAVES NSW 2850	Lot 2 Sec 11 DP 758501	Building restoration – repairs to footings	Y	N	N	No	
11.	\$0	\$9,800	24 Court Street MUDGEE NSW 2850	Lot D DP 17503	Replace roof	N	Y	N	No	
12.	\$0	\$10,992	The Old Bank 24-26 Louee Street RYLSTONE NSW 2849	Lot 10 DP 719174	Replace windows and repainting	N	Y	N	Yes	
13.	\$0	\$3,500	141 Market Street MUDGEE NSW 2850	Lot 3 DP 355899	Repainting of exterior and restoration works	Y	N	N	No	
14.	\$0	\$9,752	Melrose Park 227 Melrose Road MOUNT FROME NSW 2850	Lot 136 DP 755418 Lot 31 DP 1197309	Restoration works	Y	N	N	Yes	
15.	\$0	Not Provided	14-16 Court Street MUDGEE NSW 2850	Lot 1 DP 747160	Restoration Works	Y	Y	N	No	
16.	\$0	Not Provided	150-152 Church Street MUDGEE NSW 2850	Lot 2 DP 812473	Restoration Works	Y	Y	N	No	

8.3 Monthly Development Applications Processing and Determined

REPORT BY THE DIRECTOR DEVELOPMENT
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, A0420109

RECOMMENDATION

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

Executive summary

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

Disclosure of Interest

Nil

Detailed report

Included in this report is an update for the month of September 2020 Development Applications determined and Development Applications processing. The report will detail:

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

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

1 October 2020

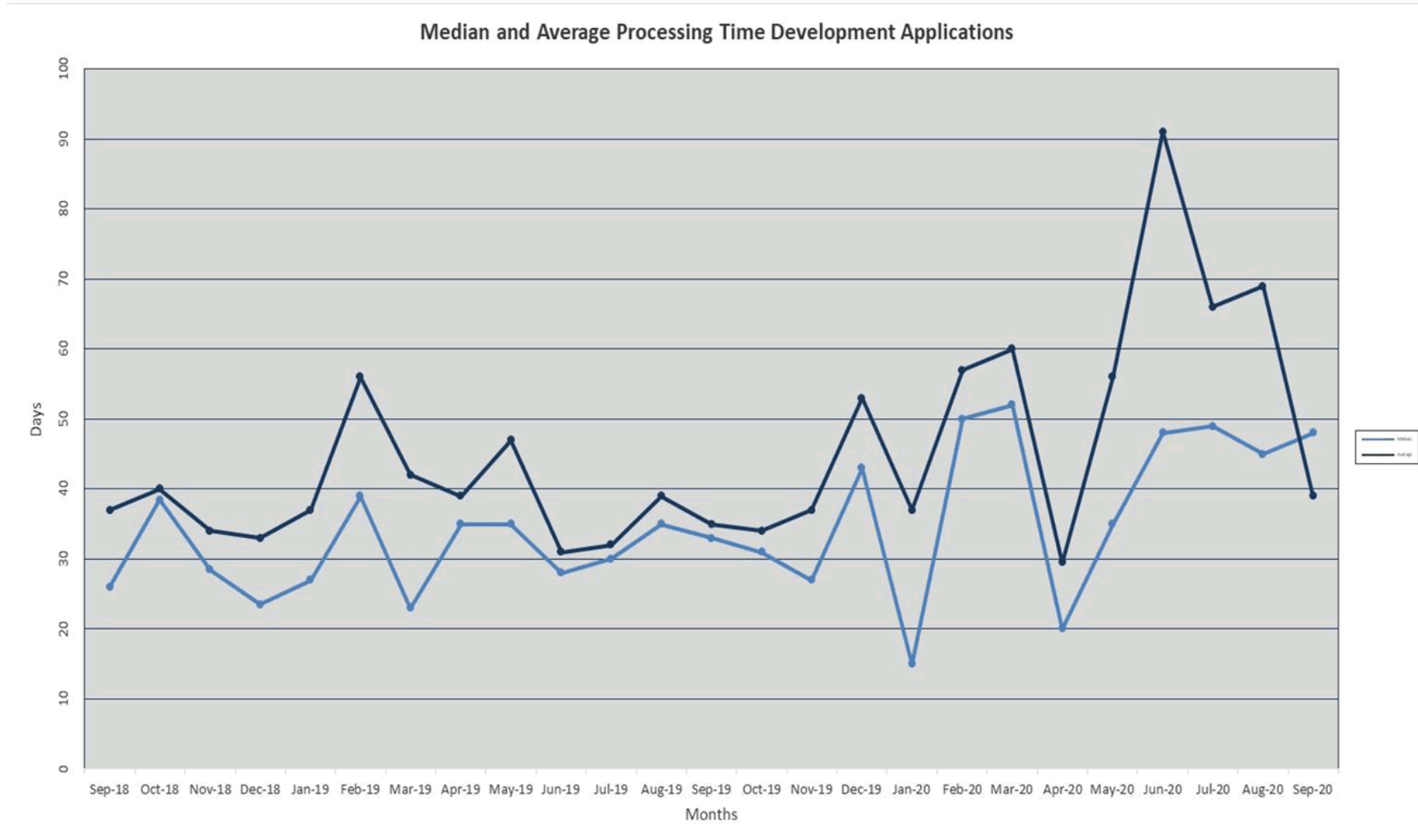
Attachments: 1. Monthly Development Applications Processing and Determined - September 2020.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

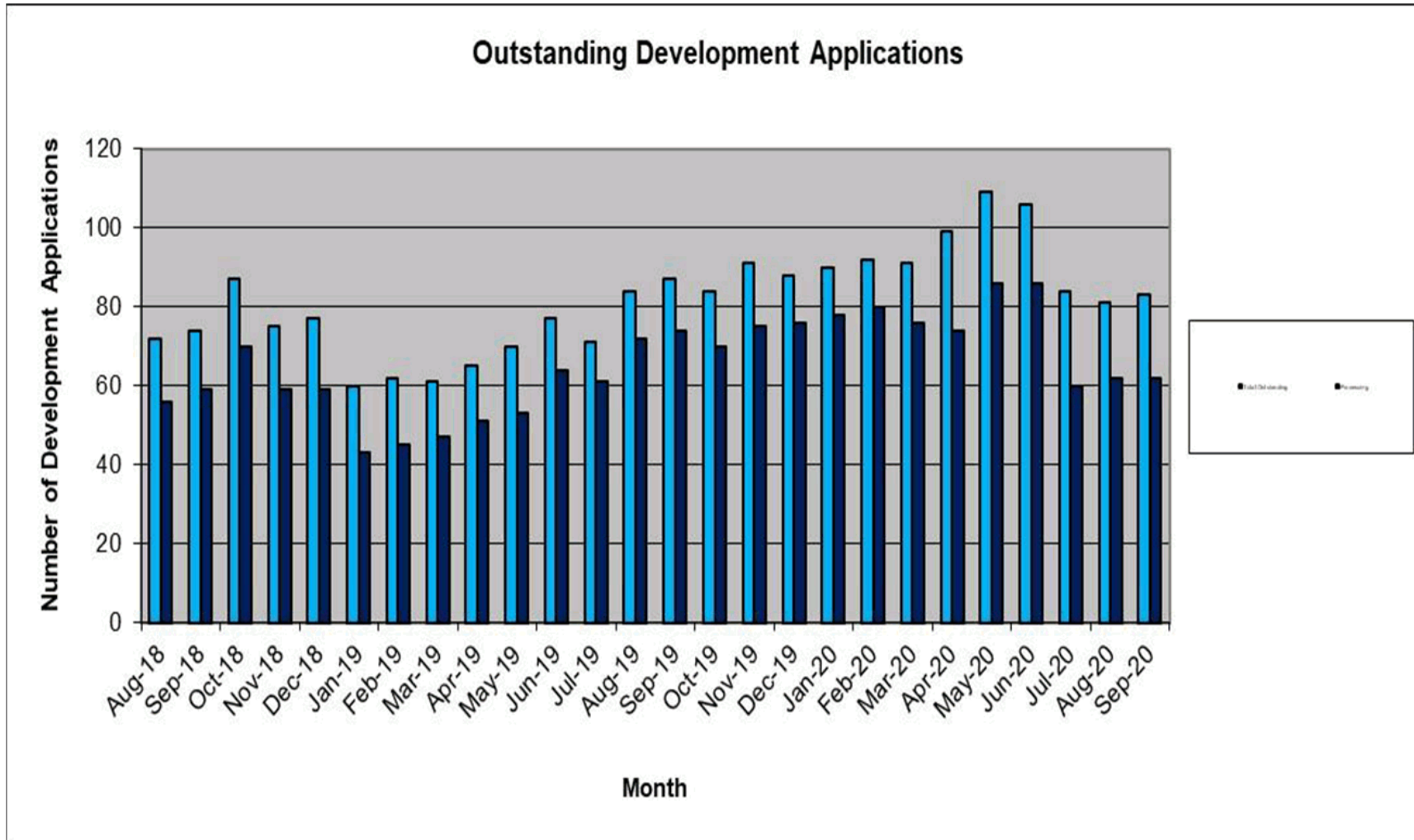
Monthly Development Application Processing Report – September 2020

This report covers the period for the month of July 2020. Graph 1 indicates the processing times up to 30, September 2020 with the month of September having an average of 48 days and a median time of 39 days.



Monthly Development Application Processing Report – September 2020

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



Monthly Development Application Processing Report – September 2020

The Planning and Development Department determined 30 Development Applications either by Council or under delegation during September 2020.

Development Applications Determined – September 2020

Appl/Proc ID	Description	House No	Street Name	Locality
DA0004/2018	Multi Dwelling Housing	66	Dangar Street	KANDOS
DA0131/2020	Hotel Accommodation	121	Ulan Road	PUTTA BUCCA
DA0202/2020	Tourist and Visitor Accommodation	6883	Castlereagh Highway	ILFORD
DA0246/2020	Depot	8	Sydney Road	MUDGEE
DA0279/2020	Commercial Alterations/Additions	1858	Cudgegong Road	CUDGEGONG
DA0290/2020	Change of use - Small Bar	13	Lewis Street	MUDGEE
DA0307/2020	Residential Shed	3	Barrington Court	MUDGEE
DA0313/2020	Commercial Alterations/Additions	77	Market Street	MUDGEE
DA0004/2021	Alterations & Additions	45	Court Street	MUDGEE
DA0005/2021	Alterations & Additions	8	Old Mill Road	GULGONG
DA0006/2021	Residential Shed	188	Broadhead Road	SPRING FLAT
DA0007/2021	Dwelling House	41	Callaghan Street	CLANDULLA
DA0012/2021	Emergency Services Facility	45	Rouse Street	GULGONG
DA0013/2021	Dual Occupancy	7	Mulholland Court	MUDGEE
DA0014/2021	Subdivision - Torrens Title	312	Melrose Road	MOUNT FROME
DA0020/2021	Alterations & Additions	20	Woodside Close	MUDGEE
DA0021/2021	Commercial Alterations/Additions	50	Sydney Road	MUDGEE
DA0026/2021	Electricity Generating Works	84	Mortimer Street	MUDGEE
DA0027/2021	Dual Occupancy	40	Bateman Avenue	MUDGEE
DA0028/2021	Shed >150m2	2639	Ulan Road	COOKS GAP
DA0030/2021	Signage	71	Angus Avenue	KANDOS
DA0031/2021	Recreation Facility (outdoor)	267	Ulan Road	BOMBIRA
DA0034/2021	Pergola	10	Madeira Road	MUDGEE
DA0039/2021	Residential Shed	13	Lynne Street	GULGONG
DA0042/2021	Carport	34	Denison Street	MUDGEE
DA0049/2021	Residential Shed	17	Steel Drive	SPRING FLAT
DA0050/2021	Dwelling House	2	Mayne Street	GULGONG
DA0055/2021	Alterations & Additions	27	Fleming Street	KANDOS
DA0058/2021	Residential Shed	87	Angus Avenue	KANDOS
DA0068/2021	Carport	9	Abernethy Close	MUDGEE

Monthly Development Application Processing Report – September 2020

Development Applications currently being processed – September 2020

Appl/Proc ID	Description	House No	Street Name	Locality
DA0214/2011	Dwelling House	663	Castlereagh Highway	BURRUNDULLA
DA0327/2011	Shed >150m2	23	Horatio Street	MUDGEE
DA0102/2016	Dwelling House	705	Windeyer Road	GRATTAI
DA0325/2016	Change of use - Garage to Bedroom	179	Denison Street	MUDGEE
DA0343/2016	Commercial Alterations/Additions	137	Ulan Road	PUTTA BUCCA
DA0266/2017	Residential Shed	3	Cudgeogong Street	RYLSTONE
DA0142/2018	Subdivision - Torrens Title	38	Rifle Range Road	MUDGEE
DA0214/2018	Camping Ground	2970	Walkers Lane	LUE
DA0301/2018	Commercial Premises	20	Sydney Road	MUDGEE
DA0089/2019	Change of use - Shed to Dwelling	2037	Coxs Creek Road	RYLSTONE
DA0228/2019	Recreation Facility (outdoor)	103	Wattlegrove Lane	LINBURN
DA0263/2019	Camping Ground	40	Grevillea Street	GULGONG
DA0277/2019	Dwelling House	280	Gardiners Road	TWO MILE FLAT
DA0288/2019	Electricity Generating Works	3	Sydney Road	BURRUNDULLA
DA0077/2020	Child Care Centre	1	Sydney Road	MUDGEE
DA0086/2020	Subdivision - Torrens Title	50	Broadhead Road	MUDGEE
DA0152/2020	Alterations & Additions	21	Dabee Road	KANDOS
DA0154/2020	Subdivision - Torrens Title	3	Sydney Road	BURRUNDULLA
DA0166/2020	Dual Occupancy	9	Mulholland Court	MUDGEE
DA0208/2020	Dwelling House	150	Wyaldra Lane	COOKS GAP
DA0225/2020	Subdivision - Torrens Title	402	Castlereagh Highway	MENAH
DA0252/2020	Secondary Dwelling	1	Rayner Street	MUDGEE
DA0274/2020	Camping Ground	701	Coricudgy Road	KELGOOLA
DA0282/2020	Boundary Adjustment	470	Castlereagh Highway	BURRUNDULLA
DA0300/2020	Residential Shed	65	Perry Street	MUDGEE
DA0311/2020	Alterations & Additions	60	Wynella Street	GULGONG
DA0314/2020	Alterations & Additions	77	Mulgoa Way	MUDGEE
DA0018/2021	Moveable Dwelling	69	Hadabob Road	FROG ROCK
DA0022/2021	Serviced Apartment	239	Gladstone Street	MUDGEE
DA0024/2021	Subdivision - Community Title	20	Sydney Road	MUDGEE
DA0025/2021	Caravan Park	196	Rocky Waterhole Road	MOUNT FROME
DA0035/2021	Dual Occupancy	18	Enfield Avenue	CAERLEON

Monthly Development Application Processing Report – September 2020

DA0036/2021	Residential Shed	16	Eleanor Dark Court	MUDGEE
DA0037/2021	Alterations & Additions	148	Tuckermans Road	MENAH
DA0038/2021	Alterations & Additions	3	Rowe Street	MUDGEE
DA0040/2021	Dwelling House	68	Henry Bayly Drive	MUDGEE
DA0041/2021	Secondary Dwelling	188	Mortimer Street	MUDGEE
DA0043/2021	Eco-Tourist Facility	1135	Campbells Creek Road	WINDEYER
DA0045/2021	Commercial Premises	182	Cudgegong Road	RYLSTONE
DA0046/2021	Dwelling House	5	Hosking Street	CAERLEON
DA0048/2021	Shed >150m2	31	Blain Road	CAERLEON
DA0051/2021	Subdivision - Torrens Title	9	Stan Boal Court	MUDGEE
DA0053/2021	Change of use - Concrete Workshop to Fabrication Workshop)	22	Industrial Avenue	MUDGEE
DA0056/2021	Alterations & Additions	24	Piper Street	RYLSTONE
DA0057/2021	Dual Occupancy	338	Yarrowonga Road	YARRAWONGA
DA0059/2021	Dual Occupancy	6	Willem Place	MUDGEE
DA0060/2021	Commercial Premises	3	Wilkins Crescent	MUDGEE
DA0061/2021	Dual Occupancy	9	Menah Avenue	MUDGEE
DA0063/2021	Subdivision - Torrens Title	7704	Bylong Valley Way	BYLONG
DA0064/2021	Garden Centre	47	Roberts Road	GRATTAI
DA0069/2021	Dwelling House	56	Wollar Road	BUDGEE BUDGEE
DA0070/2021	Alterations & Additions	7	Nashs Flat Place	MUDGEE
DA0072/2021	Dwelling House	11	Clifton Avenue	MUDGEE
DA0074/2021	Alterations & Additions	45	Robert Hoddle Grove	BOMBIRA
DA0075/2021	Residential Shed	7	Diana Drive	SPRING FLAT
DA0076/2021	Change of use - Dwelling to 1 Bedroom Serviced Apartment	116	Louee Street	RYLSTONE
DA0078/2021	Dwelling House	3	Hosking Street	CAERLEON
DA0079/2021	Dwelling House	2	Suzanne Road	TALLAWANG
DA0081/2021	Residential Shed	2	Hermitage Close	MUDGEE
DA0082/2021	Alterations & Additions	622	Upper Turon Road	UPPER TURON
DA0083/2021	Carport	2	Lynwood Avenue	MUDGEE
DA0084/2021	Demolition	88	Douro Street	MUDGEE
DA0085/2021	Alterations & Additions	16	Gladstone Street	MUDGEE
DA0086/2021	Dwelling House	659	Black Springs Road	BUDGEE BUDGEE
DA0087/2021	Carport	63	Court Street	MUDGEE
DA0088/2021	Commercial Premises	61	Lions Drive	MUDGEE
DA0089/2021	Shed >150m2	276	Lue Road	MILROY

Monthly Development Application Processing Report – September 2020

Heritage Development Applications currently being processed –September 2020.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0271/2011	Alterations & Additions	87	Short Street	MUDGEE
DA0058/2018	Fence	1	Dunphy Crescent	MUDGEE
DA0254/2019	Dual Occupancy	100	Inglis Street	MUDGEE
DA0300/2019	Demolition	80	Madeira Road	MUDGEE
DA0118/2020	Change of use - Retail Shop Beautician	26	Market Street	MUDGEE
DA0016/2021	Commercial Alterations/Additions	88	Mayne Street	GULGONG
DA0032/2021	Multi Dwelling Housing	68	Mortimer Street	MUDGEE
DA0052/2021	Shed >150m2	24	Nandoura Street	GULGONG
DA0062/2021	Commercial Alterations/Additions	19	Church Street	MUDGEE
DA0065/2021	Residential Shed	62	Short Street	MUDGEE
DA0066/2021	Commercial Alterations/Additions	77	Medley Street	GULGONG
DA0067/2021	Garage	63	Inglis Street	MUDGEE
DA0071/2021	Residential Shed	196	Church Street	MUDGEE
DA0073/2021	Commercial Alterations/Additions	156	Church Street	MUDGEE
DA0077/2021	Dual Occupancy	52	Court Street	MUDGEE
DA0080/2021	Change of use - Beauty Salon to Serviced Apartment	61	Church Street	MUDGEE

Item 9: Finance

9.1 Draft Long Term Financial Plan 2020-2030

REPORT BY THE MANAGER FINANCIAL PLANNING
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, FIN300201

RECOMMENDATION

That Council:

1. **receive the report by the Manager Financial Planning on the Draft Long Term Financial Plan 2020-2030;**
 2. **endorse the draft Long Term Financial Plan 2020-2030 to go on public exhibition for a period of 28 days;**
 3. **request a report be returned to Council after the period of exhibition, if any submissions are received for consideration; and**
 4. **if no submissions are received adopt the Long Term Financial Plan 2020-2030.**
-

Executive summary

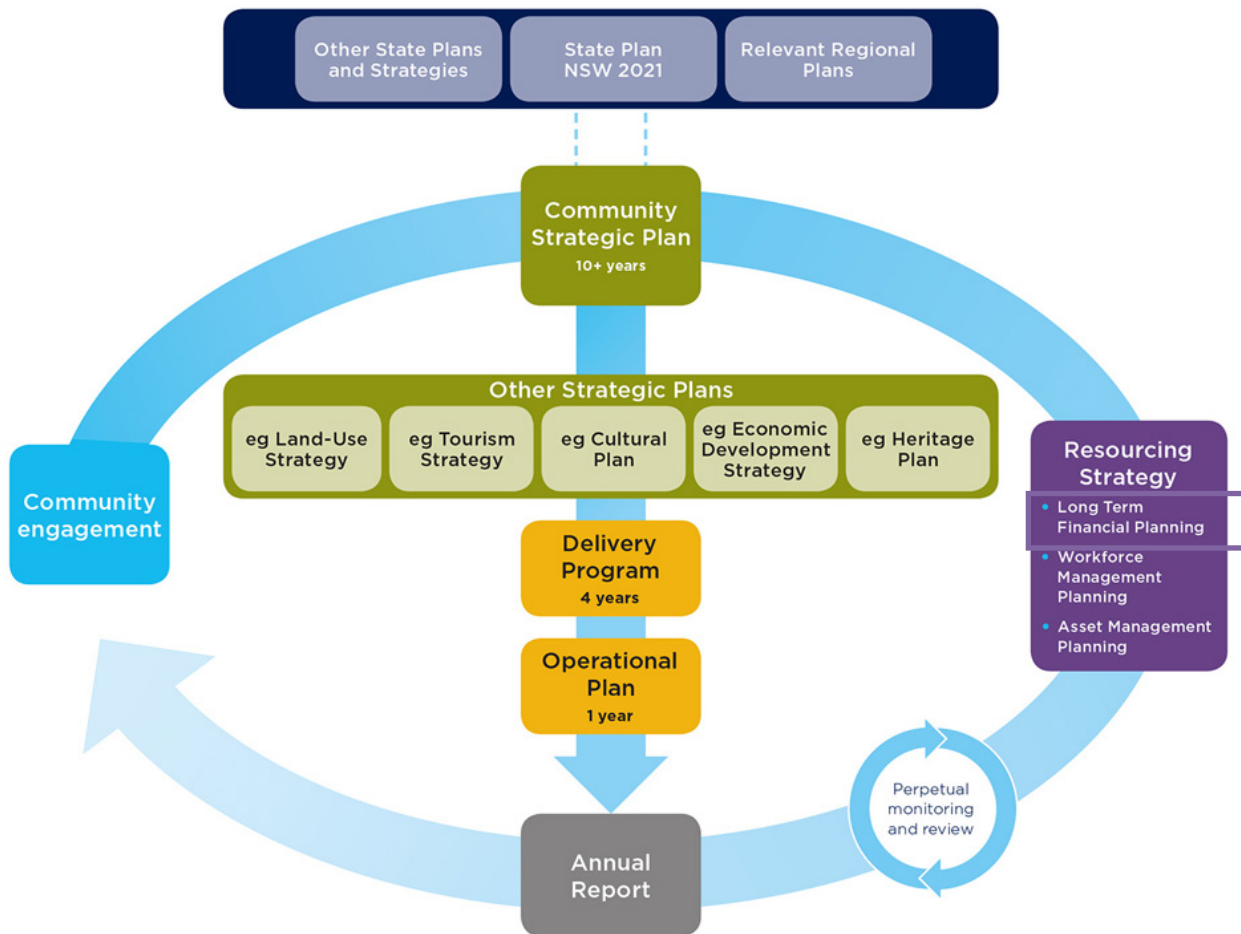
Following completion of the draft Delivery Program 2017/21 and the Operational Plan 2020/2021, the draft Long Term Financial Plan 2020-2030 is presented to Council to be placed on public exhibition, to better inform Council and the community.

Disclosure of Interest

Nil.

Detailed report

The Long Term Financial Plan is a requirement of the Integrated Planning and Reporting process, as a component of the Resourcing Strategy.



The Long-Term Financial Plan must project financial forecasts for the council for at least ten years, and be updated annually to further inform the Operational Plan. The Long-Term Financial Plan must be used by the council to inform its decision-making during the finalisation of the Community Strategic Plan and the development of the Delivery Program.

The Long-Term Financial Plan must include:

- Planning assumptions used to develop the plan
- Projected income and expenditure, balance sheet and cash flow statement
- Sensitivity analysis (factors/assumptions most likely to affect the plan)
- Financial modelling for different scenarios
- Methods of monitoring financial performance

The Long Term Financial Plan was delayed from being completed earlier in the Operational Plan 2020/2021 cycle due to conflicting priorities with the impact of bushfires and COVID-19 on Councils work flows.

Community Plan implications

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

Strategic implications

Council Strategies

The Long Term Financial Plan makes up a part of Councils Resourcing Strategy, and links to the Asset Management Plans and Delivery Program.

Council Policies

Not applicable.

Legislation

Local Government Act 1993 Section 430 Resourcing Strategy

- (1) A council must have a long-term strategy (called its "resourcing strategy") for the provision of the resources required to implement the strategies established by the community strategic plan that the council is responsible for
- (2) The resourcing strategy is to include long-term financial planning, workforce management planning and asset management planning.

Financial implications

The Operational Plan 2020/21 sets out Council's planned activities, major projects and strategic direction for the financial year ended 30 June 2021. The Long Term Financial Plan 2020-2030 identifies Council's planned financial path for the next ten years.

NEIL BUNGATE
MANAGER FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

22 June 2020

Attachments: 1. Long Term Financial Plan 2020-2030 (DRAFT). (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.2 Monthly Statement of Investments and Bank Balances as at 30 September 2020

REPORT BY THE MANAGER FINANCIAL PLANNING
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, FIN300053

RECOMMENDATION

That Council:

1. **receive the report by the Manager Financial Planning on the Monthly Statement of Investments and Bank Balances as at 30 September 2020; and**
2. **note the certification of the Responsible Accounting Officer.**

Executive summary

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

Disclosure of Interest

Nil.

Detailed report

The attachment to this report provides information on the performance of the portfolio and provides a register of all investments held as at 30 September 2020.

Breach of policy limits

Ratings agency Standard and Poor's on 7 September issued a ratings downgrade to the long term rating of AMP Bank Ltd from BBB+ to BBB.

The downgrade has resulted in the institution limit set for AMP reduced from 10% to 5%. This places AMP investment over the Investments Policy limit. AMP at the end of this month makes up 6% of the portfolio, with a limit of 5%.

In accordance with the policy an immediate freeze will be imposed on the acquisition of new investment with this institution until the portfolio can be effectively managed back to the requirements of the Investments Policy. The next opportunity to do this will be in December 2020.

On 30 September 2020 a \$1,500,000 term deposit was placed with Bank of Queensland (BOQ) for a term of 3 years. With the rating of BOQ being BBB+ there is a policy limit which restricts the term of investment to 2 years. The deposit was amended on 6 October 2020 to a term of less than 2 years bringing it back within policy limits.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

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

Legislation

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

- a) this report sets out details of all money that the Council has invested under Section 625 of the Act, and
- b) all investments have been made in accordance with the Act and the regulations, and
- c) breeches of Councils Investments Policy are noted in the detailed report above.

Financial implications

Not applicable

Associated Risks

Not applicable

NEIL BUNGATE
MANAGER FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

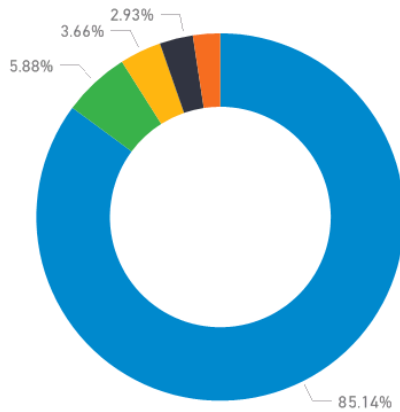
24 September 2020

Attachments: 1. Investment Report 30 September 2020.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Investments by Type

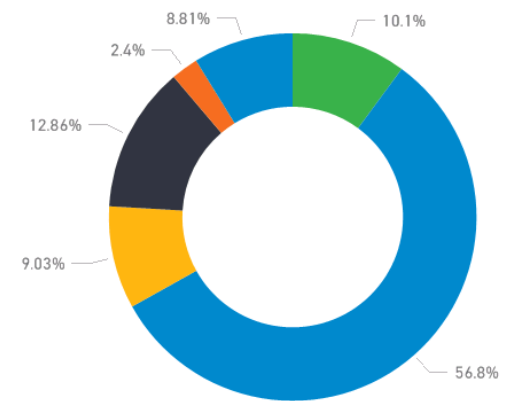


Mid-Western Regional Council Cash and Investments as at 30 September 2020

Total Investment Portfolio

94.08M

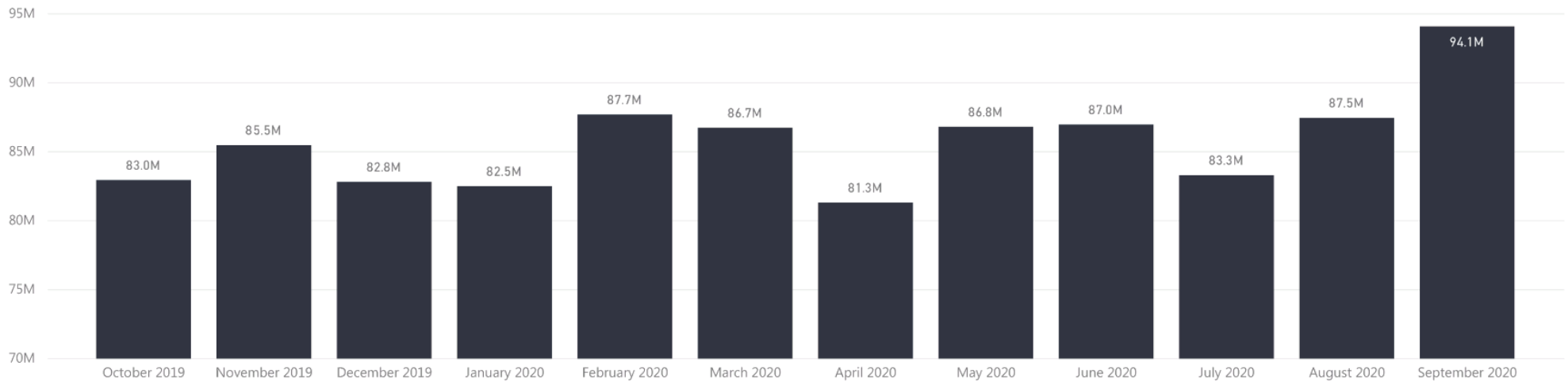
Investments by Long Term Rating



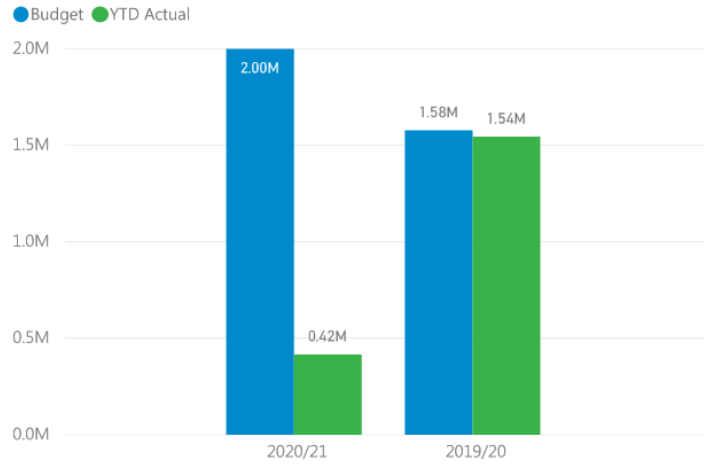
● Term Deposit ● TCorp - MTG Fund ● At Call ● TCorp - LTG Fund ● TCorp - Cash Fu...

● A+ to A- ● AAA to AA- ● BBB ● BBB+ ● TCorp Hour-Glass Cash ● TCorp Hour-Gla...

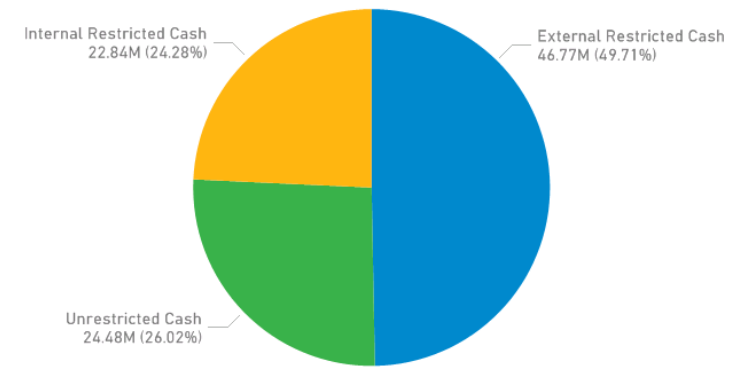
Portfolio Balance at End of Month



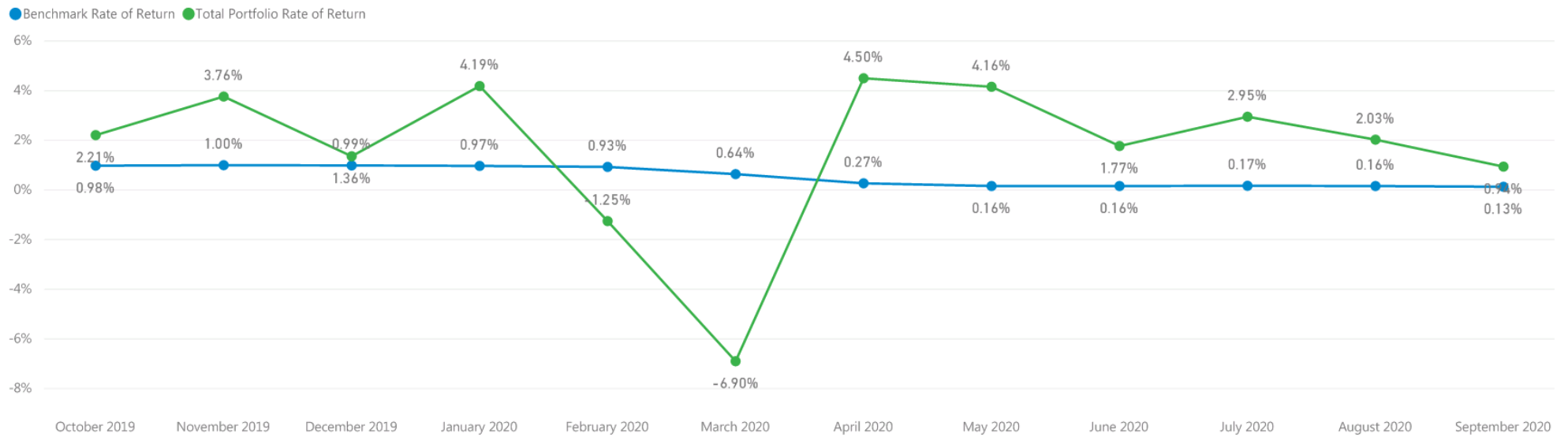
Income from Investments



Balance by Cash Category



Investment Performance



Investment Portfolio Summary

Term to Maturity	Amount \$'000	Actual	Cumulative Actual	Cumulative Minimum	Policy Compliance
Less than 3 months	29,483,340	31%	31%	20%	OK
Between 3 months and 1 year	46,000,000	49%	80%	40%	OK
Between 1 year and 2 years	17,600,000	19%	99%	50%	OK
Between 2 years and 4 years	1,000,000	1%	100%	85%	OK
More than 5 years	-	0%	100%	0%	OK
Total	94,083,340				

Long Term Rating	Institution	Policy Limit	Policy Compliance (Institution)	% of Portfolio	Amount
AA-	CBA	40%	OK	2%	1,500,000
	NAB	40%	OK	25%	23,440,822
	St George	40%	OK	21%	19,500,000
	Westpac	40%	OK	10%	9,000,000
A+	Macquarie	20%	OK	5%	4,500,000
A	ING	20%	OK	5%	5,000,000
BBB+	Bank Of Queensland	10%	OK	9%	8,000,000
	MyState Bank	10%	OK	4%	4,100,000
BBB	AMP	5%	Over Limit	6%	5,500,000
	Credit Union Australia	5%	OK	2%	1,500,000
	Defence Bank	5%	OK	2%	1,500,000
Tcorp Hour-Glass Cash	TCorp - Cash Fund	30%	OK	2%	2,255,197
	TCorp - Long Term Growth Fund	15%	OK	3%	2,754,535
TCorp Hour-Glass Growth Fund	TCorp - Medium Term Growth Fund	15%	OK	6%	5,532,786
Grand Total				100%	94,083,340

Long Term Rating Group	Credit Policy Limit	Policy Compliance (SP Group)	% of Portfolio	Amount
AAA to AA-	100%	OK	57%	53,440,822
A+ to A-	50%	OK	10%	9,500,000
BBB+	20%	OK	13%	12,100,000
BBB	10%	OK	9%	8,500,000
Tcorp Hour-Glass Cash	30%	OK	2%	2,255,197
TCorp Hour-Glass Growth Fund	15%	OK	9%	8,287,321
Grand Total			100%	94,083,340

Monthly Investment Portfolio Activity

The below table shows investments activities of At Call Fund and Managed Funds

Bank Accounts	Opening Balance	Redeemed Balance	Re-Invested Balance
NAB (At call account)	3,890,557		3,440,822
TCorp - Cash Fund	2,254,406		2,255,197
TCorp - Long Term Growth Fund	2,770,073		2,754,535
TCorp - Medium Term Growth Fund	5,547,065		5,532,786
Total	14,462,102	-	13,983,340

The below table shows matured term deposits

Institution	Yield	Maturity Date	Principal Amount	Total Interest Amount
Westpac	2.63%	16/09/2020	1,500,000	60,526
CBA	1.52%	2/09/2020	1,000,000	15,450
CBA	1.52%	23/09/2020	2,000,000	32,649
NAB	1.55%	30/09/2020	1,500,000	24,970
Total			6,000,000	133,595

The below table shows new term deposits

Institution	Yield	Maturity Date	Principal Amount	Total Interest Amount
Westpac	0.80%	1/09/2021	1,000,000	7,978
Westpac	0.80%	15/09/2021	1,500,000	12,427
NAB	0.75%	22/09/2021	2,500,000	19,007
NAB	0.75%	29/09/2021	1,000,000	7,747
NAB	0.79%	14/09/2022	1,500,000	23,603
MyState Bank	0.75%	27/10/2021	2,600,000	21,316
CBA	0.70%	13/10/2021	1,500,000	10,874
Bank Of Queensland	0.90%	28/09/2022	1,500,000	26,926
Total			13,100,000	129,878

At Call Fund and Managed Funds

Institution	Yield	Term to Maturity	Principal Amount
NAB	0.65%	0	3,440,822.08
TCorp - Cash Fund	0.65%	1	2,255,196.77
TCorp - Long Term Growth Fund	0.65%	5	2,754,535.13
TCorp - Medium Term Growth Fund	0.65%	5	5,532,785.57
Total			13,983,339.55

Current Term Deposits

Institution	Yield	Term to Maturity	Principal Amount
AMP	1.70%	70	1,500,000
AMP	1.70%	77	2,000,000
AMP	1.55%	70	2,000,000
Bank Of Queensland	1.65%	406	2,500,000
Bank Of Queensland	1.55%	77	1,500,000
Bank Of Queensland	1.60%	504	1,500,000
Bank Of Queensland	1.45%	518	1,000,000
Bank Of Queensland	0.90%	728	1,500,000
CBA	0.70%	378	1,500,000
Credit Union Australia	1.58%	42	1,500,000
Defence Bank	1.80%	168	1,500,000
ING	2.77%	140	1,000,000
ING	1.55%	56	2,500,000
ING	1.13%	588	1,500,000
Macquarie	1.45%	154	1,500,000
Macquarie	1.45%	175	2,000,000
Macquarie	1.40%	882	1,000,000
MyState Bank	1.65%	182	1,500,000
MyState Bank	0.75%	392	2,600,000
NAB	1.62%	28	1,500,000
NAB	1.50%	21	1,500,000
NAB	1.10%	203	1,000,000
NAB	1.00%	280	1,800,000
NAB	0.85%	294	2,200,000
NAB	0.81%	287	1,500,000
NAB	0.80%	322	1,500,000
NAB	0.87%	686	2,000,000
NAB	0.81%	329	2,000,000
NAB	0.75%	357	2,500,000
NAB	0.75%	364	1,000,000
NAB	0.79%	714	1,500,000
St George	2.61%	210	2,500,000
St George	1.60%	98	1,000,000
St George	1.65%	98	1,500,000
St George	1.58%	112	1,000,000
St George	1.58%	119	2,000,000
St George	1.50%	126	1,500,000
St George	1.11%	196	1,500,000
St George	1.15%	224	1,500,000
St George	1.15%	252	2,000,000
St George	1.15%	266	3,000,000
St George	1.12%	238	2,000,000
Westpac	1.54%	308	1,500,000
Westpac	1.56%	14	1,500,000
Westpac	1.55%	147	1,500,000
Westpac	0.85%	674	2,000,000
Westpac	0.80%	336	1,000,000
Westpac	0.80%	350	1,500,000
Total			80,100,000

9.3 Monthly Budget Review - September 2020

REPORT BY THE MANAGER FINANCIAL PLANNING
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, FIN300240

RECOMMENDATION

That Council:

1. receive the report by the Manager Financial Planning on the Monthly Budget Review - September 2020; and
2. amend the 2020/21 budget in accordance with the variations as listed in the Monthly Budget Review attachment to this report.

Executive summary

This report provides Council with information on the progress of the 2020/21 capital works program at 30 September 2020.

Disclosure of Interest

Nil.

Detailed report

Over the period of the financial year, Council has an opportunity to review and approve variances to the Budget. The attachment to this report provides the detailed information of recommended variations.

Community Plan implications

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

Council Strategies

Not applicable.

Council Policies

Not applicable.

Legislation

Clause 202 of the Local Government (General) Regulation 2005, states that the responsible accounting officer of a Council must:

- a) establish and maintain a system of budgetary control that will enable the council's actual income and expenditure to be monitored each month and to be compared with the estimate of Council's income and expenditure, and
- b) if any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of Council.

Financial implications

The budget variations proposed will not impact the below financial ratios.

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2020/21	-	-	-
Future Years	-	-	-

Associated Risks

Not applicable.

NEIL BUNGATE
MANAGER FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

8 October 2020

Attachments: 1. Monthly Budget Review Attachment - September 2020.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



*Good
Government*

MONTHLY BUDGET
REVIEW – 30
SEPTEMBER 2020

ATTACHMENT 1 – CAPITAL
PROGRAM UPDATE

21 OCTOBER 2020

MID-WESTERN REGIONAL COUNCIL
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



1. PROPOSED BUDGET VARIATIONS

SUMMARY

Fund	Funding Source	20/21
General	LAND DEVELOPMENT RESERVE	-200,000
	PLANT REPLACEMENT RESERVE	-16,000
General Total		-216,000
Sewer	Unrestricted Cash	-10,000
Sewer Total		-10,000
Water	Unrestricted Cash	-10,000
Water Total		-10,000
Grand Total		-236,000

FINANCIAL YEAR: 20/21

Fund	Variation	Movement	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation \$	Unrestricted Cash Variation \$
General	Property - Mudgee Airport Subdivision - Project completion requires surveyors, solicitors, and registration and development fees to be paid.	U	200,000	-	0	LAND DEVELOPMENT RESERVE	(200,000)	0
General	Plant Purchases - Revised Water & Sewer mowing fleet with a contribution of \$10k. This will replace 5 residential style mowers and 3 trailers with 2 commercial quality mowers and 1 trailer that are suitable for a mowing crew.	U	36,000	CONTRIBUTION FROM OTHER FUND	(20,000)	PLANT REPLACEMENT RESERVE	(16,000)	0
Sewer	Sewer Management & Administration - Contribution to new mowers and trailer	U	10,000	-	0	-	0	(10,000)
Water	Water Management & Administration - Contribution to new mowers and trailer	U	10,000	-	0	-	0	(10,000)
Total			256,000		(20,000)		(216,000)	(20,000)

Movement	Description
C	Contra
F	Favourable
U	Unfavourable

2. CAPITAL WORKS PROGRAM

Summary of capital works program as at 30 September 2020.

5.5 M

Actual YTD

217

Capital Projects

*Excludes Budget Only and
Deferred

6%

Budget Spent

13

Capital Projects
Completed

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
Looking after our Community							
RURAL FIRE SERVICE - LARGE WATER TANKS	196	0	196	7	4%	122	Construction
MUDGEES POUND - CAGE REPAIRS	39	0	39	0	0%	0	Consultation
MUDGEES POUND UPGRADE - RENOVATION & EXTENSION	205	0	205	0	0%	0	Consultation
COMM. TRANSPORT- VEHICLE PURCHASE	56	0	56	0	0%	0	Consultation
GPS CEMETERY SITES	42	0	42	0	0%	0	Project Scope
CEMETERY CAPITAL PROGRAM	15	0	15	0	0%	0	Project Scope
MUDGEES CEMETERY FENCE UPGRADE	65	0	65	0	0%	0	Project Scope
MUDGEES CEMETERY ROAD UPGRADE	25	0	25	0	0%	0	Project Scope
RYLSTONE CEMETERY DRAINAGE	26	0	26	3	10%	0	Complete-awaiting invoices
LIBRARY BOOKS	91	0	91	35	38%	0	Construction
LIBRARY EQUIPMENT	20	0	20	0	0%	0	Procurement
RYLSTONE LIBRARY BRANCH	9	0	9	0	0%	0	Procurement
STABLES COMPLEX - CAPITAL	41	0	41	0	0%	0	Project Scope
HARGRAVES COURT HOUSE BUILDING - EXTERNAL WORKS	30	0	30	0	0%	0	Project Scope
CAP UPGRD-COMMUNITY BLD-BUDGET ONLY	140	0	140	0	0%	0	Budget only
TOWN HALL - EXTERNAL BRICKWORK	50	0	50	0	0%	0	Project Scope
GULGONG MEMORIAL HALL EXT. PAINTING	30	0	30	0	0%	27	Construction
GULGONG MEMORIAL HALL ROOF	70	0	70	0	0%	60	Construction
TOWN HALL - SURVEILLANCE CAMERA UPGRADE	50	0	50	0	0%	0	Procurement
GUIDES BUILDING - RYLSTONE	40	0	40	4	11%	0	Initial works
GULGONG HALL	34	0	34	0	0%	0	Consultation
POOL SHADE PROGRAM	45	0	45	0	0%	0	Design
GULGONG POOL REPAINT	86	0	86	1	1%	0	Complete-awaiting invoices
GULGONG POOL STORAGE SHED	25	0	25	0	0%	0	Design

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
POOL FILTER REPLACEMENT	55	0	55	0	0%	0	Procurement
POOL MATTS	60	0	60	0	0%	0	Project Scope
KANDOS POOL HEATERS	85	0	85	0	0%	0	Project Scope
MUDGEES SHOWGROUNDS - REDEVELOPMENT	497	0	497	0	0%	1	Procurement
GLEN WILLOW SPORTS GROUND UPGRADES	14,948	0	14,948	1,043	7%	5,590	Construction
GLEN WILLOW SHED	50	0	50	0	0%	0	Procurement
GULGONG TENNIS COURTS *	130	0	130	0	0%	0	Project Scope
VICTORIA PARK GULGONG - LIGHTING CAP UPGRADE	557	0	557	3	1%	526	Final works
RYLSTONE CEMETERY STORAGE SHED	20	0	20	0	0%	0	Procurement
MUDGEES DOG PARK RELOCATION & UPGRADE	100	0	100	0	0%	0	Project Scope
BILLY DUNN AMENITIES	262	0	262	0	0%	0	Consultation
BILLY DUNN CARPARK ACCESS	96	0	96	0	0%	0	Design
PUBLIC TOILETS - CLANDULLA	5	0	5	0	0%	0	Project Scope
PUBLIC TOILETS - WALKERS OVAL	10	0	10	0	0%	0	Consultation
MUDGEES SHOWGROUNDS - CARPARK & PATHWAY UPGRADE	74	0	74	4	5%	56	Construction
MUDGEES SHOWGROUNDS - BRIDGE CLUB KITCHEN	65	0	65	54	84%	3	Complete-awaiting invoices
PASSIVE PARKS - LANDSCAPING IMPROVEMENTS	6	0	6	0	0%	0	Project Scope
SCULPTURES ACROSS THE REGION	26	0	26	0	0%	0	Consultation
PLAYGROUND SHADING PROGRAM	171	0	171	0	0%	18	Design
PITTS LANE - LIGHTING *	50	0	50	0	0%	0	Project Scope
FLIRTATION HILL DEVELOPMENT	38	0	38	0	0%	3	Project Scope
RED HILL CAPITAL WORKS	425	0	425	2	1%	9	Design
PLAYGROUND CCTV	15	0	15	0	0%	11	Initial works
PUBLIC TOILETS - CORONATION PARK	10	0	10	0	0%	0	Consultation
PUBLIC TOILETS - ROBERTSON PARK	20	0	20	0	0%	0	Consultation
PLAYGROUND - ROBINSON / FISHER ST GULGONG	24	0	24	0	0%	8	Procurement

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
MUDGEES SKATE PARK - SHADESAILS & SEATING *	34	0	34	0	0%	0	Project Scope
CLANDULLA MOUNTAIN BIKE TRAIL DEVELOPMENT *	245	0	245	0	0%	0	Project Scope
ART GALLERY FACILITY	8,464	0	8,464	16	0%	6,443	Construction
STREETSCAPE - CBD INFRASTRUCTURE	25	0	25	12	50%	0	Initial works
Total	27,999	0	27,999	1,185	4%	12,876	

Protecting our Natural Environment

RURAL WASTE DEPOT UPGRADES	202	0	202	6	3%	33	Initial works
MUDGEES WASTE DEPOT UPGRADES	59	0	59	10	17%	0	Procurement
NEW TIP CONSTRUCTION	2,078	0	2,078	16	1%	62	Consultation
WASTE SITES REHABILITATION	30	0	30	0	0%	8	Initial works
RECYCLING PLANT UPGRADES	200	0	200	1	0%	0	Project Scope
LEACHATE POND ENLARGEMENT	467	0	467	6	1%	8	Procurement
WEIGHBRIDGE SOFTWARE UPGRADE	41	0	41	0	0%	0	Project Scope
KANDOS WTS OFFICE REPLACEMENT	99	0	99	2	2%	0	Procurement
GULGONG WTS OFFICE REPLACEMENT	118	0	118	1	0%	0	Procurement
MUDGEES LANDFILL WHEEL WASH	35	0	35	0	0%	0	Procurement
DRAINAGE CAPITAL IMPROVEMENTS	332	0	332	22	7%	1	Construction
MUDGEES FLOOD STUDY & FLOODPLAIN MANAGEMENT PLAN	51	0	51	7	14%	13	Final works
EARTH CHANNEL ENLARGEMENT WORKS	90	0	90	0	0%	4	Construction
PIT MODIFICATIONS – VARIOUS LOCATIONS	17	0	17	8	45%	0	Construction
CAUSEWAY - SCHOOL LANE	33	0	33	0	0%	0	Project Scope
MUDGEES FLOODPLAIN MANAGEMENT PLAN STAGE 2	150	0	150	0	0%	0	Project Scope
KANDOS STORMWATER UPGRADE	701	0	701	0	0%	0	Project Scope

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
CAUSEWAY - DREWS LANE	33	0	33	0	0%	0	Project Scope
PUTTA BUCCA WETLANDS CAPITAL	20	0	20	0	0%	0	Project Scope
PUTTA BUCCA WETLANDS TOILET	101	0	101	0	0%	0	Consultation
WATER NEW CONNECTIONS	93	0	93	18	20%	2	Budget only
WATER AUGMENTATION - MUDGEE HEADWORKS	2,282	0	2,282	0	0%	10	Project Scope
WATER AUGMENTATION - WEST MUDGEE EXTENSION	325	0	325	0	0%	0	Deferred/Cancelled
WATER AUGMENTATION - ULAN RD EXTENSION	311	0	311	140	45%	115	Construction
WATER AUGMENTATION - RYLSTONE & KANDOS	1,728	0	1,728	0	0%	0	Project Scope
WATER RYLSTONE DAM UPGRADE	3,563	0	3,563	0	0%	0	Consultation
WATER TELEMETRY	250	0	250	0	0%	226	Procurement
WATER MAINS - BYRON PLACE	60	0	60	0	0%	0	Consultation
WATER MAINS - LYNNE STREET	30	0	30	0	0%	0	Consultation
WATER MAINS - MAYNE STREET	270	0	270	0	0%	0	Consultation
WATER MAINS - ANDERSON STREET	122	0	122	58	47%	10	Construction
WATER MAINS - COOYAL STREET	148	0	148	39	26%	11	Construction
WATER MAINS - SULLY STREET	50	0	50	1	3%	0	Procurement
WATER MAINS - QUEEN STREET	86	0	86	23	27%	1	Design
WATER MAINS - BELMORE STREET	250	0	250	0	0%	0	Consultation
WATER MAINS - BULGA STREET	110	0	110	0	0%	0	Consultation
WATER MAINS - BOWMAN STREET	50	0	50	0	0%	0	Consultation
WATER MAINS - BAYLY STREET	100	0	100	0	0%	0	Consultation
WATER MAINS - MOONLIGHT STREET	24	0	24	61	255%	4	Complete
WATER MAINS - WENONAH STREET	110	0	110	0	0%	0	Project Scope
WATER MAINS - FLIRTATION HILL ROAD	55	0	55	0	0%	0	Project Scope
WATER MAINS - STOTT STREET	22	0	22	0	0%	0	Consultation
WATER MAINS - NANDOURA STREET	200	0	200	0	0%	0	Consultation
WATER MAINS - FISHER STREET	50	0	50	0	0%	0	Consultation

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
WATER MAINS - HERBERT STREET	110	0	110	0	0%	0	Consultation
WATER PUMP STATION - CAPITAL RENEWALS	46	0	46	0	0%	19	Construction
RYLSTONE DAM PS PAC DOSING SYSTEM	96	0	96	0	0%	89	Construction
WATER RESERVOIR - FLIRTATION HILL GULGONG	250	0	250	0	0%	0	Deferred/Cancelled
RESERVOIRS - RYLSTONE, KANDOS, CHARBON, CLANDULLA	62	0	62	20	32%	57	Procurement
RAW WATER SYSTEMS RENEWALS	20	0	20	0	0%	0	Budget only
WATER TREATMENT PLANT - RENEWALS	20	0	20	0	0%	0	Budget only
WATER WELLFIELD BORE INTEGRITY UPGRADES	40	0	40	0	0%	19	Construction
WATER METER REPLACEMENT	295	0	295	41	14%	8	Construction
RAW WATER SYSTEMS - SALEYARDS WATER SUPPLY	28	0	28	0	0%	0	Consultation
RURAL CUSTOMER FILL STATIONS	270	0	270	0	0%	0	Procurement
SEWER NEW CONNECTIONS	24	0	24	4	17%	0	Budget only
SEWER AUGMENTATION - RYLSTONE & KANDOS	4,000	0	4,000	0	0%	0	Project Scope
SEWER AUGMENTATION - MUDGEE	150	0	150	0	0%	0	Deferred/Cancelled
SEWER TELEMTRY	31	0	31	0	0%	0	Design
SEWER AUGMENTATION - CHARBON	1,725	0	1,725	0	0%	0	Consultation
SEWER MAINS - CAPITAL BUDGET ONLY	969	0	969	0	0%	0	Procurement
SEWER MAINS RELINING	300	0	300	0	0%	27	Procurement
RISING MAIN ULAN RD TO PUTTA BUCCA	529	0	529	128	24%	0	Construction
SEWER PUMP STATION - CAPITAL RENEWALS	1,094	0	1,094	12	1%	0	Consultation
SEWER PUMP STATION - RACECOURSE MUDGEE	125	0	125	0	0%	0	Design
SEWER TREATMENT WORKS - RENEWALS	69	0	69	0	0%	7	Procurement
MUDGEE STP SLUDGE DEWATERING IMPROVEMENTS	8	0	8	9	108%	0	Complete
RECYCLED WATER MANAGEMENT SYSTEM	90	0	90	0	0%	0	Deferred/Cancelled
SEWER TREATMENT WORKS - GULGONG STP SPILLWAY	30	0	30	0	0%	0	Project Scope
SEWER TREATMENT WORKS MUDGEE INLET	46	0	46	0	0%	0	Project Scope

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
Total	25,572	0	25,572	634	2%	735	

Building a Strong Local Economy

RYLSTONE CARAVAN PARK - CAPITAL	529	0	529	0	0%	0	Project Scope
RIVERSIDE CARAVAN PARK FIRE SERVICES	103	0	103	0	0%	26	Initial works
MUDGEES VALLEY PARK UPGRADE	725	0	725	34	5%	113	Construction
ENTRANCE SIGNAGE PROJECT	112	0	112	39	34%	3	Construction
SALEYARDS - POST AND RAIL REPLACEMENT	10	0	10	0	0%	0	Project Scope
SALEYARDS SECURITY CAMERAS	10	0	10	0	0%	0	Procurement
PROPERTY - MUDGEES AIRPORT SUBDIVISION	0	200	200	4	2%	4	Complete
PROPERTY - EX SALEYARDS STAGE I	526	0	526	538	102%	33	Complete
Total	2,016	200	2,216	616	28%	180	

Connecting our Region

URBAN RESEALS - BAYLY ST SEG 10-60	52	0	52	0	0%	37	Initial works
URBAN RESEALS - BELMORE ST SEG 10-20,50-90	91	0	91	0	0%	60	Initial works
URBAN RESEALS - MAYNE ST SEG 20,60,70	31	0	31	0	0%	23	Initial works
URBAN RESEALS - QUEEN ST SEG 10-80	55	0	55	0	0%	39	Initial works
URBAN RESEALS - WYALDRA ST SEG 10	13	0	13	0	0%	9	Initial works
URBAN RESEALS - COX ST SEG 10	20	0	20	0	0%	10	Initial works
URBAN RESEALS - WALKERS LN SEG 10	12	0	12	2	16%	9	Initial works
URBAN RESEALS - BELLEVUE RD SEG 30-60	36	0	36	0	0%	28	Initial works
URBAN RESEALS - BRUCE RD SEG 30	28	0	28	0	0%	17	Initial works
URBAN RESEALS - CEDAR AVE SEG 10-20	14	0	14	0	0%	9	Initial works
URBAN RESEALS - COMMON RD SEG 10	10	0	10	0	0%	6	Initial works
URBAN RESEALS - CONSTANTIA RD SEG 10	20	0	20	0	0%	13	Initial works

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
URBAN RESEALS - COURT ST SEG 10,60-100	55	0	55	0	0%	34	Initial works
URBAN RESEALS - COX ST SEG 15-20	21	0	21	3	13%	14	Initial works
URBAN RESEALS - GLADSTONE ST SEG 10-40,110-130	126	0	126	0	0%	68	Initial works
URBAN RESEALS - NORMAN RD SEG 10-30	49	0	49	0	0%	33	Initial works
URBAN RESEALS - ROBERT JONES ST SEG 10	10	0	10	0	0%	5	Initial works
URBAN RESEALS - MUDGEES ST SEG 10-70	110	0	110	0	0%	72	Initial works
URBAN ROADS KERB & GUTTER CAPITAL	26	0	26	17	66%	0	Construction
URBAN REHAB - CHURCH / MEARES ST ROUNDABOUT	935	0	935	1	0%	0	Design
HEAVY PATCHING - MUDGEES ST RYLSTONE	50	0	50	0	0%	0	Procurement
URBAN REHAB - SHORT ST RYLSTONE KERB & GUTTER	50	0	50	0	0%	0	Procurement
URBAN HEAVY PATCHING	25	0	25	0	0%	0	Project Scope
MULTIPLE PEDESTRIAN REFUGES & BUILDOUTS	19	0	19	20	106%	0	Complete
RESHEETING - URBAN ROADS	16	0	16	1	5%	0	Initial works
URBAN ROADS LAND MATTERS CAPITAL	28	0	28	0	1%	0	Consultation
GUTTERING BYLONG VALLEY WAY KANDOS	50	0	50	24	47%	6	Construction
RURAL SEALED ROADS RESEALS BUDGET ONLY	310	0	310	0	0%	0	Budget only
RESEAL - CRAIGMOOR RD SEG 10	50	0	50	0	0%	29	Initial works
RESEAL - EDGELL LANE SEG 10	28	0	28	0	0%	16	Initial works
RESEAL - CRAIGMOOR RD SEG 20	40	0	40	0	0%	27	Initial works
RESEAL - HENRY LAWSON DR SEG 80-90,120	139	0	139	0	0%	99	Initial works
RESEAL - GREEN GULLY RD SEG 15	17	0	17	0	0%	9	Initial works
RESEAL - TIP RD GULGONG SEG 10	11	0	11	0	0%	9	Initial works
RESEAL - GUNDOWDA RD SEG 10-30,70	135	0	135	2	1%	87	Initial works
RESEAL - QUEENS PINCH RD SEG 70,110-120	126	0	126	0	0%	76	Initial works
RESEAL - NULLO MOUNTAIN RD SEG 110	15	0	15	0	0%	15	Initial works
RESEAL - LESTERS LN SEG 10-40	134	0	134	0	0%	89	Initial works
RESEAL - QUEENS PINCH RD SEG 50	68	0	68	0	0%	27	Initial works

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
RESEAL - HENRY LAWSON DR SEG 130-160	200	0	200	0	0%	129	Initial works
RURAL SEALED ROAD REHAB & WIDENING - BUDGET ONLY	222	0	222	0	0%	0	Budget only
RURAL REHAB - CUDGEGONG RD	360	0	360	10	3%	1	Initial works
RURAL REHAB - BARNEYS REEF RD	430	0	430	1	0%	2	Initial works
HEAVY PATCHING	46	0	46	0	0%	0	Project Scope
CUDGEGONG ROAD GUARDRAIL	50	0	50	28	57%	0	Construction
ULAN WOLLAR ROAD - STAGE 3A	108	0	108	36	33%	51	Complete
ULAN WOLLAR ROAD - MOOLARBEN INTERSECTION	161	0	161	70	44%	1	Complete
RURAL SEALED ROAD LAND MATTERS	18	0	18	0	0%	0	Consultation
RURAL SEALED REGIONAL ROAD REPAIR PROGRAM *	329	0	329	12	4%	3	Initial works
ULAN AND WOLLAR ROAD UPGRADES	86	0	86	0	0%	0	Project Scope
MUNGHORN GAP REALIGNMENT & UPGRADE	1,985	0	1,985	159	8%	414	Construction
HILL END ROAD SAFETY IMPROVEMENTS	1,501	0	1,501	198	13%	31	Construction
BVW UPGRADE RNSW 2080	2,023	0	2,023	59	3%	47	Initial works
RURAL SEALED REGIONAL ROAD LAND MATTERS CAPITAL	10	0	10	1	7%	0	Initial works
RAZORBACK RD PASSING BAYS	32	0	32	0	0%	0	Consultation
SEAL EXTENSION - BARIGAN RD	2,006	0	2,006	348	17%	246	Construction
WIDEN AND SEAL MT VINCENT ROAD HILL	90	0	90	43	47%	0	Construction
SEAL EXTENSION - AARONS PASS RD	1,200	0	1,200	0	0%	0	Consultation
SEAL EXTENSION - COXS CREEK RD	460	0	460	0	0%	0	Consultation
SEAL EXTENSION - MEBUL RD	1,405	0	1,405	0	0%	7	Initial works
SEAL EXTENSION - PYRAMUL RD SEG 120-130	375	0	375	0	0%	0	Consultation
RESHEETING	1,988	0	1,988	1,268	64%	9	Construction
SEAL EXTENSION - PYRAMUL RD	71	0	71	103	144%	0	Complete
UNSEALED ROADS LAND MATTERS CAPITAL	20	0	20	6	31%	11	Construction
DIXONS LONG POINT CROSSING - UPGRADE PLAN	1,542	0	1,542	144	9%	137	Design

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
REGIONAL ROAD BRIDGE CAPITAL	3	0	3	16	558%	0	Complete
GOULBURN RIVER BRIDGE ULAN ROAD	600	0	600	1	0%	24	Consultation
ULAN ROAD - BLACKSPRINGS ROAD TO BUCKAROO LANE	400	0	400	0	0%	0	Design
FOOTWAYS - CAPITAL WORKS	136	0	136	95	70%	0	Construction
PEDESTRIAN - PUTTA BUCCA WALKWAY	30	0	30	0	0%	0	Consultation
PUTTA BUCCA ECO TRAIL	319	0	319	62	20%	112	Construction
MUDGEES SHARED CYCLEWAY/WALKING LOOP	6	0	6	26	399%	4	Complete
FOOTPATH - LAWSON PARK EAST	51	0	51	0	0%	0	Consultation
PEDESTRIAN ACCESS AND MOBILITY PLAN WORKS	700	0	700	3	0%	0	Procurement
FOOTPATH - WALKERS OVAL TO CULTURAL PRECINCT	225	0	225	0	0%	2	Procurement
AIRPORT RUNWAY *	1,012	0	1,012	21	2%	45	Design
AIRPORT AMBULANCE TRANSFER BAY	79	0	79	6	7%	7	Design
AIRPORT TERMINAL AWNING	10	0	10	6	60%	0	Complete
AIRPORT HELICOPTER LANDING PAD	20	0	20	0	0%	0	Project Scope
Total	23,336	0	23,336	2,790	12%	2,255	

Good Government

RYLSTONE COUNCIL BUILDING	64	0	64	9	13%	25	Construction
MUDGEES STORES BUILDING	17	0	17	2	9%	0	Design
OLD POLICE STATION CAPITAL	62	0	62	0	0%	0	Consultation
CARMEL CROAN BUILDING CAPITAL	30	0	30	18	59%	15	Construction
BUILDINGS MASTER KEY SYSTEM	150	0	150	0	0%	0	Consultation
CONCEPT PLANS FOR MAIN ADMIN BUILDING	550	0	550	0	0%	0	Consultation
IT SPECIAL PROJECTS	31	0	31	2	5%	0	Consultation
IT NETWORK UPGRADES	101	0	101	0	0%	0	Consultation
IT CORPORATE SOFTWARE	331	0	331	29	9%	0	Initial works

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
SERVER ROOM MUDGEE CAPITAL UPGRADES	30	0	30	0	0%	0	Project Scope
BACKUP DISASTER RECOVERY UPGRADE	172	0	172	0	0%	0	Consultation
PLANT PURCHASES	7,193	36	7,229	253	4%	67	Procurement
RYLSTONE DEPOT CAPITAL WORKS	10	0	10	2	25%	3	Construction
RYLSTONE DEPOT WASHBAY	156	0	156	4	2%	0	Procurement
SOLAR FARM INITIATIVE	183	0	183	0	0%	97	Design
REPLACE DEPOT FUEL BOWSERS	35	0	35	0	0%	33	Initial works
RYLSTONE DEPOT SEALING	40	0	40	38	94%	0	Complete
WORKSHOP FIRE EXIT	1	0	1	1	98%	0	Complete
WORKSHOP CONCRETE WORKS	25	0	25	0	0%	0	Consultation
STORE WATER PIPE SHED	30	0	30	0	0%	3	Design
Total	9,213	36	9,249	357	4%	244	

Total Capital Works Program	88,136	236	88,372	5,581	6%	16,291
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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.

9.4 Community Grants Program - October 2020

REPORT BY THE MANAGER FINANCIAL PLANNING
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, FIN300159

RECOMMENDATION

That Council:

1. **receive the report by the Manager Financial Planning on the Community Grants Program - October 2020;**
2. **provide financial assistance to the following applications in accordance with the criteria and guidelines of the Community Grants Policy;**

Kandos Rylstone Men's Shed	1,112
Rotary District 9670	1,000

3. **decline to provide financial assistance to the following applications in accordance with the criteria and guidelines of the Community Grants Policy;**

Mudgee & District Motorcycle Club

Executive summary

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

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

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

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

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

A summary of each application is shown below, together with panel recommendations.

Applicant	Project/Activity	Funding Request \$	Total Score out of 9	Recommended Amount \$

Applicant	Project/Activity	Funding Request \$	Total Score out of 9	Recommended Amount \$
Kandos Rylstone Men's Shed	Council Rate relief	1,112	6	1,112
Mudgee & District Motorcycle Club	Reimbursement of Council DA Fees	730	-	-
Rotary District 9670	Rotary District 9670 - 2021 Revised Conference	10,000	5	1,000
Total				2,112

Disclosure of Interest

Nil

Detailed report

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

Kandos Rylstone Men's Shed

Kandos Rylstone Men's Shed requests \$1,112 for Council Rate relief. The Shed has a membership of 25 Men. It provides a place for the wider community and organisations to seek assistance with projects, small jobs and repairs they may need assistance with.

Link to Community Plan:

1.1.1 Maintain the provision of high quality, accessible community services that meet the needs of our community

1.4.1 Support programs which strengthen the relationships between the range of community groups

RECOMMENDATION:

\$ 1,112

Mudgee & District Motorcycle Club

Mudgee & District Motorcycle Club requests \$730 for the reimbursement of Council DA Fees paid for racing at AREC. The Club have 6 race meets a year at AREC, with competition days bringing in more than 100 riders plus spectators who shop and stay locally when here.

Link to Community Plan:

RECOMMENDATION: The panel assessed that the only benefit stated is bringing visitors to the region which would therefore require the application to be assessed in the events assistance program. The recommendation is to decline to provide a community grant.

\$ 0

Rotary District 9670

Rotary District 9670 requests \$10,000 for Rotary District 9670 - 2021 Revised Conference. An annual district conference was scheduled to be held in Mudgee in March 2021. Unfortunately, COVID-19 has affected planning for this conference and the conference will now be run as a virtual conference over two weekends in May 2021. Revised planning has commenced and the conference team will come to Mudgee in late October to finalise planning. Up to 1000 attendees could view the virtual conference and promotion of Mudgee and the region in the months between November 2020 and June 2021. It is expected that asking local businesses to participate by filming snapshots will ensure regional business are included and extend the promotion of the Mudgee region.

Link to Community Plan:

3.1.1 Support the attraction and retention of a diverse range of businesses and industries

3.2.1 Promote the Region as a great place to live, work, invest and visit

RECOMMENDATION: Due to the benefits linking to the Building a Strong Economy area of the community plan the grant is categorised into Other Grants. The recommendation is to provide a grant of \$1,000. The cap in this category is \$2,000.

It is important to note that in February 2020 Council approved a grant of \$10,000 to assist the event that was to take place in Mudgee. Due to moving to a virtual conference the application outcomes have significantly changed and therefore Council should require a refund of \$10,000 from the applicant (net impact of \$9,000 refunded).

Community Plan implications

Theme	Good Governance
Goal	An effective and efficient organisation
Strategy	Pursue efficiencies and ongoing business improvement

Strategic implications

Council Strategies

Not Applicable.

Council Policies

Recommendations are made under the Community Grants Program Policy.

Legislation

In accordance with the Local Government Act 1993 Section 356 granting of financial assistance must be approved by a Council resolution.

Financial implications

Funding of \$105,000 is provided in the Operational Plan for financial assistance. \$52,574 has already been allocated, leaving a balance of \$52,426. Based on the scoring system above, the recommendation of staff is to provide \$2,112 in financial assistance and require a refund of

\$10,000 from the applicant due to the alternation of the event. Should Council approve the recommendations in the report, a balance of \$ \$60,314 will remain.

Associated Risks

Not applicable

NEIL BUNGATE
MANAGER FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

8 October 2020

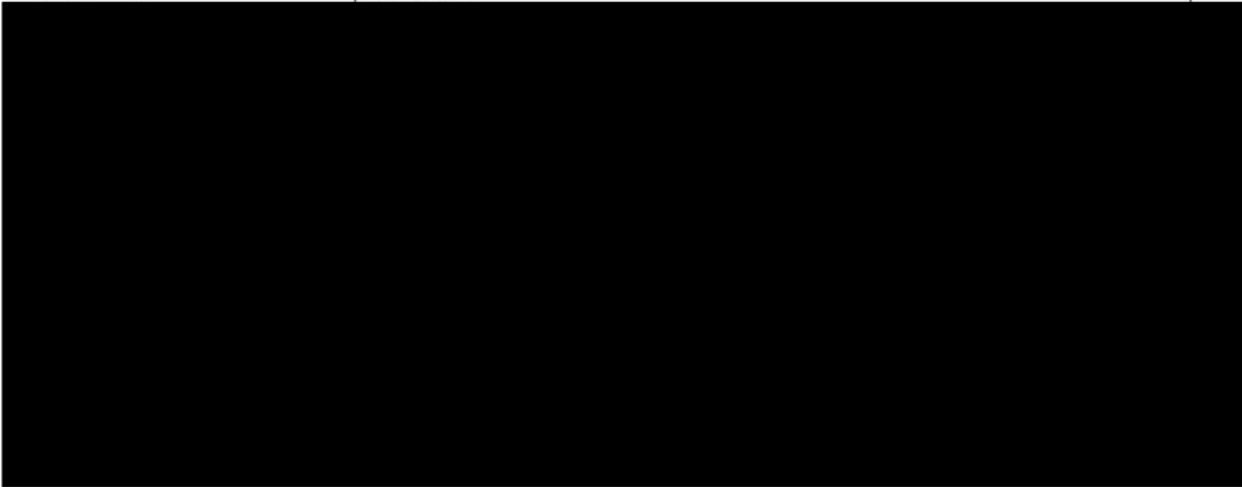
Attachments: 1. Community Grant Applications.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Application Form

Name of Organisation: Kandos Rylstone Men's Shed
Contact Person: John Medcalf



Name of Project / Activity: Council Rate relief
Amount of funding requested: \$ 1,112.00
Start and Finish date: N/A (START) / N/A (FINISH)
Briefly, describe Project / Activity: Relief of this payment will enable this money to be retained and Requesting Rate relief as per previous years

MID-WESTERN REGIONAL COUNCIL
RECORDS
RECEIVED
04 SEP 2020
 SCANNED
 REGISTERED

COMMUNITY GRANTS

How will your project benefit the Mid-Western Region Community?

Relief of this payment will allow these funds to be used to benefit the Sheds community activities

What is the expected amount of resident participation?
(Please provide no. of estimated participants)

The Shed has a membership of 25 Men. It provides a place for the wider community and organisations to seek assistance with projects, small jobs and repairs they may need assistance with.
Our Shed has a reputation within the local community as being the place to go to for assistance

What level of consultation and collaboration with other local groups has your organisation undertaken?
(ie what other local community groups are or will be involved in this project?)

We have an excellent liaison with local community groups and organisations
Throughout the year we assist with manpower and help groups with their activities
We provide a weekly service to the Kandos Charity Store, checking and repairing goods donated, prior to their sale in their shop
We have often assisted the local schools from Kindergarten through to High school with various projects

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

N/A

COMMUNITY GRANTS

	Community Grant (amount sought from Council)	\$ 1,112.00
Project Income	Expected Sales Revenue i.e. Entry Fee, Membership Sales	
	Other Income	
TOTAL INCOME		\$ 1,112.00

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

	\$ 1,112.00
Project Expenditure	
TOTAL EXPENDITURE	\$ 1,112.00
TOTAL SURPLUS / DEFICIT	\$ 0.00

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

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>

COMMUNITY GRANTS

Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input checked="" type="checkbox"/>	NO (click to tick) <input type="checkbox"/>
If yes, please advise date and amount	DATE / YEAR 08/2019	AMOUNT \$ 1,100.00
Did your group return the acquittal form?	YES (click to tick) <input checked="" type="checkbox"/>	NO (click to tick) <input type="checkbox"/>
Closing bank balance from the most recent bank statement or treasurer's report	\$ 9,632.43	

Comment on cash set aside for specific projects (optional)

Include is \$6,855 a commonwealth grant earmarked for the provision of a container to be converted for use as a recreational arera for members

working funds available for general use are \$2,777.43

ATTACHMENTS

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A copy of the group's/organisation's public liability insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input type="checkbox"/>	<input checked="" type="checkbox"/>



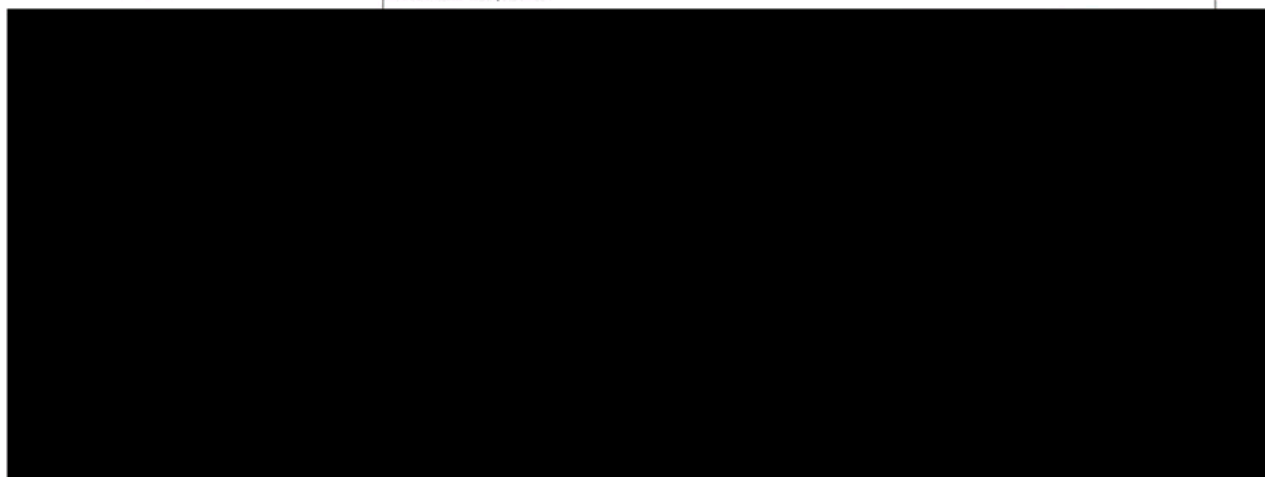
- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.



Application Form

APPLICANTS DETAILS

Name of Organisation	Mudgee & District Motorcycle Club
Contact Person	Amanda Stephens



PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Reimbursement of Council DA Fees	
Amount of funding requested	\$ 730.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	15/09/2020	31/12/2020
Briefly, describe Project / Activity	Application for DA council fees X2 17.12.19 - 10.8.20 for racing at AREC Junior Comp	

ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

We have 6 race meets a year at AREC our competition days bringing in more then 100 riders plus spectators who shop and stay locally when here.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

We have over 350 members in our club with over half of them living or residing in the mid western region.

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

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

none

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

(Note: limited number of characters)

Nil, we are just after Reimbursement of our DA fees.

Project Income	Community Grant (amount sought from Council)	\$ 730.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	
	Other Income	
TOTAL INCOME		\$ 730.00

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

Project Expenditure		
TOTAL EXPENDITURE		\$ 0.00
TOTAL SURPLUS / DEFICIT		\$ 730.00

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

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input type="radio"/>	<input checked="" type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input type="radio"/>	<input checked="" type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>

COMMUNITYGRANTS

Has your organisation/group previously received a Community Grant from Council?

YES (click to tick) <input type="radio"/>	NO (click to tick) <input checked="" type="radio"/>
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If yes, please advise date and amount

DATE / YEAR <input type="text"/>	AMOUNT \$ <input type="text"/>
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Did your group return the acquittal form?

YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
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Closing bank balance from the most recent bank statement or treasurer's report

\$ 9,950.39

Comment on cash set aside for specific projects (optional)

we are a small community club just after Reimbursement of our DA fees

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

A copy of the group's/organisation's most recent bank statement or treasurer's report

SUPPLIED? (click to tick)	
YES	NO
<input checked="" type="radio"/>	<input type="radio"/>

A copy of the group's/organisation's public liability insurance

<input checked="" type="radio"/>	<input type="radio"/>
----------------------------------	-----------------------

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

<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	----------------------------------

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

<input type="radio"/>	<input checked="" type="radio"/>
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If your group is not incorporated, please supply a letter from your auspicing body

<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	----------------------------------

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

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

DELIVER TO: Customer Service Locations

86 Market Street
MUDGEE

109 Herbert Street
GULGONG

77 Louee Street
RYLSTONE

MAIL TO: Mid-Western Regional Council
Attn: Finance Department
PO Box 156
MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION



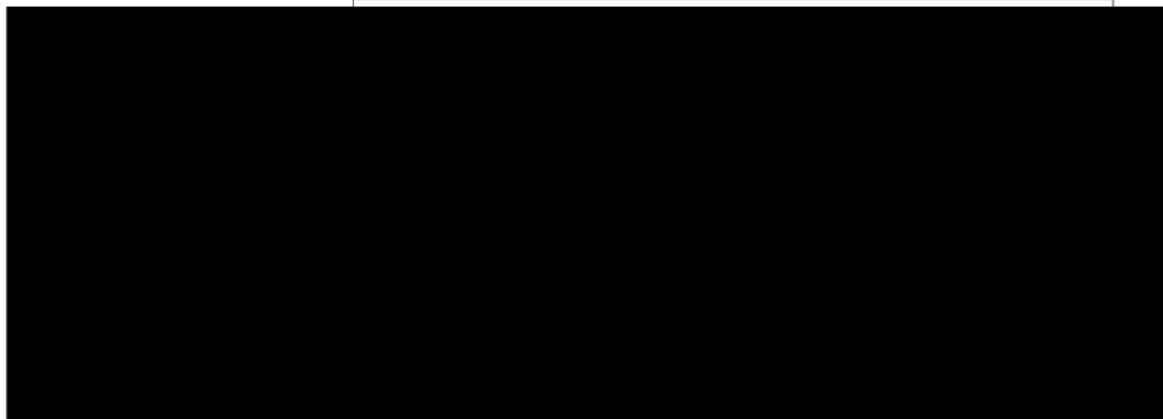
COMMUNITY GRANTS



Application Form

APPLICANTS DETAILS

Name of Organisation	Rotary District 9670
Contact Person	Carol Cockerill-Wright



PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Rotary District 9670 2021 District Conference	
Amount of funding requested	\$ 10,000.00	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	Thursday, 18 March, 2021	Sunday, 30 May, 2021
Briefly, describe Project / Activity	An annual district conference was scheduled to be held in Mudgee in March 2021. Unfortunately, COVID-19 has affected planning for this conference and the conference will now be run as a virtual conference over two weekends in May 2021. Revised planning has commenced and the conference team will come to Mudgee in late October to finalise planning.	

ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

Up to 1000 attendees could view the virtual conference and promotion of Mudgee and the region in the months between November 2020 and June 2021. This promotion will be through the Rotary District 9670 weekly Natter, its monthly newsletter, its Facebook page and its website. Of course, these promotions will be shared with many other Rotarians and other users. Leading up to the conference, it is intended that some Mudgee businesses will be interviewed and these snapshots will be played during the conference to entice Rotarians to visit Mudgee over the coming months. It is hoped that these businesses will make 'special offers' to Rotarians to encourage local buying and, of course, longer visits to Mudgee. It is expected that as part of the registration process, an attendee will receive a hamper, created locally and including local produce.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

Local schools are being invited to participate in a Polio Walk in their own school grounds. This will also include an invitation to all the small schools in the area. It was hoped that this could happen at Victoria Park, but COVID-19 restrictions will make multi-school participation at one venue very difficult.

It is also expected that asking local businesses to participate by filming snapshots will ensure regional business are included and extend the promotion of the Mudgee region.

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

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

Local schools will be involved as outlined above and we will ensure that if it is feasible to include other local groups, these will be included.

Consideration of other roles will be discussed at the planning weekend in late October.

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

(Note: limited number of characters)

The Rotary District Conference Committee has many years' experience of running these annual conferences. Planning for the event was well advanced with speakers locked in.

We have Rotarians who have the skills to direct the Committee toward a successful virtual conference and, in fact, an Australian-New Zealand Rotary Zone 8 virtual conference was successfully run from Alice Springs earlier this month. Their experience will also be called upon to assist in planning.



Project Income	Community Grant (amount sought from Council)	\$ 10,000.00
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 2,000.00
	Other Income	\$ 26,000.00
TOTAL INCOME		\$ 38,000.00

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

Project Expenditure	Accommodation for planning/videographing weekend/s	\$ 5,000.00
	Catering for planning/videographing weekend/s	\$ 3,000.00
	Videographing, including equipment purchase/hire	\$ 9,217.00
	Editing of guest speakers videos	\$ 7,815.00
	Printing, postage (including hampers) & stationery	\$ 8,000.00
	Presentations to guest speakers	\$ 3,000.00
TOTAL EXPENDITURE		\$ 36,032.00

TOTAL SURPLUS / DEFICIT	\$ 1,968.00
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If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

At this early stage of our revised conference planning, the above budget is an estimate. MWRC has already generously provided funds to the extent of \$10,000. Because of the uncertainty of the expenditure involved in running our first virtual conference, we would like to retain these funds at this stage and guarantee that once our acquittal is prepared and submitted, any surplus will be returned to Council immediately. This will definitely be prior to 30 June 2021.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

	YES (click to tick)	NO (click to tick)
Is your group/organisation Incorporated?	<input checked="" type="radio"/>	<input type="radio"/>
Have you registered for Goods & Services Tax (GST) purposes?	<input checked="" type="radio"/>	<input type="radio"/>
Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form	<input checked="" type="radio"/>	<input type="radio"/>

Has your organisation/group previously received a Community Grant from Council?

YES (click to tick)	NO (click to tick)
<input checked="" type="radio"/>	<input type="radio"/>

If yes, please advise date and amount

DATE / YEAR	AMOUNT
20/21	\$ 10,000.00

Did your group return the acquittal form?

YES (click to tick)	NO (click to tick)
<input type="radio"/>	<input checked="" type="radio"/>

Closing bank balance from the most recent bank statement or treasurer's report

\$ 42,855.29

Comment on cash set aside for specific projects (optional)

Included in the above balance is MWRC's contribution of \$10,000 towards the 2021 conference, leaving \$32,855.29. This includes Rotary District 9670's \$26,000 contribution. The balance is funds remaining from the cancelled 2020 conference. No other cash has been set aside for specific projects.

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

	SUPPLIED? (click to tick)	
	YES	NO
A copy of the group's/organisation's most recent bank statement or treasurer's report	<input checked="" type="radio"/>	<input type="radio"/>
A copy of the group's/organisation's public liability insurance	<input checked="" type="radio"/>	<input type="radio"/>
Where the group intends to purchase equipment, a copy of the quote/s obtained	<input checked="" type="radio"/>	<input type="radio"/>
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required	<input checked="" type="radio"/>	<input type="radio"/>
If your group is not incorporated, please supply a letter from your auspicing body	<input checked="" type="radio"/>	<input type="radio"/>

- I confirm that the information contained in the application form and within the attachments are true and correct.
- I confirm that this application has been submitted with the full knowledge and support of the applicant.
- I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.
- I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.



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MAIL TO: Mid-Western Regional Council
Attn: Finance Department
PO Box 156
MUDGEE NSW 2850

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9.5 Review of Debt Management and Recovery Procedures

REPORT BY THE REVENUE AND PROPERTY MANAGER
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, A0340005

RECOMMENDATION

That Council:

1. receive the report by the Revenue and Property Manager on the Review of Debt Management and Recovery Procedures;
2. note the variation to the *Local Government (General) Regulation 2005* to extend the period during which the special COVID-19 pandemic provisions apply to s747AB of the *Local Government Act 1993* to end on 25 March 2021;
3. determine to approve, as an addition to the current provisions of the *Debt Management and Recovery Policy*, the issue of a new notification outlining the provisions of the extended s747AB considerations to ratepayers where debts remain outstanding after the due date/s for payment; and
4. note a review of the effectiveness of the new notification will be conducted in February 2021 and the results will be reported to the General Manager for consideration as to formalising this extra step in the *Debt Management and Recovery Policy*.

Executive summary

A recent variation to the *Local Government (General) Regulation 2005* (the Regulation) extends the period during which the special COVID-19 pandemic provisions apply to s747AB of the *Local Government Act 1993* (LGA) to end on 25 March 2021.

As an addition to the current provisions of the *Debt Management and Recovery Policy* (the Policy), Council's approval is sought to issue a new notification to ratepayers where debts remain outstanding after the due date outlining the provisions of the extended s747AB considerations.

Disclosure of Interest

Nil

Detailed report

Due to the Covid-19 pandemic and following the subsequent amendments to the LGA (s747AB) and Council's initiatives, it was necessary to cease debt management and recovery action during the initial prescribed period up until 26/9/2020.

Ratepayers' inability to pay as a result of the Covid situation, drought and bushfires, combined with the Government's and Council's moratoriums on debt management and collection, has resulted in an outstanding debt ratio increase from 3.76% for 2018/19 to 4.37% for 2019/20.

At the Council Meeting of 12 August 2020, Council supported the reintroduction of the debt management and recovery provisions as stipulated by the Policy from 1 October 2020.

Since this time, the Government has made a variation to the Regulation to extend the period during which the special COVID-19 pandemic provisions apply to s747AB to end on 25 March 2021.

s747AB provisions are –

During the prescribed period, legal proceedings for the recovery of a rate or charge may not be commenced against a person by or on behalf of a council under section 712 unless the council has considered each of the following—

(a) whether the payment of the rate or charge could be made in instalments or by way of some other financial arrangement,

(b) whether the person should be referred to a financial counsellor,

(c) whether mediation or alternative dispute resolution should be attempted first,

(d) whether interest on the unpaid amount should be deferred or waived.

Council cannot undertake legal action, where necessary, to recover outstanding debts until individual assessments of the matters set out under the LGA have been completed and Council has considered each matter.

This provision applies to all existing pre-legal debts that Council was in the process of seeking arrangements for payment prior to the Covid outbreak as well as any new ones accrued during this time.

The provisions do not require Council to cease existing legal action recovery actions i.e. legal action commenced prior to the Covid outbreak, provided the new considerations have been taken into account before further recovery action is taken.

The *Covid 19 Legislative Amendment Guideline*, which gives a full explanation of the provisions and scope of s747AB considerations under which Council must comply, is appended as attachment 1 to this report.

Whilst Council already has policies in place that seek to recover outstanding payments using a fair and effective process, it is considered that an additional notification issued at the commencement of the current debt management process outlining the s747AB considerations, would help to immediately remove any unnecessary stress and costs to ratepayers who may already be facing financial difficulties and would also fulfil Council's obligations under the LGA.

It is proposed that this notification would be issued prior to 7 December 2020 by Council's debt management agent. Thereafter, the normal stipulated reminder notifications, processes and actions as provided for in the Policy would commence in January 2021. If applicable, the actions would involve new legal actions for the recovery of outstanding debts as discussed above.

As the notification is in addition to the notices currently contracted on behalf of Council, an additional fee per letter will be paid to the debt management agent. The total cost is estimated to be \$9,000. The fee will be funded from the current budget.

A review of the effectiveness of the additional notification will be conducted in February 2021 and the results will be reported to the General Manager for consideration as to formalising this extra step in the Policy regardless of any prevailing legislative requirements.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Debt Management and Recovery Policy
Hardship Provision – Rates and Charges Policy

Legislation

Local Government Act 1993 NSW
Local Government (General) Regulation 2005 NSW

Financial implications

The total cost for issue of the additional notification (which includes negotiating subsequent payment arrangements on Council's behalf) is estimated to be \$9,000 and will be funded from the current approved allocated budget.

Associated Risks

By addressing the considerations of s747AB in the additional notification, any risk of non-compliance with this legislation is mitigated.

DIANE SAWYERS
REVENUE AND PROPERTY MANAGER

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

2 October 2020

Attachments:

1. Covid 19 Legislative Amendment Guideline to Debt Recovery.
2. OLG advice Circular 20-37.
3. Debt Management and Recovery Policy.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Office of Local Government

COVID-19 Legislation Amendment (Emergency Measures-Miscellaneous) Act 2020 No 2 – local government FAQs



Recovering unpaid rates and charges	
What change has been made?	The Government has amended the <i>Local Government Act 1993</i> to provide certainty for the many individuals, families and businesses struggling in the community. The change provides that a local council will not commence proceedings for the recovery of rates or charges against a person without first considering specific matters that relate to that person's individual circumstances.
What does the new amendment say exactly?	Section 747AB has been added to the <i>Local Government Act 1993</i> which will have effect for a temporary, prescribed period. The amendment requires that proceedings for the recovery of a rate or charge may not be commenced against a person by or on behalf of a council under section 712 unless the council has considered each of the following: (a) whether the payment of the rate or charge could be made in instalments or by way of some other financial arrangement (b) whether the person should be referred to a financial counsellor (c) whether mediation or alternative dispute resolution should be attempted first, and (d) whether interest on the unpaid amount should be deferred or waived.
Why has it been made?	The Government recognises that many individuals, families and businesses in our community are experiencing severe financial hardship due to the pandemic. For many this follows an horrendous bushfire season and long-term drought in many regional and rural areas. These people deserve additional support, respect and compassion at this time as they struggle to make ends meet and pay bills - including council rates and charges during the pandemic. This change is a simple, yet important action the Government has taken to immediately remove unnecessary stress and cost to local communities. This will help to ease the burden and support the health and welfare of residents, ratepayers and businesses across the State during this difficult time. The amendment temporarily enshrines in legislation the procedures in the <i>Debt Management and Hardship Guidelines</i> that many – but not all - councils already undertake. It helps to minimise overall costs to individual

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Office of Local Government

COVID-19 Legislation Amendment (Emergency Measures-Miscellaneous) Act 2020 No 2 – local government FAQs



	ratepayers and residents, who may already be facing difficulties, and the cost of expensive court and other recovery action.
Why do those specific matters need to be considered?	The matters councils need to consider are consistent with the NSW Government's 2018 <i>Debt Management and Hardship Guidelines</i> for local councils, which have already been adopted by many councils across NSW. It is consistent with the NSW Commonwealth Government's hardship model for households and small businesses struggling to pay water rates and energy bills during the COVID-19 pandemic, agreed at a National Cabinet meeting of Federal and state leaders in April 2020. It is also consistent with the NSW Government's Model Litigant Policy which provides guidelines for best practice for State agencies taking legal action.
How will councils apply the new measure?	This should not be difficult for councils as they should already have policies in place that seek to recover outstanding payments using a fair and effective process. These policies should enable councils to promptly determine how each debt will be paid off outside a formal legal process. If applying that policy would not be consistent with the new legislation, council must comply with the legislation first, and, not apply their own policy to the extent of any inconsistency. This amendment simply steps out the requirements councils need to undertake before undertaking proceedings to recover rates and charges during the COVID-19 pandemic. These steps include whether the person could instead be pay by way of instalments, or some other financial arrangement, whether they should be referred to a financial counsellor, whether mediation or alternative dispute resolution should be attempted first, and, whether interest should be deferred or waived.
What rates and charges does this apply to?	This amendment applies to any unpaid rates and charges (including water and sewer charges), and interest accrued on such debts, this year (2019-20) and any continuing difficulty in meeting payment of rates and charges in 2020-21 as a result of the COVID-19 pandemic.
When does this change begin?	This takes effect from the commencement of the amendment Act, which was on 13 May 2020.

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COVID-19 Legislation Amendment (Emergency Measures-Miscellaneous) Act 2020 No 2 – local government FAQs



What is the prescribed period that this temporary measure applies for?	The prescribed period is for six months. It applies until 26 September 2020.
Do councils need to change their hardship and debt recovery policies?	Councils are required to follow the steps in the new provision, during the prescribed period, whether or not that is consistent with their current policies for hardship and recovering rates and charges. Councils should therefore consider making appropriate changes to their policies and delegations and should also change relevant procedures.
How will councils implement this change to their policies?	Councils should consider the need to amend their rating hardship and debt recovery policies that require them, by law, to ascertain whether any ratepayer seeking financial assistance on the grounds of hardship, or who has been unable to meet scheduled payments, has been impacted by COVID-19 and is experiencing hardship and difficulty with paying rates and/or other charges at this time. Councils cannot undertake legal action to recover outstanding debt until individual assessments of the matters set out in the new provision have been completed and council has considered each matter.
Does this only apply where a person is facing hardship?	The provision is not expressly limited to those people facing hardship. Having said that, in deciding whether to commence proceedings, and considering each of the matters set out in s.747AB(a)-(d), councils may apply their own policies as long as they are not inconsistent with the new provisions. These policies usually provide for councils to take into account whether or not a person is facing hardship in all of the circumstances.
What happens to ratepayers who already owe unpaid rates and charges?	This provision applies to all existing debts that a council is in the process of recovering during the COVID-19 outbreak, as well as any new ones accrued during this time. Residents and ratepayers in an active debt agreement whose circumstances have changed as a result of COVID-19 should contact their council debt agreement administrator to discuss options, which may include extending the debt agreement or payment plan for a specific period.

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Office of Local Government

COVID-19 Legislation Amendment (Emergency Measures-Miscellaneous) Act 2020 No 2 – local government FAQs



Do councils need to cease existing recovery processes?	No. This provision applies to the commencement of proceedings for the recovery of rates and charges that a council is in the process of recovering during the COVID-19 outbreak, as well as any new ones accrued during this time. However, councils can continue recovery processes provided that the new considerations in the new provisions have been considered before further recovery action is taken. Councils, however, may choose to temporarily cease formal recovery actions during this time.
Where can residents and ratepayers go to seek help in communicating with their council about hardship?	The Government understands that difficulty paying rates and charges is often a stressful topic to discuss for many people. A number of free Government and not-for-profit services are available to support NSW residents experiencing financial difficulty, including helping them to talk to others, such as councils about it. These include: <ul style="list-style-type: none">• National Debt Helpline - Phone: 1800 007 007• Community Legal Centre in different local government areas across NSW• LawAccess NSW line on 1300 888 529, and• Local community financial counselling services.

Circular Details	20-37 / 22 September 2020 / A723972
Previous Circulars	20-09 Compliance with social distancing requirements to limit the spread of the COVID-19 virus at council and committee meetings 20-12 Modification of statutory requirements in response to the COVID-19 pandemic 20-28 Rules on attendance at council and committee meetings during the COVID-19 pandemic as of 1 July 2020
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Response to OLG / Council to Implement

Status of special COVID-19 measures

What's new or changing

- Amendments have been made to the *Local Government (General) Regulation 2005* (the Regulation) to:
 - extend the period during which the special COVID-19 pandemic provisions of the *Local Government Act 1993* (the Act) apply, and
 - postpone the repeal of the COVID-19 pandemic regulation-making power in the Act.
- The regulations made under the COVID-19 pandemic regulation-making power on 17 April 2020 prescribing the measures notified in [circular 20-12](#) expire on 18 October 2020.

What this will mean for your council

- The Regulation extends the “prescribed period” for the purposes of sections 747A and 747AB of the Act to the end of **25 March 2021**.
- Section 747A provides that during the prescribed period, a requirement for councillors or others to attend a meeting is satisfied if the meeting is held in whole or in part remotely using audio visual links.
- Section 747AB limits the ability of councils to commence proceedings to recover unpaid rates and charges during the prescribed period unless certain steps have been taken to identify and address financial hardship.
- The measures prescribed on 17 April 2020 under section 747B of the Act in response to the COVID-19 pandemic notified in circular 20-12, automatically expire on 18 October 2020.
- The amendments made to the Regulation on 17 April 2020 removing requirements for newspaper advertising also notified in [circular 20-12](#) are ongoing and will continue to apply after the COVID-19 pandemic passes.

Key points

- Councillors and council staff may attend council and committee meetings in person. However, councils must continue to allow councillors and staff to attend and participate in meetings by audio visual links where it is reasonably practicable to do so.

Office of Local Government
5 O’Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 20 770 707 468

- Members of the public are permitted to attend meetings. However, councils must not allow persons to attend a meeting if the size of the meeting venue is insufficient to ensure there is 4 square metres of space for each person attending the meeting.
- Councillors and council staff are not to be counted when calculating the space available for each person at the meeting venue and the number of persons who are attending a meeting.
- Where councils exclude members of the public from meetings, they must livestream their meetings using audio-visual links to satisfy the requirement under section 10 of the Act for members of the public to be permitted to “attend” meetings.

Where to go for further information

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy



POLICY

Debt Management and Recovery

*A prosperous
and progressive
community.*

ADOPTED		VERSION NO	3.0
COUNCIL MEETING MIN	393/19	REVIEW DATE	DECEMBER 2023
DATE:	11 DECEMBER 2019	FILE NUMBER	A0340005, GOV400047

Objective

The objective of this Policy is to provide a framework for the efficient and effective collection of outstanding debts and to fulfil statutory requirements in relation to the recovery of rates, charges, fees and other debts.

Council has a responsibility to ensure monies owed to it are recovered in a timely, effective and efficient manner to finance its operations and ensure effective cash flow management. Whilst carrying out this responsibility, Council will:

- Treat all people fairly and consistently under this Policy; and
- Treat all matters under this Policy confidentially; and
- Treat people with respect and sensitivity in considering their circumstances.

Relevant legislation

- Local Government Act 1993 NSW
- Local Government (General) Regulation 2005 NSW
- Privacy and Personal Information Protection Act 1998
- Privacy & Personal Information Protection Regulation 2019

Related policies and plans

- Hardship Provision – Rates and Charges
- Pensioner Concessions
- Credit Policy
- Privacy Management Plan
- Debt Management and Hardship Guidelines - Office of Local Government 17 November 2018

Rates and charges

Due dates

Chapter 15 Part 7 of the Local Government Act 1993 sets out the requirements for payment of rates and charges.

Annual rates and charges may be paid in a single instalment or by quarterly instalments. If a payment is made in a single instalment, the instalment is payable by 31 August. If payment is made

by quarterly instalments, the instalments are payable by 31 August, 30 November, 28 February and 31 May.

Council is to issue a quarterly reminder notice for the payment of the November, February and May instalment at least 30 days before the due date of each of the instalments.

Overdue Amounts

Overdue accounts are to be forwarded to Council's nominated Debt Management and Recovery Provider (DMRP) for debt management and/or debt recovery processes in the following circumstances:

- (i) Rate accounts that show arrears as at 1 July of any year be forwarded to the DMRP in July;
- (ii) Rate accounts that show the first rate instalment as unpaid be forwarded to the DMRP in September;
- (iii) Rate accounts that show the second rate instalment as unpaid be forwarded to the DMRP in December;
- (iv) Rate accounts that show the third rate instalment as unpaid be forwarded to the DMRP in March;
- (v) Rate accounts that show the fourth rate instalment as unpaid be forwarded to the DMRP in June;

with the exception of those outstanding debts generated by the Farmland Category during exceptional circumstances such as drought or flood; the General Manager is to determine the special circumstances. In this situation, the ratepayer is to contact Council in the first instance, and submit an application for Hardship Assistance under the *Hardship Provision Policy* with a view to putting into place a suitable arrangement for payment.

Suitable Arrangements

A ratepayer may make a suitable arrangement for the payment of the rates and charges, including those accounts already with the DMRP. The DMRP may advise a debtor when a payment arrangement is not suitable and does not comply with the Policy and may advise a debtor to apply directly to the General Manager.

A suitable arrangement for payment will clear the total outstanding debt;

- a) before the subsequent rate instalment is due; and where this cannot be achieved;
- b) by the end of the current financial year provided that all subsequent rate instalments that may become due in that time frame are paid or are incorporated into the total repayment amount; and where this cannot be achieved;
- c) in up to 1 (one) year, provided that subsequent rate instalments that may become due in that time frame are paid or are incorporated into the total repayment amount.

Such arrangements may be approved by the DMRP and/or Revenue Staff. In the majority of cases, a ratepayer will be required to negotiate a suitable arrangement directly with the DMRP. The DMRP will record and monitor arrangements for compliance.

The General Manager may approve arrangements for payment where the proposed payment arrangement will not clear the debt as at c), above, including proposed arrangements for Farmland Category debts during periods declared exceptional circumstances.

In accordance with Section 568 Local Government Act 1993, money paid in respect of rates or charges levied on land is to be applied towards payment of those rates or charges in the order in which they became due.

Debt Management

Debt Management procedures will be commenced immediately following the due date. Upon the referral of a debt to the DMRP, an initial reminder advice will be issued.

At Debt Management stage and at Steps 1 to 6 at the Debt Recovery stage, below, Council's DMRP may be instructed by the Manager Revenue & Property to employ various communication channels to remind, contact and negotiate payment arrangements with ratepayers. Options include, but are not limited to, written correspondence delivered by post, telephone calls, email, SMS, Facebook, field calls and on-line chat.

Debt Recovery

Where the referral of the debt for Debt Management has not resulted in payment in full or a suitable payment arrangement negotiated in accordance with this Policy, the debt will be progressed and Debt Recovery procedures will apply.

STEP 1 - FIRST LETTER OF DEMAND SENT TO RATEPAYER BY DMRP

Recovery proceedings shall not be commenced until after the expiration of 14 days after the debt becomes due. A first letter of demand is to be forwarded to the debtor notifying that unless the account is paid in full within 14 days of the date of the letter or a suitable arrangement made, legal action will commence for the outstanding amount.

STEP 2 - SECOND LETTER OF DEMAND SENT TO THE RATEPAYER BY DMRP

Where the debt value is less than \$1,000, a second demand letter will be sent to the debtor where a response or payment has not been received as a result of the first letter of demand. A second demand letter may be sent to a debtor under certain circumstances such as if there is uncertainty that the debtor received the previous letter or if the original debt has been updated.

OR

STEP 2 – NOTICE TO THE OCCUPIER IS ISSUED

Where a response to Step 1 is not received, a notice under Section 569 of the Local Government Act 1993 may be issued, if applicable.

STEP 3 - STATEMENT OF LIQUIDATED CLAIM ISSUED

Where a response to Step 1 is not received and the debt is over \$1,000, a Statement of Liquidated Claim maybe issued through the Local Court at Mudgee by the DMRP.

STEP 4 - JUDGEMENT

Where a response to the Statement of Liquidated Claim is not received, default judgment is to be entered by the DMRP.

STEP 5 - WRIT issued

On the entry of judgment and the failing of the debtor to enter into a payment arrangement, a writ is to be issued by the Court against the debtor to recover personal property.

OR

STEP 5 - WAGES AND/OR BANK GARNISHEE ISSUED

Where an arrangement has not been entered into or has not maintained and necessary particulars are known, a wage and/or bank garnishee is to be put in place. A summons process is initiated with the court.

OR

STEP 5 - ORAL EXAMINATION SUMMONS ISSUED

Oral examination summons action is taken when there is insufficient knowledge to effectively use a garnishee or writ. This summons requires the debtor to attend court and be questioned as to the debtor's current financial situation and ability to meet Council's claim. Failure by a debtor to comply with an oral examination summons may result in the issue of a Warrant to enforce compliance.

Council's Revenue staff will determine whether a notice to the occupier, writ, garnishee or oral examination summons will be issued or commenced, based on the individual circumstances of the debtor.

OR

STEP 5 - BANKRUPTCY AND WINDING UP PROCEEDINGS

Bankruptcy and winding-up proceedings, authorised only by the General Manager, will commence if the debt is in excess of \$5,000 and previous action has secured judgment.

STEP 6 – SALE OF LAND FOR UNPAID RATES AND CHARGES

Where steps 1 to 5 have been unsuccessful, the General Manager is to commence a sale of land for unpaid rates and charges, in accordance with Chapter 17, Part 2 Division 5, Section 713 of the Local Government Act 1993.

FIELD CALLS

The DMRP may be instructed by the Manager Revenue and Property to conduct a Field call to the residential address of a ratepayer and/or to the property address (if different to the residential address of the ratepayer) at any of the steps 2 to 5, above, to assess or confirm circumstances.

All debt recovery costs and fees associated with any course of action are to be borne by the owner of the debt and will subsequently remain a charge on the property until paid. The debt recovery costs and fees are to be charged in accordance with Council's *Annual Fees and Charges*.

Water Usage Charges

DUE DATES

Water meter readings are collected four times a year and accounts are sent to the property owners after each meter reading. The due date for payment is 21 days from the date of the Water Consumption Charge Notice.

OVERDUE AMOUNTS

Water usage accounts are considered overdue immediately following the due date.

SUITABLE ARRANGEMENTS

A ratepayer may make a suitable arrangement for the payment of their water usage charges, including those accounts already with the DMRP. The DMRP may advise a debtor when a payment arrangement is not suitable and does not comply with the Policy and may advise a debtor to apply directly to the General Manager.

A suitable arrangement for payment will clear the total outstanding debt:

1. by the end of the month in which the next meter reading is scheduled; and where this cannot be achieved;
2. by the end of the month in which the subsequent meter reading is scheduled, provided that all subsequent water usage accounts that may become due in that time frame are paid or are incorporated into the total repayment amount.

Such arrangement may be approved by the DMRP and/or Revenue and Customer Service staff. In the majority of case, a ratepayer will be required to negotiate a suitable arrangement directly with the DMRP. The DMRP will record and monitor arrangements for compliance.

The General Manager may approve arrangements for payment where the proposed payment arrangement will not clear the debt at b), above.

In accordance with Section 568 Local Government Act 1993, money paid in respect of charges levied on land is to be applied towards payment of those charges in the order in which they became due.

DEBT MANAGEMENT

Debt Management procedures will be commenced immediately following the due date. Upon the referral of a debt to the DMRP, an initial reminder advice will be issued.

At Debt Management stage and at Steps 1 to 6 of the Debt Recovery stage, below, Council's DMRP may be instructed by the Manager Revenue & Property to employ various communication channels to remind, contact and negotiate payment arrangements with ratepayers. Options include, but are not limited to, written correspondence delivered by post, telephone calls, email, SMS, Facebook, field calls and on-line chat.

DEBT RECOVERY

Where the referral of the debt for Debt Management has not resulted in payment in full or a suitable payment arrangement negotiated in accordance with this Policy, the debt will be progressed and Debt Recovery procedures will apply.

Step 1 – Overdue water reminder notice issued

At the expiration of 7 days after the due date of the Water Consumption Charge Notice, if an account remains unpaid and no satisfactory payment arrangement has been made, an overdue water reminder notice is issued by the DMRP on Council letterhead.

Step 2 – Water restriction notice issued

At the expiration of 5 days after the due date of the Overdue Water Reminder Notice, if an account in excess of \$200 remains unpaid or no satisfactory payment arrangement has been made, a water restriction notice is issued on DMRP letterhead by the DMRP during a field call or by post.

Step 3 – Notice of intention to restrict

At the expiration of 5 days after the due date of the Water Restriction Notice, if no payment or satisfactory payment arrangement has been made, a notice of intention to restrict water supply is issued by Council on Council letterhead. A restriction action notice penalty, as per Council's *Fees and Charges*, applies to the issue of this notice.

Step 4 – Water restriction

On, or as soon as practicable after the nominated date appearing on the Notice of Intention to Restrict, if no payment or a satisfactory arrangement has been made, the restriction device is to be fitted to the water meter connected to the property. The restriction device will not be removed until full payment is received which includes the penalty fee.

Step 5 – Water disconnected

At the expiration of 30 days after the restriction device has been fitted to the water meter, if an account remains unpaid or no satisfactory payment arrangement has been made, a notice of intention to disconnect, authorised only by the General Manager, may be issued. The disconnection of the water meter connected to the property will occur on, or soon after a nominated date. A restriction/disconnection notice penalty, as per Council's *Annual Fees and Charges*, applies to the issue of this notice. A service disconnection/reconnection fee, as per Council's *Annual Fees and Charges* also applies.

Step 6– Referral to the DMRP

If after water restriction or disconnection have been put in place and the debt remains outstanding, the recovery of the debt may be forwarded back to Council's DMRP for legal proceedings. In such instances, the debt collection procedures in Steps 2 to 5 as listed in the Rates and Charges section of this Policy are to apply.

FIELD CALLS

The DMRP may be instructed by the Manager Revenue and Property to conduct a Field call to the residential address of a ratepayer and/or to the property address (if different to the residential address of the ratepayer) at any of the steps 2 and 6, above, to assess or confirm circumstances.

All debt recovery costs and fees associated with any course of action are to be borne by the owner of the debt and will subsequently remain a charge on the property until paid. The debt recovery costs and fees are to be charged in accordance with Council's *Annual Fees and Charges*.

Sundry Debtors

This encompasses all amounts owing to Council excluding rates and charges, water usage accounts and government grants.

DUE DATES

Council issues debtor accounts for numerous services. These services include, but are not limited to, trade waste services, private works, staff uniforms, airport usage and property rentals.

POLICY: DEBT MANAGEMENT AND RECOVERY | 3.0, 11 DECEMBER 2019

Accounts are generally issued on a weekly, fortnightly or monthly basis. The trading term is 30 days from date of invoice, available to credit-approved applicants only. Services such as private works, facilities hire and cemetery fees generally require payment in advance, in accordance with individual service policies; refer to *Credit Policy*.

OVERDUE AMOUNTS

Sundry debtor accounts are considered overdue immediately following the due date.

Council reserves the right to deny access to Council facilities or suspend services or suspend credit terms to customers with overdue amounts; refer to *Credit Policy*.

SUITABLE ARRANGEMENTS

A debtor may make a suitable arrangement for the payment of their sundry debtor account, including those accounts already with the DMRP. The DMRP may advise a debtor when a payment arrangement is not suitable and does not comply with the Policy and may advise a debtor to apply directly to the General Manager.

A suitable arrangement for payment will clear the total debt;

a) within 60 days of making the arrangement.

The General Manager may approve arrangements for payment where the proposed payment arrangement will not clear the debt at a), above.

In accordance with Section 568 Local Government Act 1993, money paid in respect of sundry debtor amounts is to be applied towards payment of those amounts in the order in which they became due.

DEBT MANAGEMENT

Debt Management procedures will be commenced immediately following the due date. Upon the referral of a debt to the DMRP, an initial reminder advice will be issued.

At Debt Management stage and at the Debt Recovery stage, below, Council's DMRP may be instructed by the Manager Revenue & Property to employ various communication channels to remind, contact and negotiate payment arrangements with debtor. Options include, but are not limited to, written correspondence delivered by post, telephone calls, email, SMS, Facebook, field calls and on-line chat.

DEBT RECOVERY

Where the referral of the debt for Debt Management has not resulted in payment in full or a suitable payment arrangement negotiated in accordance with this Policy, the debt will be progressed and Debt Recovery procedures will apply.

The procedure for the collection of debts due to Council will follow those procedures outlined in Steps 1 to 5 of the *Rates and Charges* section of this Policy.

FIELD CALLS

The DMRP may be instructed by the Manager Revenue and Property to conduct a Field call to the residential address of a ratepayer and/or to the property address (if different to the residential address of the ratepayer) at any of the steps 2 to 5 of the *Rates and Charges* section of this Policy, to assess or confirm circumstances.

Further considerations for the collection of Rates and Charges, Water Usage and Sundry Debtor debts

Where a matter proceeds to a pre-trial consultation or a hearing, Council's Solicitor is to be instructed to act on Council's behalf.

Interest is applied to all outstanding rates and water usage charges and sundry debtor fees and charges, where deemed, whether a suitable agreement is in place or not. The interest rate is determined by Council as part of adopting the Delivery Programme and Operational Plan. Interest commences to accrue on unpaid rates and charges and water usage charges and sundry debtor fees and charges, where deemed, as soon as practical after the due date.

Interest is applied to sundry debtors, where deemed, in accordance with the legislation under which the fee or charge is raised.

The General Manager has delegated authority to write-off rates and charges, fees, charges and other debts, in accordance with Section 131 of the Local Government (General) Regulation 2005, up to and including an amount resolved by Council. This amount is currently set at \$2,500.

The Manager Revenue & Property and Assistant Manager Revenue & Property have delegated authority to write off interest that has accrued on rates and charges, charges, fees and other debts up to \$10 where the ratepayer/s was unable to pay the rates and charges when they became due and payable for reasons beyond their control; (refer Sections 567(a) & (b) LGA).

The General Manager is to be advised by the Manager Revenue & Property or the Chief Financial Officer of any staff member or Councillor whose overdue account has been referred to Council's DMRP.

Council's Revenue Staff are required to act as authorised officers in relation to the recovery of rates and charges where that nominated person is required to represent Council at Court.

In accordance with s23A of the Local Government Act 1993, Council has considered the Office of Local Government's *Debt Management and Hardship Guidelines* issued on 27/11/2018 in formulating this Policy.

Privacy

Personal information collected as a consequence of this Policy will only be used for the purposes of this Policy and will be managed by Council's Privacy Management Plan.

There are legal obligations under the Privacy and Personal Information Protection Act 1998 (PPIP Act) which Council must abide by when it collects, stores, uses or discloses personal information. The 12 Information Protection Principles (IPPs) are as follows:-

Collection

1. LAWFUL

An agency must only collect personal information for a lawful purpose. It must be directly related to the agency's function or activities and necessary for that purpose.

2. DIRECT

An agency must only collect personal information directly from you, unless you have authorised collection from someone else, or if you are under the age of 16 and the information has been provided by a parent or guardian.

3. OPEN

An agency must inform you that the information is being collected, why it is being collected, and who will be storing and using it. You must also be told how you can access and correct your personal information, if the information is required by law or is voluntary, and any consequences that may apply if you decide not to provide it.

4. RELEVANT

An agency must ensure that your personal information is relevant, accurate, complete, up-to-date and not excessive. The collection should not unreasonably intrude into your personal affairs.

Storage

5. SECURE

An agency must store personal information securely, keep it no longer than necessary and dispose of it appropriately. It should also be protected from unauthorised access, use, modification or disclosure.

Access and accuracy

6. TRANSPARENT

An agency must provide you with details regarding the personal information they are storing, why they are storing it and what rights you have to access it.

7. ACCESSIBLE

An agency must allow you to access your personal information without excessive delay or expense.

8. CORRECT

An agency must allow you to update, correct or amend your personal information where necessary.

Use

9. ACCURATE

An agency must ensure that your personal information is relevant, accurate, up to date and complete before using it.

10. LIMITED

An agency can only use your personal information for the purpose for which it was collected unless you have given consent, or the use is directly related to a purpose that you would expect, or to prevent or lessen a serious or imminent threat to any person's health or safety.

Disclosure

11. RESTRICTED

An agency can only disclose your information in limited circumstances if you have consented or if you were told at the time they collected it that they would do so. An agency can also disclose your information if it is for a directly related purpose and it can be reasonably assumed that you would not object, if you have been made aware that information of that kind is usually disclosed, or if disclosure is necessary to prevent a serious and imminent threat to any person's health or safety.

12. SAFEGUARDED

An agency cannot disclose your sensitive personal information without your consent, for example, information about ethnic or racial origin, political opinions, religious or philosophical beliefs, sexual activities or trade union membership. It can only disclose sensitive information without consent in order to deal with a serious and imminent threat to any person's health or safety.

As exemptions may apply in some instances, it is therefore suggested to contact Council's Governance Officer or the Information and Privacy Commission for further advice.

Variation

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

9.6 Re-naming of a new road in a subdivision off Adams Lead Road Gulgong.

REPORT BY THE PROPERTY SUPPORT OFFICER AND REVENUE OFFICER
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, R0790041 P25207

RECOMMENDATION

That Council:

1. **receive the report by the Property Support Officer and Revenue Officer on the re-naming of a new road in a subdivision off Adams Lead Road Gulgong; and**
2. **name this road Peru Road.**

Executive summary

A subdivision off Adams Lead Road included one new road. Addressing requirements for the new subdivision necessitated the naming of this new road. A name of Joinery Lane was approved by Council at their 19 February 2015 meeting. However, the road has not yet been built and the developer has requested the new road be re-named. This is allowable under NSW and MWRC Council road naming procedures.

Disclosure of Interest

Nil.

Detailed report

Council, being the Roads authority, is required to name new or unnamed streets and roads. The purpose of this report is to rename a new road that was previously named.

A submission for Peru Road was made by the developer following the passing of Mr Peru Perumal after which Council recommenced the naming process in relation to this road. Council wrote to the owners and neighbours of the subdivision on 28th August 2020 requesting their naming submissions. Public consultation was also invited in an advertisement placed in the 28th August 2020 Mudgee Guardian. Submissions closed on 18th September 2020 with five additional submission, all in support of Peru Road, received.

Two other names were previously submitted for the original naming of this road. These are now also included as submissions in the re-naming of this road.

Gibbadaire
Woodcraft
Peru

The Geographical Names Board (GNB) approved Gibbadaire and Woodcraft in their 4 November 2014 letter. Peru Road was submitted to the GNB for pre-approval but was rejected due to the requirement that a person is to have been deceased for at least 12 months before an application to

commemoratively name a road after them is deemed acceptable. Aside from the time limit there are no other obstructions to approving the name. This will not preclude Council choosing this name at this point in the naming process. The development where the new road is to be located will not be completed until several months into 2021 and has received temporary addressing based on Adams Lead Road pending the gazettal of the new road name.

The recommended name of Peru Road relates to Peru Peramul (20/9/1941-26/5/2020). Peru was a highly regarded Sydney Architect who first came to Gulgong in the early 1970s, as a member of the National Trust's Urban Conservation Committee, to carry out an investigation into the town's then current and future conservation needs. Gulgong became Peru's second home and he made a huge contribution to saving Gulgong's unique architectural character. He was an inspiration for, an active participant in, and a major influence on the conservation, enhancement and promotion of the historic precincts of Gulgong and Mudgee.

Street naming is legislated under the Roads Act 1993. This Act empowers the authority in charge of the road with the rights to name it. The re-naming of this new road will allow the completion of street addressing within this new subdivision. Section 162 of the Roads Act (1993) states that "a road authority may name and number all public roads for which it is the authority. A roads authority may not alter the name of a public road unless it has given the Geographical Names Board at least two months' notice of the proposed name.

In accordance with Council's Road, Bridge and Place Naming Policy, the name that Council endorses of this road will be:

1. advertised in the Mudgee Guardian inviting submissions in writing from the public for a period of 21 days.
2. Concurrently, notice of the proposed name will be sent to Australia Post, the Registrar General, the Surveyor General, the Chief Executive of the Ambulance Service of NSW, New South Wales Fire Brigades, the NSW Rural Fire Service, the NSW Police Force, the State Emergency Service, the New South Wales Volunteer Rescue Association Inc., and, in the case of a classified road – Roads and Maritime Services, inviting submissions in writing for a period of 14 days.

At the expiration time for lodgement of submissions, a further report will be prepared for Council addressing any submissions received and recommending the formal adoption of the proposed road name, and Gazettal of the new road name.

Community Plan implications

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

Strategic implications

Council Strategies

Not applicable.

Council Policies

Road, Bridge and Place Naming Policy.

Legislation

The Roads Act, 1993.
Road Regulation 2008.
Geographical Names Act, 1996.

Financial implications

The cost and installation of one street sign at the intersection of Adams Lead Road and the road being named. These costs will be met by the developer.

Associated Risks

Nil.

CAROLYN ATKINS
PROPERTY SUPPORT OFFICER

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

24 September 2020

Attachments:

1. GNB Letter approving Gibbadaire & Woodcraft.
2. Submission.
3. Submission.
4. Submission.
5. Submission.
6. Submission.
7. Submission.
8. Submission.
9. submission.
10. Map.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



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

Your Reference: CA:R0790041
Our Reference:
Contact Officer: Rhet Humphrys
Telephone No: 02 6332 8363
Email: rhet.humphrys@lpi.nsw.gov.au

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

ATTENTION: Carolyn Atkins

Dear Carolyn

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

I refer to your letter of 27th October 2014, which proposed the following public road names:

GIBBADAIRE ROAD, WOODCRAFT ROAD, JOINERY ROAD

On behalf of the Geographical Names Board (GNB), Surveyor General (SG) and Registrar General (RG), the names have been reviewed under the GNB NSW Road Naming Policy and there is no objection to its use provided that the road type of **ROAD** is not used, an appropriate road type for a cul-de-sac should be chosen from the NSW Road Naming Policy.

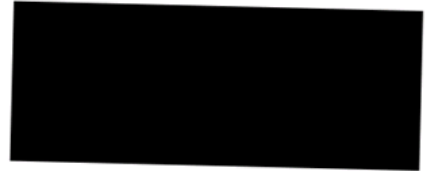
It should also be noted that **WOODCRAFT** and **JOINERY** are approved provided that the business Gulgong Joinery is no longer in operation.

Kind Regards,

A handwritten signature in black ink, appearing to read "R. Humphrys".

Rhet Humphrys
Geographical Names Board Secretariat

4th November 2014



20.10.14

General Manager
Mid Western Reg Council
P.O. Box 156
Mudgee
New Sel.

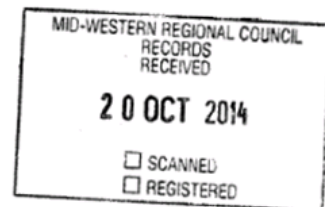
Re Naming of New Road off
Adams Lead Road.

I would like to see the road named Gibbadaise
Road, as my late husband named the property
some sixty years ago as "Gibbadaise"

Thanking You



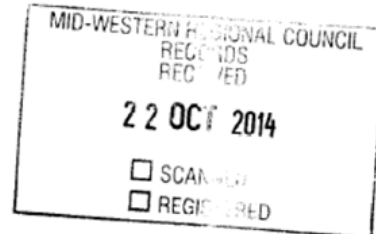
Gloria Gossage



**GULGONG
JOINERY P/L**

ABN 49003782296

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



Dear Sir,

**RE: NAMING OF NEW ROAD OFF ADAMS LEAD ROAD GULGONG
(Your Reference- CA:R0790141)**

Further to your letter of 29 September 2014 and as required under Consent Item 5 (Construction Requirements) DA 0131/2014 of 5 March 2014, I submit the following 3 names for the new road for consideration by Council.

PREFERRED OPTION: WARNER ROAD

My Company has owned the site where the new road is going for 25 years. Not only that I believe that I have made a valuable contribution to the town since moving here in 1972. It was my 1983 submission which led to the establishment of the Red Hill Environmental Education Centre and I have been an executive member for the past 32 years of Gulgong MADS Inc. which owns, maintains and promotes the Prince of Wales Opera House as a centre of excellence for the performing arts. In recognition of this work I have been a recipient of Council's Australia Day Arts Award. I have been past presidents of the Gulgong Conservation Society and the Henry Lawson Society of NSW and I have also served on the committee of the Gulgong Pioneers Museum. I am currently a member of the Red Hill Mining Precinct and the Gulgong Holtermann Museum Inc. committees. In naming the road after an individual numerous precedents have been set, the nearest being GOSSAGE Road which is the road leading onto Adams Lead Road from town and thence onto this yet to be named new road.

OTHER OPTIONS:

• **WOODCROFT ROAD**

This is the name of the new subdivision my company is developing off Adams Lead Road. The name was chosen because it acknowledges the fact that a business which specialised in the making of items from **wood** operated from the site for about 25 years. **Croft** too indicates that the lots in the subdivision are small rural holdings.

• **JOINERY ROAD**

Suggested too because the site is being developed by Gulgong Joinery P/L and is where the business of the same name operated from.

Yours faithfully,

A D Warner

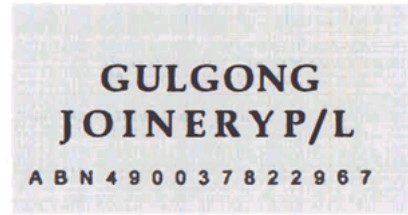
GULGONG JOINERY P/L ACN 003 782 296

Postal Address:

MUDGEES NSW 2850 AUSTRALIA

MOBILE:

EMAIL:



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



3 August 2020

Dear Brad,

**RE: ROAD NAMING REQUEST: FORMAL SUBMISSION
GULGONG JOINERY P/L SUBDIVISION 103 ADAMS LEAD ROAD GULGONG
DA 0146/2020 LOT 3 DP1244767**

Further to my letter to you of 9 July 2020 which you kindly passed on for me to the relevant Council department, I have been advised by personnel from that department that I should now submit a formal Road Naming Request to have the name Joinery Road changed to PERU ROAD. The road is yet to be built but it is a condition of the DA (DA0146/2020) Consent received by me on 24 June 2020 for my company's subdivision.

I, therefore, now formally request that the road into the subdivision be renamed Peru Road. As advised by Council staff, I submit the obituary written about Peru and 2 photos of him as documentary evidence to support my submission. As is evident from the obituary, Peru made an enormous contribution to Gulgong, Mudgee and to the MWRC area generally and to have this road named after him would be a fitting acknowledgement of his very significant legacy. Peru worked tirelessly to conserve, enhance and promote the unique heritage of the entire Mid Western Council region for many years from 1975 up until the mid 2000s when he had an input into the master plan for Gulgong's Red Hill Precinct. In that he was able to mobilise an entire community, thus enabling people to 'see' and to appreciate the unique heritage of Gulgong and the MWRC area, is testament to his commitment and the very positive impact his work, much of which was voluntary, had.

Not only has Peru's family give their permission for me to submit this formal request but they also expressed their gratitude in the hope that Peru could be remembered in this way. The family also asked that his Christian name (Peru) and not his surname (Perumal) be used to name the road. Indeed, throughout his highly successful professional career as a prominent Sydney architect, he was always referred to as Peru and it is by his first name that those of us who were privileged to know and work with him still fondly remember him.

It would be very much appreciated therefore if you could forward my letter with your endorsement to your relevant Council department to progress this formal request.



David Warner

GULGONG JOINERY P/L ACN 003 782 296
Postal Address: MUDGEES NSW 2850 AUSTRALIA
MOBILE: EMAIL:

GULGONG SAYS THANK YOU PERU

PERU PERUMAL (20 September, 1941– 26 May, 2020)

Gulgong, and indeed the whole shire, has recently lost a good friend. Many current residents would be unaware of the early days to save Gulgong's unique architectural character. Peru's contribution towards this is an important part of the town's history, and of its development and presentation as a townscape of rare quality evolved from important historic and social events of Australia's past. Indeed, Peru Perumal, a highly regarded and much respected Sydney architect, was an inspiration for, an active participant in, and a major influence on the conservation, enhancement and promotion of the historic precincts of the Mid-Western Regional Council (formerly Cudgegong and Mudgee Shire Councils) for over 40 years.

TIMELY INTERVENTION

In the early 1970's, the National Trust (NSW) was very much aware of Gulgong's special architectural and historic significance. It was also fearful for its future if measures were not taken to arrest trends that were current at the time. And so it was, into this atmosphere of uncertainty, that Peru (along with Tony Strachan) came to Gulgong, in a voluntary capacity, as a member of the National Trust's Urban Conservation Committee to carry out a preliminary investigation into the town's then current and future conservation needs.

A report, *Gulgong: Proposed Conservation Area – Classified and Recorded* was produced by Peru and presented to a well-attended public meeting in the Prince of Wales Opera House on Friday 12 September, 1975. Prior to its presentation, an editorial in the Mudgee Guardian referring to this heritage conservation study stated that this plan:

“ ... is perhaps the most important document to be tabled in Gulgong, and one that should attract the attention firstly of local citizens, and with continued Shire backing, the State Government itself. Gulgong is singularly fortunate that two dedicated experts should give their time to produce a plan aimed at “stopping the rot”, and– preserving what is acknowledged as Gulgong's greatest asset and certainly its greatest tourist attraction the historic character of the town.”

(15 July 1975)

MOBILISING THE COMMUNITY

The release of the report was followed by a series of further public meetings which were held to inform local residents of the national significance of their town, the process whereby its conservation and enhancement could be ensured, and the life style and commercial benefits that would ensue. An outcome of the very first public meeting was the formation of *The Gulgong Conservation Society* which played an active role in the promotion of the conservation ideal. With significant input from Peru, a system of bi-annual awards was implemented. This was a joint venture between the Conservation Society and Mudgee Shire Council. These awards, with a judging panel which included representatives from the Royal Australian Institute of Architects, the National Trust (NSW), and The Heritage Council of NSW, recognised local residents, architects and tradespeople in the areas of building restoration and new building work (including additions) within the town's designated conservation area. Peru also presented a series of articles in the local media which sought to further explain the concept of conservation, how it applied to the towns, and how best it could be implemented.

THE FORMAL HERITAGE STUDY

Further to his preliminary report for the National Trust, Peru was commissioned by the Mudgee Shire Council and the Heritage Council of NSW to prepare a formal study of the town. This report, *The Gulgong Environmental Study* presented in 1981, was adopted by both authorities and formed the basis of Mudgee Shire Council's LEP No. 10 which set about formalising and then implementing its recommendations. To assist in this regard, Peru was appointed Mudgee Shire Council's Heritage Advisor, a position he held for almost 10 years. Although the position was funded for only 2 days per month, Peru spent countless additional days, at his own expense, liaising with and advising Council and the people of the Shire in conservation matters.

THE GULGONG DESIGN AND REVIEW COMMITTEE

As part of this process Peru established *The Gulgong Design and Review Committee* which was made up of members of the local community and councillors. Its purpose was to review and advise on building conservation issues submitted by the public prior to them being forwarded to Council for approval. This achieved two important outcomes: most issues were resolved before they became problematic; and the conservation of the town was being guided by the local community itself rather than being imposed from above by some external authority. As a consequence, the people themselves adopted the need to conserve the town's historic architectural character. This, together with a new found pride in its uniqueness, still continues today.

OTHER AREAS OF INFLUENCE

As the heritage conservation work being done in Mudgee and Gulgong became well-known Peru, along with other members of the community working with him, were invited to speak at a number of historic centres, e.g. Bathurst and Glen Innes, which were also developing conservation programs at the time.

During his time as Heritage Advisor, Peru also played an important educative role. He was an important mentor and consultant for 2 significant town initiatives. Firstly, *The Gulgong Town Trail*, an instructional walking tour which led participants on a self-guided tour of the town's unique historic buildings and elements within the designated conservation area. His expertise was also drawn on for the 1984 submission to the NSW Education Department to establish an Historic Urban Field Studies Centre (the very first in Australia) at the disused Red Hill School site. This became a reality in the mid-nineties and now flourishes as The Red Hill Environmental Education Centre.

Red Hill was the site of the first gold discovery in 1870 which led to the founding of the town of Gulgong. Until recently, Peru had been the voluntary advisor for the Red Hill Project, a local community initiative in partnership with Mid-Western Regional Council. Peru developed a master plan for the project and although funding was initially limited, a number of significant works have since been undertaken resulting in the establishment of the *Gulgong Gold Experience* which, through educative signage, displays and information, details the early days of mining on Red Hill and the town itself.

A HANDS-ON APPROACH

Peru was also involved with the restoration and enhancement of existing buildings along with the construction of sympathetic additions and new buildings throughout the shire. Examples of the restoration work included: the Mudgee and Gulgong Police Stations, the original Gulgong Town Hall and the "Lawson House" in Gulgong. New buildings included St Matthews School in Mudgee, major additions to All Hallows School in Gulgong and to the (former) Ulan Electric Building – to mention but a few. He also advised on the initial beautification of the Mudgee CBD. The façade on the former Gulgong WESTPAC Bank

building was also one of Peru's initiatives so that, being in such a prominent position in Mayne Street, it would better blend in with the historic streetscape.

Peru always referred to Gulgong as his second home. Indeed, his warmth, genuineness and enthusiasm for the town and its people endeared him very much to those who knew him and who were privileged to partner with him in the important task of conserving the town for the benefit of present and future generations. By example, he brought the need to conserve our historic precincts to the consciousness of the people of Gulgong, Mudgee and district. His work over many years saw him advise, educate, enthuse and participate in all matters of urban conservation. Far from being a theorist, Peru was very much a hands-on practitioner and willingly provided all manner of practical advice and guidance to those wishing to undertake restoration and/or sympathetic new building work or who just required a traditional colour scheme.

THE LAWSON HOUSE

The "Lawson House" in Medley Street is an excellent example of his approach. Built by Henry Lawson's father in the late 1800's this derelict building had a demolition order placed on it in the 1970's. Peru put together a syndicate of 5 local people and set about the task of restoring this historically significant building. Not only did he draw up the plans for the building's conservation but he also organised working-bees in which he was very much involved, and often with his young family accompanying him. Local builders too were involved and guided through the restoration process. More recently, he had input into the restoration of Dolly's in Medley Street (an early example of a miner's cottage) and The Old Belmore Hotel in Herbert Street (a remnant from Gulgong's *Roaring Days*).

PERU'S LEGACY

Conservation worked in Gulgong because Peru, through his expertise, his compassion, his personable approach, and his vision, enabled local people to 'see' those things that make the town unique and special. The community was, therefore, enabled to internalise the need for this to happen. Through his efforts and encouragement the town has flourished and has become a unique regional tourist destination and an important educational resource and facility.

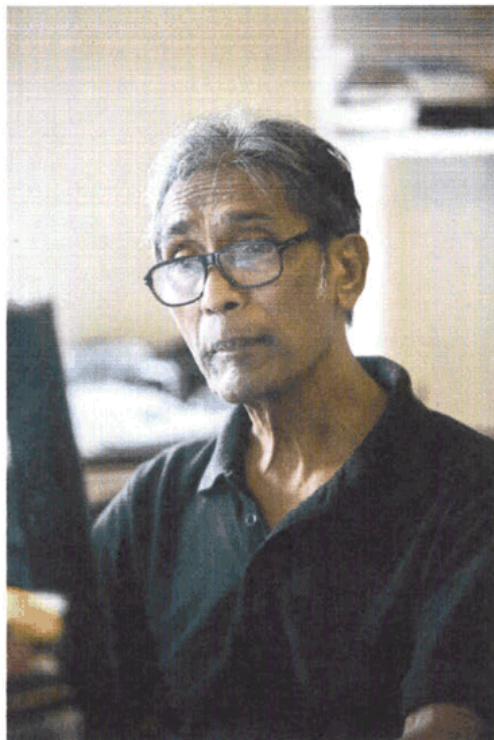
Peru was a valuable friend and mentor who was able to empower, motivate and mobilise a whole community. Without his timely intervention in 1975, Gulgong could very well have gone the way of other historic towns which did succumb to the ravages of time, neglect and disinterest. For this we are all indebted to him for his drive, initiative, foresight and guidance without which our region's historic precincts would be the poorer. As such, his legacy cannot be overstated and should not be forgotten.

David Warner
3 June 2020


PERU PERUMAL (20 September 1941 – 26 May 2020)



Peru when he came to Gulgong in 1975 to conduct the town's first Heritage Conservation Study.



Peru Perumal in 2014 when he was still Providing advice on the Red Hill Mining precinct and museum in Gulgong.


9th September, 2020

Ms Diane Sawyers,
Manager Revenue & Property.
Mid-Western Regional Council,
PO Box156,
Mudgee, NSW 2850

Re: Re-naming of new road in a subdivision off Adams Lead Road, Gulgong.

Dear Ms Sawyers,

We are writing to express our support for the re-naming of a new road which is adjacent to our property, Lot 2, Adams Lead Road as shown on your map.

The name Peru Road is an excellent choice and will keep the memory of Peru Peramul alive in this district. Peru was instrumental in helping to keep many of the heritage buildings in Gulgong from being replaced thus preserving the integrity of this beautiful heritage town.

We therefore fully support the re-naming of this lane to Peru Road.

Thank you for the opportunity to respond to this submission.

Yours sincerely,



Dennis & Linda Kitto



Maurice Gaudry

[REDACTED]

10th September, 2020

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



Dear Brad,

RE: NEW ROAD IN THE SUBDIVISION OFF ADAMS LEAD ROAD, GULGONG

Dear Brad,

RE: NEW ROAD IN THE SUBDIVISION OFF ADAMS LEAD ROAD, GULGONG

Having lived all my life in Gulgong, I am very much aware of the significant contribution that Peru Perumal made to the conservation of the town. Not only that, because of my involvement with many organisations in the town, I was privileged to work with Peru over a number of years on such projects as the Red Hill Development, the restoration of the Prince of Wales Opera House, and the Gulgong Conservation Awards. I, therefore, fully support the renaming of the subdivision road as PERU ROAD in recognition of Peru's work and legacy.

Yours faithfully,

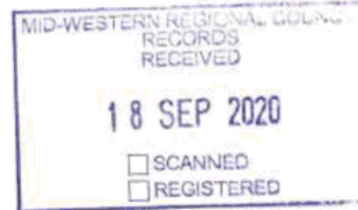
[REDACTED]

Maurice Gaudry

Bill Larner

[REDACTED]

11 September 2020



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

Dear Sir,

**REFERENCE: MWRC WEEKLY ADVERTISEMENTS MUDGEE GUARDIAN 28/08/2020
NEW ROAD INTO SUBDIVISION OFF ADAMS LEAD ROAD GULGONG**

As a long term resident of Gulgong it was a privilege to get to know Peru during his time as Mudgee Shire Council's Heritage Adviser and throughout his long association with the town after that tenure. My involvement with such important heritage projects as the Prince of Wales Opera House, the Red Hill Mining Precinct and the Gulgong Holtermann Museum has enabled me to fully appreciate Peru's enduring legacy and the important work he did in conserving the town. Such a contribution should not go unrecognised and having a road named after him is one way of acknowledging his amazing contribution. I, therefore, fully endorse the renaming of the new road into the subdivision off Adams Lead Road as Peru Road.

Yours sincerely,

[REDACTED]

Bill Larner

PEARSONS' JEWELLERS

Gulgong NSW 2852



Ph.

Fax:

Est. 1984

Qualified: Manufacturing Jeweller ● Watchmaker ● Gemmologist ● Engraver
JGBS Member No. 922

September 14, 2020

The General Manager
MWRC
Box 156
MUDGEES NSW 2850

ROAD NAMING – SUBDIVISION OFF ADAMS LEAD – GULGONG

Dear Brad

I fully endorse the suggestion of re-naming “Joinery Lane” as “Peru Lane”.

This move would certainly acknowledge the tremendous contribution made by the late Mr Perumal in his capacity as Council’s Heritage Adviser and active community member given his foresight in protecting the Shire’s now very valuable heritage assets.

It would be fitting that his name appears on one of Gulgong’s gold rush leads as the heady days of Gulgong’s gold rush assisted in the rapid development of Colonial NSW and its built environment, which Peru strove to preserve for future generations.

Yours faithfully,

Chris Pearson

GARY CROSS CONSTRUCTIONS PTY LTD.

Licence No. 12929

A.B.N: 51073 844 087

GULGONG 2852

TELEPHONE:

MOBILE:

MID-WESTERN REGIONAL COUNCIL RECORDS RECEIVED 17 SEP 2020 <input type="checkbox"/> SCANNED <input type="checkbox"/> REGISTERED

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

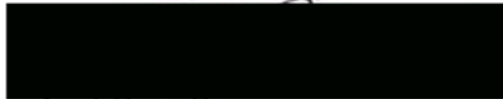
14 September 2020

Dear Sir,

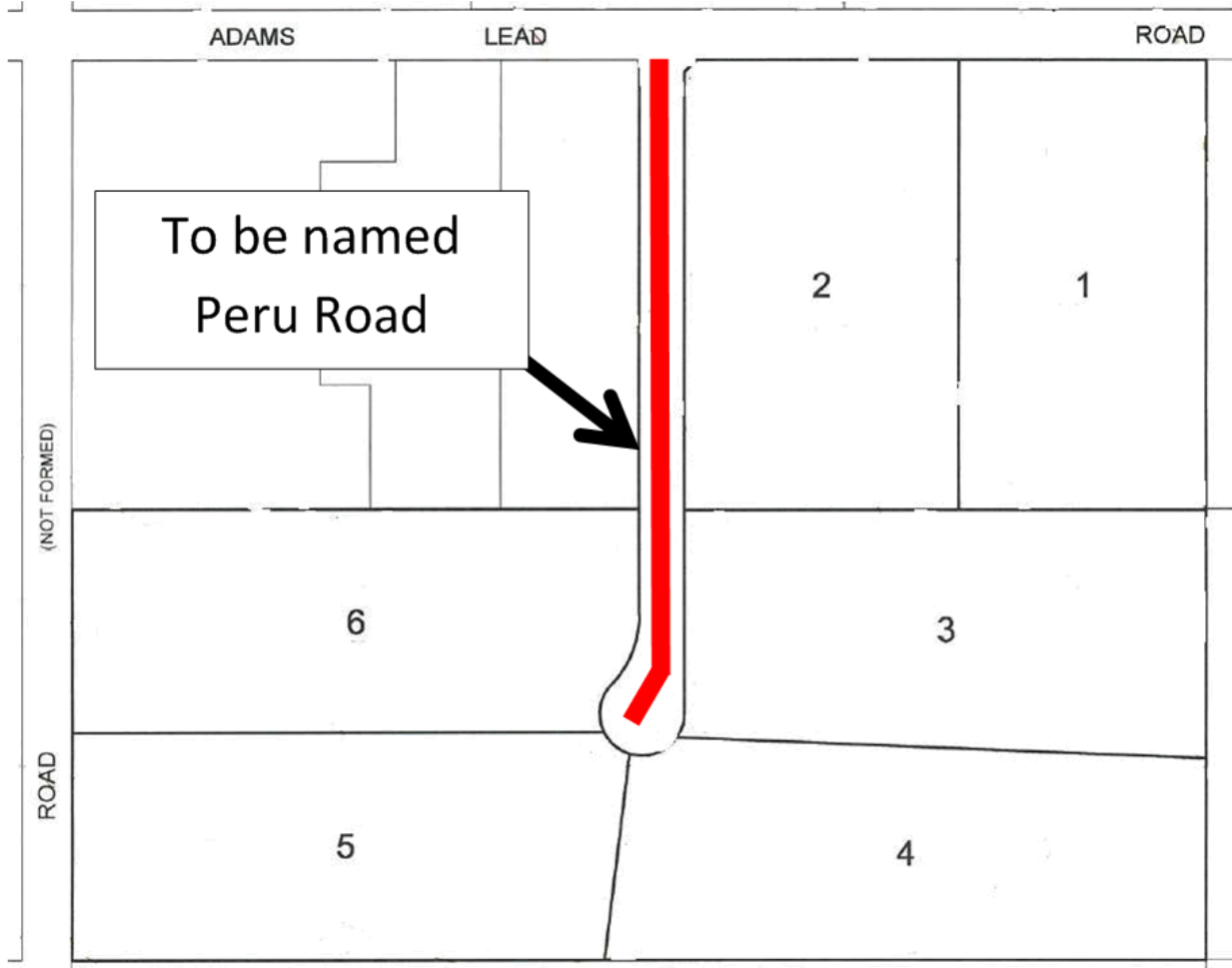
I refer to the advertisement in the Mudgee Guardian of 28 August calling for submissions about the renaming of the new road into the subdivision off Adams Lead Road, Gulgong as Peru Road.

I have been a licensed builder in Gulgong all my working life and I was privileged to work with Peru, when he was the Mudgee Shire Heritage Adviser, on a number of major restoration projects in both Mudgee and Gulgong. I am therefore aware of the important role he played in protecting the heritage of both towns. Having a road named after him is the very least we can do, as a community, to acknowledge and remember the important work that he did. I, therefore, fully support the renaming of the subdivision road as PERU ROAD.

Yours sincerely,



Gary Cross



9.7 Naming of a dog exercise area in the locality of Putta Bucca

REPORT BY THE PROPERTY SUPPORT OFFICER AND REVENUE OFFICER
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, PAR300020 P0309411

RECOMMENDATION

That Council:

1. **receive the report by the Property Support Officer and Revenue Officer on the naming of a dog exercise area in the locality of Putta Bucca; and**
2. **support the name of Jennie Blackman Park.**

Executive summary

As part of the next stage of the Glen Willow development Council will be relocating and enlarging the dog exercise area. As part of the development a request has been received to name the dog park.

Disclosure of Interest

Nil.

Detailed report

The dog exercise area is to be moved to the south east of its current location, to a location near the footbridge and the walkway. A submission has been received to name the new dog park in memory of Jennie Blackman.

The naming of the park must be open to public consultation and all submissions must be accepted, whether they be the initiating name or not. Council advertised for naming submissions from the public in the 4 September 2020 Mudgee Guardian. Submissions closed on 25 September 2020 with no additional submissions received.

Jennie Blackman (18/7/1975-15/6/2019) displayed a determination to lead a normal and full life from an early age despite her disability – something that medical experts at the time considered totally impossible due to her diagnosis of Down Syndrome. With the help and support of her family and the Mudgee community, Jennie achieved her goals.

After completing Year 11, Jennie went to TAFE and then worked for the Mudgee Business Enterprise Centre and for Mid-Western Regional Council. Jennie became very well known around town as a productive member of the community and an inspiration to people she met.

A great love of animals was evident all through Jennie's life and walking around town with her beloved dog Charlie was a regular sight. As a valued member of the Mudgee community it is very fitting that a dog exercise area be named in memory of Jennie.

The Geographical Names Board (GNB) is the naming authority for place names.

Council's decision at this meeting will be submitted as our recommendation to the GNB for their next meeting along with our application to name the Park. The Geographical Names Board will then meet the cost of advertising in relation to this matter before making a final decision on the name for the Park. The GNB will also meet the costs of a Gazettal for the final park name.

Community Plan implications

Theme	Looking After Our Community
Goal	Vibrant towns and villages
Strategy	Respect and enhance the historic character of our Region and heritage value of our towns

Strategic implications

Council Strategies

Not applicable.

Council Policies

Road, Bridge and Place Naming Policy.

Legislation

Geographical Names Act, 1996.

Geographical Names Board of NSW Policy – Place Naming, 2019.

Financial implications

Signage across the Glen Willow precinct is being addressed as part of the development project. Signage for the dog exercise area/park is included as part of the project.

Associated Risks

Nil.

CAROLYN ATKINS
PROPERTY SUPPORT OFFICER

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

24 September 2020

Attachments: 1. Submission.
2. Map for BP report.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

From: Ashleigh Marshall
Sent: Monday, 20 July 2020 11:51 AM
To: Carolyn Atkins
Cc: Simon Jones
Subject: Naming of New Dog Park at Glen Willow - 'Jennie Blackman Park'

Hi Carolyn,

As part of the Glen Willow Stage 2 Development, the existing dog park will be removed and a new dog park located in Lot 1 DP 1252505 will be created (image attached showing approx. location).

We wish to name the new dog park 'Jennie Blackman Park'. I have attached some biographical information on Jennie.

Please let me know if there is anything further required to get this request underway.

Thanks,

Ashleigh Marshall
Executive Assistant Community (Mon-Tue)
Mid-Western Regional Council

p 02 6378 2850 | d
f 02 6378 2815 | e
a 86 Market Street | PO Box 156 Mudgee NSW 2850
w www.midwestern.nsw.gov.au
[facebook](#) | [twitter](#) | [youtube](#)



JENNIE LOUISE BLACKMAN

18.7.1975 - 15.6.2019

Jennie displayed a determination to lead a normal and full life from a very young age despite her disability - something that medical experts at the time considered totally impossible due to her diagnosis of Down Syndrome.

With the help and support of her family and the Mudgee community, Jennie achieved her goals. Very intensive therapy from eighteen months of age was followed by going to Pre School with her peers, acceptance into main-stream schooling at five and later, numerous TAFE courses including typing, computer skills, basic office skills, pottery and animal care.

Jennie had a dream to work in an office and she would practice typing for hours to achieve this. After Year 11 she went to TAFE and then worked part-time for years at the Mudgee Business Enterprise Centre and later, Mid-Western Regional Council. Jennie had a very strong commitment to work enjoying not only being productive and but also the interaction with other staff.

A great love of animals was also evident from very early in Jennie's life and she had a knack of bringing out the best in them - as she did with people. Most photos of her include a dog, cat or horse.

Jennie loved people and never saw "difference" - whether it was in age, ability or social status. She was able to relate to people from all walks of life and they responded very positively to her. This was evidenced by the hundreds of people who attended her funeral and the outpouring of love and grief that followed her death. Many people paid tribute saying she'd been an inspiration to them - from people she went to school with, friends, work colleagues and shop proprietors in the CBD.

Jennie and her beloved dog, Charlie, were a regular sight walking around town that is missed but it is hoped that her life will continue to inspire others to acceptance and making the most of what they are given. Jennie's family have been devastated by her loss but are very thankful for her life and that she was such a valued member of the Mudgee community.



GLEN WILLOW REGIONAL
SPORTING COMPLEX

PITTS LANE

PROPOSED NEW ROAD

DOG PARK

Dog Park to
be named

Item 10: Operations

10.1 Parking Study - Mudgee CBD

REPORT BY THE DIRECTOR OPERATIONS
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, COR400215

RECOMMENDATION

That Council:

1. receive the report by the Director Operations on the Parking Study - Mudgee CBD;
2. endorse the draft Parking Study – Mudgee CBD;
3. place the draft parking Study – Mudgee CBD on public exhibition for a period of 28 days;
4. if there are no submissions received;
 - 4.1 adopt the study;
 - 4.2 implement the ‘Parking Management Changes’ outlined in the body of the report;
 - 4.3 amend the 2020/21 budget to include an expenditure budget for Mudgee CBD Parking Improvements in the amount of \$30,000 funded from unrestricted cash; and
5. if submissions are received, a further report will be brought back to Council to consider the submissions and seek to endorse next steps.

Executive summary

A comprehensive parking study has been undertaken by specialist consultants on behalf of Council. The study has found there are no requirements to increase parking supply in the near future. The study does recommend several changes to improve parking arrangements within Mudgee CBD including; changing unrestricted, 2P and 4P parking locations, increasing the number of loading zones, increasing caravan parking, introducing motorcycle bays, improvements to wayfinding signage and increased linemarking of 60 degree marked parking bays.

The community consultation component of the study highlighted shade, weather protection and safety associated with parking, should be considered by Council in future Delivery Plans.

Disclosure of Interest

Nil

Detailed report

Council commissioned a parking study to determine;

- the adequacy of current public and privately-provided parking facilities to serve the existing and predicted car-parking demands of the Town's CBD;
- the appropriateness of Council policies (development contributions, car-parking standards for developments) to meet parking-generation demand;
- options for meeting parking demand within the CBD, including funding considerations.

The successful Consultant Jacob Martin from Cardno presented the technical findings to Council at a workshop in November 2019. The community consultation component of the study was impacted by the corona virus pandemic, which delayed the finalisation of the report.

The study included field measurement of actual parking demand throughout the CBD area. A model was developed based on actual land use and predicted parking requirements associated with each land use type. The model was calibrated against actual parking behaviour. The model allows the prediction of parking demand based on future growth and changes in land use.

The intensity of parking demand during the survey period illustrates while there is ample car parking within Mudgee town centre, certain locations operate at or above capacity during peak periods.

The optimal parking system is one where all parking is used efficiently, with minimum amount of spaces devoted to parking activities. After all, parking itself only facilitates activity; it does not create any of its own.

The current supply of parking within the study area is in the order of 3,000 bays, with occupancy across the town centre core (Zones A and B) observed to be 60-65% even during peak (non-event) periods. A representative trigger would be at the point occupancy reached 85% across the town centre core.

As such, there appears to be no requirement to increase parking supply to accommodate day-to-day parking needs and the need to construct a multi –storey carpark can be postponed for the near future.

Parking Management Changes

Please refer to Figures 5-3 & 5-4 in the attached 'Parking Study – Mudgee CBD' regarding details of the following recommended changes;

- Standardising timing restrictions greatly improves compliance. As such, three categories of timing restriction are recommended:
 - School Zones: 8:30am-9:3pm and 3pm-4pm (school days)
 - Weekdays: 8am-6pm
 - Saturday: 8am-1pm
- Changing from unrestricted parking to 2P parking (Market Street, Lewis Street, Mortimer Street, Perry Street)
 - To encourage the turnover of parking spaces, increasing the likelihood that bays will be available for visitors.
 - To encourage long-stay users towards parking in off-street car parks or peripheral locations

- Change from unrestricted parking and 2P parking to 4P parking (Short Street, Perry Street, Lewis Street, Gladstone Street)
 - To enable longer-stay visitor parking in reasonably close proximity to retail/entertainment and recreation destinations
 - To discourage employee parking in valuable visitor bays, shifting this demand to the Short Street Council car park or peripheral unrestricted bays.
- On-street Loading Zones (Town Centre)
 - Increasing the availability of on-street service/delivery parking and encouraging use of private car parking for visitors and customers may pre-empt some of the concerns by businesses regarding the availability of parking.
- Permanent taxi zone Mortimer St
 - The existing taxi zone currently runs from 6am-7pm (Monday-Sunday). It is recommended that this be extended to become a permanent taxi zone. This reduces efficiency marginally
- Motorcycle Bays (Town Centre)
 - The ability to locate motorcycle bays where a full-sized car bay would be impractical can also increase the overall parking quantum without detrimental impact on the parking supply for cars.
- Caravan Parking (Short Street)
 - Additional on-street caravan bays will free up standard bays for visitor parking, particularly where they are configured to suit drive-in/drive-out manoeuvring.

Signage and Linemarking

- Additional wayfinding signage is recommended to direct drivers to the Short Street Car Park, to;
 - improve its occupancy and relieve other 'hotspots'. Wayfinding signs should be positioned at the periphery of the Town centre along the major approach routes: Church Street and Castlereagh Highway, with repeater signs to direct visitors to Douro Street and then into the car park.
- Additionally, signage directing caravans to 'long vehicle' parking along Short Street.
- It is recommended that formal linemarking be applied to all on-street 60-degree *and parallel* bays in the Town Centre, starting with unmarked areas with the highest occupancy.
 - Existing 60-degree parking is well complied with by locals, but is not necessarily familiar for people outside of the Town. It is also difficult to orient a vehicle appropriately without some sort of guide line, and the lack of this formality reduces the efficiency of the on-street bays.

Community Engagement

Several of the recommendations from the community engagement are included in the above Parking Management Changes including Parking Signage and Line Marking. The need for shade, weather protection and safety should be considered by Council in future Delivery Plans.

The perception from the community that there is inadequate parking and the durations are too short is commonly at odds with the findings of professional traffic management consultants. There is the desire by the community to park directly outside the shop they are visiting where the consultants take a more pragmatic perspective taking into account reasonable walking distances and the cost of car parking infrastructure.

Community Plan implications

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

Strategic implications

Council Strategies

Community Plan

Council Policies

Development Control Plan

Legislation

Local Government Act 1993, Environmental Planning and Assessment Act 1979 and Roads Act.

Financial implications

The estimated cost to implement the recommended changes is \$30,000 and is recommended to be funded from unrestricted cash.

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2020/21	✘	-	-
Future Years	-	-	-

Associated Risks

N/A

GARRY HEMSWORTH
DIRECTOR OPERATIONS

24 August 2020

Attachments: 1. Mudgee Parking Study. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 11: Community

11.1 Draft Policy - Camera Surveillance

REPORT BY THE MANAGER GOVERNANCE
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, GOV400047

RECOMMENDATION

That Council:

1. receive the report by the Manager Governance on the Draft Camera Surveillance Policy;
 2. place the draft Camera Surveillance policy on exhibition for 28 days; and
 3. adopt the Camera Surveillance policy if no submissions are received.
-

Executive summary

The Camera Surveillance Policy puts in place requirements for the storage, security and retrieval of camera surveillance data ensuring Council meets privacy law obligations.

Disclosure of Interest

Nil.

Detailed report

Council operates a number of camera surveillance devices throughout the Mid-Western Regional area. These devices are used for the purpose of protecting community assets, recording council works/operations, recording investigations/inspections, functions/events and in some instances for staff safety. These devices are not operated under a CCTV agreement with NSW Police.

Following the adoption of this Policy, the Executive will adopt detailed internal procedures guiding staff on the operation of camera surveillance devices.

Community Plan implications

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

Council Strategies

[Asset Management policy](#). Camera surveillance devices have a financial value and do require maintenance to ensure continuity of operation.

Council Policies

[Privacy Management Plan](#) – many of the devices are used in public areas and may contain the personal information of third parties, such as images of individuals and/or their vehicles.

[Access to Information policy](#) – the data captured and held by these devices is considered to be a record held by Council, and as such could be accessed by third parties (after going through a public interest consideration).

Legislation

[Surveillance Devices Act 2001](#) –

[Privacy and Personal Information Protection Act 1998](#) –

[Privacy and Personal Information Protection Regulation 2019](#) –

[Government Information \(Public Access\) Act 2009](#) –

[Local Government Act 1993](#) –

[Workplace Surveillance Act 2005](#) –

[State Records Act 1998](#) -

Financial implications

Not applicable

Associated Risks

Camera surveillance of council works and assets does mitigate the risks associated with day to day operations of the council. Camera surveillance data is used by management to validate work practices and as evidence of investigations.

TIM JOHNSTON
MANAGER GOVERNANCE

21 September 2020

Attachments: 1. Draft Camera Surveillance policy.

APPROVED FOR SUBMISSION:

SIMON JONES
DIRECTOR COMMUNITY



POLICY Camera Surveillance

*A prosperous
and progressive
community.*

DRAFT		VERSION NO	1.0
COUNCIL MEETING MIN	[xx/xx]	REVIEW DATE	CLICK HERE TO
DATE:	CLICK HERE TO	FILE NUMBER	GOV400047

Objective

The Camera Surveillance Policy informs the community of Councils use of camera surveillance devices in public places. The purposes for which Council use camera surveillance in public places are;

- the protection of community assets,
- recording of council works and operations,
- recording for regulatory and compliance investigations and inspections
- recording of Council functions / events and;
- Staff safety

The Council does not operate a Closed Circuit Television (CCTV) scheme in cooperation with NSW Police. Information about CCTV used by Government agencies in NSW is available by referring to the link below.

http://www.crimeprevention.nsw.gov.au/documents/councils-publications/cctv_guidelines.pdf

Legislative requirements

- Surveillance Devices Act 2007
- Privacy and Personal Information Protection Act 1998 (NSW)
- Privacy and Personal Information Protection Regulation 2005
- Government Information (Public Access) Act 2009
- Local Government Act 1993 (NSW)
- Workplace Surveillance Act 2005 (NSW)
- State Records Act 1998.

Related policies and plans

- Policy - Privacy Management
- Policy - Access to Information
- Policy - Asset Management Policy
- Asset Management Strategy

Policy

Privacy Principles

Council will comply with the twelve Information Protection Privacy Principles that underpin the minimum requirements of the Council when conducting camera surveillance in public places.

<https://www.ipc.nsw.gov.au/information-protection-principles-ipps-agencies>

Council must inform the public that camera surveillance is occurring within the Midwestern Local Government Area. Council will signpost all sites that have fixed camera video surveillance.

Council will also inform people attending Council facilities, functions and events that video recordings or photography is used. Such information may include a statement that surveillance recordings from these facilities or events may be used in promotions undertaken by the Council.

Storage and Security

Council will develop internal procedures that staff will follow to ensure that the Council complies with the statutory obligations of Government Agencies under the Privacy and Personal Information Protection Act 1998 (PPIP Act) and the Surveillance Devices Act 2007

The **Executive** of Council must approve the purchase, installation and use of surveillance cameras.

As at July 2020, approved use includes:

- Surveillance of Council waste facilities including Waste Transfer Stations
- Surveillance of Council assets that are buildings in public places
- Surveillance of Council assets in Parks (play/exercise equipment, seating, bins etc.)
- Surveillance of Council assets in Libraries
- Surveillance of Council assets, materials and equipment in public areas of council depots and offices.
- Authorised Officers vehicle Dash Cams, iPhones, iPads and digital cameras.

Council has established a dedicated local network drive specifically for the storage of camera surveillance data. This drive is secure and routinely backed up. Only the Managers of staff who operate cameras will have access to their Departments folders within this drive for the filing and viewing of surveillance data.

The release of camera surveillance data will only be provided to comply with:

- Internal reporting requirements at Executive or Management levels only;
- The requirements of the Police in relation to the investigation of crime;
- A subpoena;
- A valid formal request for public information to which Council decides to provide access under section 58 of the Government Information (Public Access) Act 2009.

Complaints

Council will investigate all complaints by members of the public in relation to council's camera surveillance programs and will provide a timely response to all enquiries in accordance with Council's Complaints Policy.

11.2 Amendment to the 2020-21 Fees and Charges - Casual Pool Entry

REPORT BY THE MANAGER - RECREATION SERVICES
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, FIN300240; F0640002

RECOMMENDATION

That Council:

1. **receive the report by the Manager - Recreation Services on the Amendment to the 2020-21 Fees and Charges - Casual Pool Entry;**
2. **approve the casual pool admission fees, as follows:**
 - 2.1 **Adult reduced to \$5.00; and**
 - 2.2 **Child reduced to \$3.00.**

Executive summary

Council is requested to endorse an amendment to the fees and charges relating to the casual pool admission fees. This amendment is required to eliminate impractical cash handling practices for both pool users and staff, allowing for low denomination coins to be eliminated from circulation.

Disclosure of Interest

Nil

Detailed report

Following commencement of the 2020-21 pool season it was highlighted that the current casual pool entry fees are impractical with the inclusion of a low denomination value of ten cents (10c). It is envisaged that the increased circulation in low denomination cash handling will create significant challenges for operational staff and prove an inconvenience to pool users opting for the casual pool entry option.

Although casual pool entry users are encouraged to utilise contactless payment in response to COVID-19, it is predicted that there will still be a portion of users using cash payment. This is primarily concerned around keeping valuables safe whilst swimming.

The current and proposed fees and charges are as follows:

	Fees and Charges- Current	Fees and Charges- Proposed
Adult	\$5.10	\$5.00
Child- 16 years and under	\$3.10	\$3.00

Council officers note the casual entry fees were initially included in the exhibited version of Councils schedules of fees and charges 2020-21, and due to an administrative error (rounding) they were 10 cents higher than intended.

Community Plan implications

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

Strategic implications

Council Strategies

Community Strategic Plan
Recreation Strategy

Council Policies

Not applicable

Legislation

Not Applicable

Financial implications

There will be a reduction in casual entry fee of ten cents (10c) for all casual entry option at Councils public swimming pools. This will have no material budget impact on the 2020-21 pool revenue.

PETER RAINES
MANAGER - RECREATION SERVICES

SIMON JONES
DIRECTOR COMMUNITY

7 October 2020

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

11.3 2019-20 Pool Season Pass Refund

REPORT BY THE MANAGER - RECREATION SERVICES

TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, FIN300240; F0640002

RECOMMENDATION

That Council:

1. **receive the report by the Manager - Recreation Services on the 2019-20 Pool Season Pass Refund; and**
2. **approve a percentage refund for eligible 2019-20 season pass applicants as a result of an early pool closure due to COVID-19 pandemic, as follows:**
 - 2.1 **Full season pass – 16% refund**
 - 2.2 **Half season pass – 30% refund**

Executive summary

This report seeks to inform Council on the proposed refunds to be administered to eligible 2019-20 pool season pass holders. The refund request is as a result of Council's premature public swimming pools closure following COVID-19 restrictions imposed. It is proposed that a sixteen percent (16%) refund be applied to full season passes and thirty percent (30%) to half season passes.

Disclosure of Interest

Nil.

Detailed report

The commencement of the 2020-21 swimming pool season has instigated past season pass holders interest in receiving a refund as a result of an early closure to the 2019-20 swimming season due to the COVID-19 pandemic.

Council's swimming pool season historically operate from the last weekend in September through to the last weekend in April. The 2019-20 season planned to operate for a thirty one (31) week season period however the COVID-19 pandemic forced a five (5) week premature closure. The closure came at the request of the federal government's health order imposed restrictions.

Pool season passes are available as full season and half season (available from January) memberships with an upfront payment option only. The season pass terms and conditions (specifically cancellation and refund policy) did not reference detailed responses in the event of a forced closure following a pandemic.

As a goodwill initiative to last season pass holders, it is recommended that a percentage refund be offered to eligible full season and half season holders. To assist with processing simplicity it is also recommended that refunds only be offered as opposed to credit or vouchers being applied.

The proposed refund percentages are as follows:

A sixteen percent (16%) refund be applied to full season pass holders and thirty percent (30%) be applied for half season pass holders.

	Full Season Pass		Half Season Pass	
	<u>2019-20 Fee</u>	<u>16% Refund</u>	<u>2019-20 Fee</u>	<u>30% Refund</u>
Adult	\$110.00	\$17.60	\$66.00	\$19.80
Adult- Pensioner	\$79.00	\$12.60	\$47.40	\$14.20
Child	\$79.00	\$12.60	\$47.40	\$14.20
Family	\$230.00	\$36.80	\$138.00	\$41.40
Family- Pensioner	\$162.00	\$25.90	\$97.20	\$29.30
Family Additional Child	\$15.00	\$2.40	\$9.00	\$2.70

All holders of a 2019-20 season will be eligible for a percentage refund available on request from Councils administration offices.

Community Plan implications

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

Strategic implications

Council Strategies

Community Plan
Recreation Strategy

Council Policies

Not Applicable

Legislation

Local Government Act 1993 Fees and Charges

Financial implications

The budget impact for the percentage refund is estimated to be a maximum of \$27,056 and may be offset from the 2020-21 pool revenue budget. Any impact to the budget requiring variation will be assessed and included, at the March quarter business review.

PETER RAINES
MANAGER - RECREATION SERVICES

SIMON JONES
DIRECTOR COMMUNITY

7 October 2020

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

11.4 Adjustments to Community Development Funding Arrangements

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, COS300816

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the Adjustments to Community Development Funding Arrangements; and**
2. **authorise the General Manager to execute the funding agreement presented by Department of Communities and Justice on targeted early intervention.**

Executive summary

As outlined in the Community Development and Targeted Early Intervention report that went to Council in August 2021, the State Government's Department of Communities and Justice are now seeking to recontract with Council for community development services with a focus on reducing numbers of children in statutory out-of-home care through a program based on early intervention practices. The program is known as Targeted Early Intervention.

Disclosure of Interest

Nil.

Detailed report

The Targeted Early Intervention ('TEI') reform contract has now been presented to Council in draft form as attached to this report. The contract, for an initial term of five years to 30 June 2025 (the existing contract having been extended to 31 December 2020 due to budgetary timelines) is for an annual value of \$122,709.75. Overriding objectives are to improve child health and wellbeing, reduce levels of vulnerability, prevent the escalation of risk, reduce the number of children and families at risk of Risk of Significant Harm reports, and prevent entry into out-of-home care.

TEI Framework will measure the impact of the program for the target group, with a focus on three priority groups: Aboriginal children, families and communities; 0-3 year olds and families with at least one parent younger than nineteen.

Activities and events negotiated between Council and the Department to be delivered under the new TEI funding arrangements include:

1. Community Sector Planning (eg, Rylstone Family Fun Day Planning Committee);
2. Community Sector Coordination (eg, Interagency);
3. Information/Advice/Referral (eg, Interagency E-Newsletters, Transition to School supports);

4. Community Engagement – Events (eg, Rylstone Family Fun Day, including transport opportunities for Gulgong and Mudgee residents);
5. Indigenous Community Engagement – Events (eg, NAIDOC and Reconciliation Week activities);
6. Social Participation – Activities (eg, quarterly Affordable living workshops);
7. Indigenous Social Participation – Activities (eg, indigenous plants for health activity); and
8. Social Participation – Activities (eg, The Loft youth drop-in centre, Kandos).

Community Plan implications

Theme	Looking After Our Community
Goal	A safe and healthy community
Strategy	Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles

Strategic implications

Council Strategies

Council's Community Plan strategies include:

- Maintaining the provision of high quality, accessible community services that meet the needs of our community;
- Supporting networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles;
- Working with key partners and the community to reduce crime, anti-social behaviour and improve community safety;
- Providing infrastructure and services to cater for the current and future needs of our community; and supporting programs which strengthen the relationships between the range of community groups.

Council Policies

Not Applicable.

Legislation

Not Applicable.

Financial implications

The funding will support two Council employees (Community Development Officers) working equivalent to 0.95 full time equivalent hours on TEI events and activities.

Associated Risks

The greatest risk is ensuring that the relevant staff are capable of rolling out events and activities that speak to the TEI framework. To mitigate this, staff have been exploring and negotiating potential TEI opportunities with the Department of Communities and Justice over the past twelve months. Staff have also participated in several webinars and online discussions regarding TEI rollout, including systems for recording outputs and outcomes.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

SIMON JONES
DIRECTOR COMMUNITY

1 October 2020

Attachments: 1. Draft TEI Funding Agreement. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 12: Reports from Committees

12.1 Local Traffic Committee - September Meeting 2020

REPORT BY THE ADMINISTRATION OFFICER, OPERATIONS
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, A0100009

RECOMMENDATION

That Council:

1. receive the report by the Administration Officer, Operations on the Local Traffic Committee - September Meeting 2020; and
2. Approve the amendment – “Mudgee Triathlon Race Season 2020/21”, be classified as a class 2 Event under the ‘Guide to Traffic and Transport Management for Special Events Version 3.5’ and proceeds with the following conditions:
 - a) Events are to be undertaken in accordance with the “Guidelines for Bicycle Road Races”;
 - b) A Special Events Transport Management Plan (TMP), is to be prepared in accordance with the “Guide to Traffic and Transport Management for Special Events Version 3.5 and submitted to and approved by Council prior to the event;
 - c) Events are to be undertaken in accordance with the requirements of the NSW Police Force with their approval documentation forwarded to Council for notation;
 - d) Controlling noise as required by the Protection of the Environment Operations (Noise Control) Regulation 2000;
 - e) Reimbursing Council for the cost of damage repairs;
 - f) Complying with any of Council’s Law Enforcement Officers reasonable directives;
 - g) Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;
 - h) A Traffic Control Plan (TCP) certified by a person with a ‘Select & Modify ‘or a ‘Design and Audit’ Certificate be included in the TMP;
 - i) Any person directing traffic on a public road is required to possess an appropriate traffic controller’s certificate;
 - j) Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$20 million. Such a policy is to note that Council, Transport for NSW and NSW Police Force is indemnified against any possible action as the result of the event;
 - k) The event convener is to notify all affected businesses and residents adjacent to the proposed closure indicating the period during which their accesses will be affected. Such notification is to be in writing;
 - l) Maintain a four-metre wide emergency vehicle lane;
 - m) Advertise the proposed event in local newspapers with relevant information at least 2 weeks prior to the date;
 - n) The organiser is to have a debrief with Council and Police with all traffic control

- o) **documentation and controls tabled for review; and
Transport for NSW consent required for use of the State and Regional road network**
-

Executive summary

The purpose of this report is to advise Council and seek support of the considerations and recommendations of the Local Traffic Committee (LTC).

Disclosure of Interest

Nil

Detailed report

The Local Traffic Committee meeting was held on Friday 18 September 2020

One event report was considered

- Mudgee Triathlon Season

General Business items included

- Mudgee Classic
- Robertson Street Speed Humps
- Pedestrian Accidents

Correspondence items included:

- Piambong RFS Bushfire Brigade
- Request for the need of speed humps on Henry Bayly Drive

Full discussion notes are included in the attached report.

Community Plan implications

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

MICHELLE NEILSON
ADMINISTRATION OFFICER, OPERATIONS

GARRY HEMSWORTH
DIRECTOR OPERATIONS

23 September 2020

Attachments: 1. Local Traffic Committee Minutes - September 2020.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Minutes of the Local Traffic Committee

Held at the Operations Meeting Room - Depot Road Mudgee
on 18 September 2020.

Present	Garry Hemsworth (MWRC), Phil Blackman, Cr Alex Karavas, Deanne Freeman (RMS), Samantha Cecchini (MWRC)
Apologies	Garry McGovern (NSW Police)
Secretary	Emma Broadfield (MWRC), Michelle Neilsen (MWRC)

The LTC meeting commenced at 9:40am.

MINUTES OF PREVIOUS MEETING

MOTION: RMS Transport for NSW Representative / Alex Karavas

That the Minutes of the previous Local Traffic Committee held on 21 August 2020 be taken as read and confirmed.

Changes needed: Speed humps Robertson Road – change the word implementation to removal

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MATTERS IN PROGRESS

SUBJECT	RES NO. & DATE	RESOLUTION	ACTION
Mudgee Town Pedestrian Crossings	20 Jan LTC Meeting	Council conduct an audit on all crossings, place counts on Market and Church Street and provide a report to the committee with findings and suggestions for improvements	Consultant engaged – draft expected in March Update: received design and estimate to electrical component. Electrical company will do the works and trenching. Council will do the civil works at the end of works. Not budgeted as of yet. Quick turnaround needed as it is becoming dangerous on Mortimer Street crossing heading to Woolworths.
Perry Street Parking Issues	15 June 2018	To monitor the parking issues that surround Mudgee High School	Council requested quotation to undertake design work for improvement of this section which was cost prohibitive. Update: forms part of a report that is being drafted for Transport for NSW for funding around the school zones.
Request for 'No Stopping' sign	August 2018	Request for a 'No stopping' sign to be placed at the northern end of Ten Dollar hotel.	Will be looked as a holistic issue as there are many issues around the Gulgong CBD.
Request to review traffic flow of Gulgong CBD	November 2018	Request a review of the traffic management and parking within the Gulgong CBD	
	February 2019	Report to be presented recommending 'no parking' signs changed to 'no stopping' in front of IGA Gulgong	
	August 201	Investigate alternative crossing options for pedestrians in the CBD of Gulgong and present findings to Traffic Committee	
Mudgee CBD High Pedestrian Area	November 2018	Council in support of 40km CBD zone investigation.	Update: Draft review has been completed with Transport for NSW. It is now to be presented to Council for their approval.

SUBJECT	RES NO. & DATE	RESOLUTION	ACTION
St Matthews Traffic Flow	February 2019	Organise meeting onsite Prue Britt, the safety around schools officer with Council, NSW Police and Principal to discuss options	Letter sent to School in August requesting ongoing education of the arrangement. Update: School is aware and are trying to move the parents along if their child is not ready for pick up. They have made the parents aware they have 2 minutes to sit and be able to pick up their child. Next step is to discuss the infringement penalties with the school.18/9/2020
CBD Parking line marking	May 2019	If not address in parking study, prepare report for line marking to be extended to Market street between Church and Lewis and Mortimer Street between Church and Lewis	Design plan to be presented to committee prior to completion Update – this has been addressed in the parking study. Needs to be presented to Council and on public exhibition (28 days) and then endorsed by Council. 18/9/20 Present the Parking Study to the committee next month.
Lochiel lane	November 2019	Consult with residents advising proposed changes to the parking arrangements; 'no stopping' signs be installed along eastern side of Lochiel lane; Monitoring of adherence to 'no stopping signs' to be undertaken for three months, if it appears ineffective Council to consider implementing one way. Design plan presented to committee for endorsement prior to installation being undertaken.	Design plan to be presented to committee prior to completion. Update – development engineer will provide a design which will be presented at the October Traffic Committee meeting (17/9/2020)
Disabled parking spot Country fit gym		Further investigations required for suitable design.	Update – Development Engineering will provide an outcome in relation to this grade of the access which will be presented at the October meeting (17/9/20)
Denison Street and Church Street Intersection	August 2020		Put down traffic counters at the intersection of Denison and Church Street to measure traffic numbers

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PAST EVENT DEBRIEF

EVENT	

CALENDAR OF EVENTS

FEBRUARY	DATE	Comments
Charity Shield	29 February 2020	
MARCH	DATE	Comments
Can Cruise		cancelled
Mudgee Show		No approvals required
APRIL	DATE	Comments
Mudgee Anzac Day March	25 April 2020	Approved
Gulgong Anzac Day March	25 April 2020	Cancelled
Kandos Anzac Day March	25 April 2020	
MAY	DATE	Comments
Mudgee Classic	3 rd May 2020	Cancelled
JUNE	DATE	Comments
Mudgee Glow		Proposed event – may not require traffic consideration
JULY	DATE	Comments
Small Farm Field Days	10-11 July 2020	Cancelled
AUGUST	DATE	Comments
SEPTEMBER	DATE	Comments
Rainbow Day Mudgee High School	24 September 2020	
OCTOBER	DATE	Comments
NOVEMBER	DATE	Comments
Flavours of Mudgee	21/11/2020	Cancelled
Outback Classic		Postponed 2021
DECEMBER	DATE	Comments
2021		
JANUARY	DATE	COMMENTS
FEBRUARY	DATE	COMMENTS
MARCH	DATE	COMMENTS
APRIL	DATE	COMMENTS
MAY	DATE	
Mudgee Classic		

Red = Unapproved

Green = Approved

20/029 MUDGEE TRIATHLON SEASON - AMENDED DATE

RECOMMENDATION

That Council

Approve the amendment to the February 2021 date for the event “Mudgee Triathlon Race Season 20/2021.”

MOTION: Transport for NSW Deanne Freeman / Alex Karavas

That the above recommendation be accepted and approved.

Committee Comments: Forward coloured TCP to committee with the minutes.

20/030 GENERAL BUSINESS

MUDGEE CLASSIC

Vanessa Burgess from Mudgee Classic phoned and we discussed the Mudgee Classic that is looking at hosting the event in May 2021. There has been a few changes. They are basing themselves at Glen Willow instead of Lawson Park. I suggested setting up a workshop to discuss the event in order to have everything ready for May 2021. Vanessa is currently working on a COVID – Mass Events plan with NSW Health. Once this plan has been accepted by NSW Health, Mudgee Classic will be able to move forward with their planning. Vanessa has suggested a late October early November meeting.

ROBERTSON STREET SPEED HUMPS

Last month a request was presented to the Local Traffic Committee in relation to the removal of the traffic calming devices (speed humps) in front of 64 and 84 Robertson Street. Initially, the committee were in agreeance with the recommendation the remove the speed humps. Since the meeting it has come to Councils attention that there is quite a bit of history as to why the speed humps were installed.

Council was granted funding from Roads and Maritime Services (RMS) to which Council has matched the funding on a dollar for dollar basis such that, as per the Mudgee Traffic Study.

The Mudgee Traffic study completed in 2008 included community consultation which, at the time resulted in the study recommending Traffic Calming devices be installed in Robertson Street. As Council still does receive requests for this type of facility on Robertson Street we will be installing two speed cushion devices similar to those recently installed in Inglis Street, Mudgee.

Committee Comments

Garry still believes they should be removed. Sam asked would it be difficult to reinstall a speed calming device once it has been removed. Garry responded no it wouldn't be. Transport for NSW's stance is not to put speed humps in residential areas due to the noise issue. Get advice from Ausroads on their stance on speed humps.

ACTION: report back to committee to remove the speed humps and monitor area to ascertain whether there is the need for calming devices.

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MID-WESTERN REGIONAL COUNCIL | LOCAL TRAFFIC COMMITTEE - 18 SEPTEMBER 2020

COUNCILLOR ALEX KARAVAS LEFT MEETING AT 10.15am

PEDESTRIAN ACCIDENTS

With pedestrian accidents are on the rise, the RSO will look into a safety education program for pedestrian awareness.

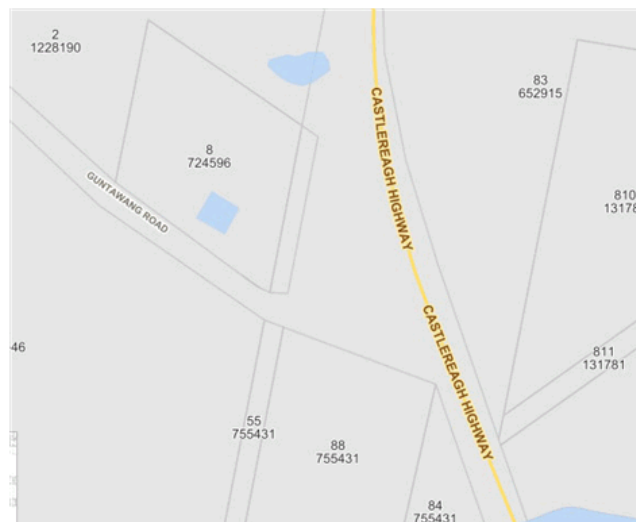
20/031 CORRESPONDENCE

PIAMBONG RFS BUSHFIRE BRIGADE.

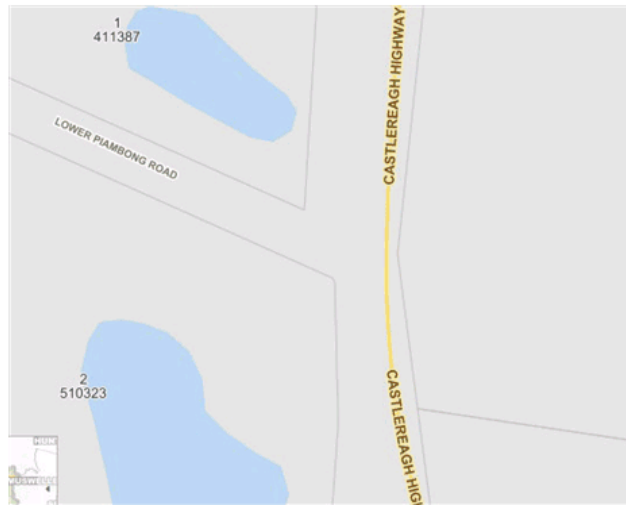
Sam Cecchini (RSO) received a call from Tim Rohr, Captain of the Piambong RFS Bushfire Brigade last week about some hazard areas he wanted discussed in a road safety context. Can we please add these to the next Local Traffic Committee agenda?

1. Intersection of Guntawang Road (near Gooree Park) with Castlereagh Highway. He has concerns that both motorists and truck drivers are taking a gamble when pulling into fast moving traffic on the highway. Either pulling out too slowly or not pausing long enough to properly assess the flow of traffic.

ACTION: Possibly move the Give Way sign closer to the intersection and move the Winery sign. Write a letter to Transport for NSW informing them of these issues so they can put it on their records. Map 1, 3 & 4. Further investigate the sharp bend on Lower Piambong in map 2. Create a works request for engineer to look at intersection.



2. Lower Piambong Road soon after exiting the Castlereagh Highway. When turning left off the highway, heading in northerly direction into Lower Piambong Road, there is a sharp right angle bend which is too narrow, especially for larger vehicles.



3. Exit from Castlereagh Highway into Lesters Lane. Need more room when turning left into Lesters Lane, especially when left turning vehicles are indicating as far back as McDonalds Creek Bridge but fast moving traffic behind is not slowing down and there is insufficient road space to safely pass.



4. Gorree Park bend on Castlereagh Highway. There have been repeated rollover accidents on this bend, despite it appearing to be a gentle curve. What may be the causes?

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MID-WESTERN REGIONAL COUNCIL | LOCAL TRAFFIC COMMITTEE - 18 SEPTEMBER 2020



REQUEST THE NEED FOR SPEED HUMPS ON HENRY BAYLY DRIVE

The Local Traffic Committee received a letter from a resident requesting the implementation of speed humps on Henry Bayly Drive due to the speed at which some cars travel down Henry Bayly Drive Mudgee. (Please see attached letter)

Council has requested traffic counts to be done on this road.

CLOSURE:

There being no further business the meeting concluded at 10.45am.

12.2 Mid-Western Regional Council Access Committee

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, COS300797

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the Mid-Western Regional Council Access Committee; and**
2. **note the minutes of the Mid-Western Regional Council Access Committee convened on 6 October 2020.**

Executive summary

The Mid-Western Regional Council Access Committee meets monthly to discuss and provide advice to Council on operational and strategic issues affecting physical access and inclusion for all residents and visitors to the region.

Disclosure of Interest

Nil.

Detailed report

The Committee met on 6 October 2020 and discussed the Pedestrian Access Mobility Plan update provided at the August 2020 meeting. It also provided input into a development application for a beautician business relocating along Church Street.

A meeting was held in September 2020 however no quorum was achieved at the time.

The next meeting of the Access Committee will be convened on 3 November 2020.

Community Plan implications

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

Strategic implications

Council Strategies

Council's Disability Inclusion Action Plan ('DIAP') supports collaboration between Council and its Access Committee, to provide advice on operational and strategic issues affecting access for all residents of and visitors to the region.

Council's DIAP was due for review this year, however, Councils have been approved to continue to operate from their current DIAP for the next 12 months, allowing for additional consultation time for the next iteration.

A report is being prepared by the Department of Communities and Justice reviewing Councils' end of year DIAP reports and will be distributed shortly.

Council Policies

Not Applicable.

Legislation

Mid-Western Regional Council is committed to an inclusive and accessible region and seeks to meet its obligations under the *Disability Discrimination Act 1992* and the NSW *Disability Inclusion Act 2014* through its Disability Inclusion Action Plan (noting comments above).

Financial implications

Not Applicable.

Associated Risks

Not Applicable.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

SIMON JONES
DIRECTOR COMMUNITY

7 October 2020

Attachments: 1. Minutes - Access Committee - October 2020.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MID-WESTERN REGIONAL COUNCIL ACCESS COMMITTEE

MINUTES – 11AM, TUESDAY 6 OCTOBER 2020

AT STABLES MEETING ROOM, MUDGEE

1. Welcome:

2. Present: Victoria Barrett, Pamela Morris, Rodger Barnes, Les Leighton

Councillors: Deputy Mayor Sam Paine

Council Staff: Fiona Shearman

3. Receive apologies: Stephen Waller

4. Confirm Minutes of 4 August 2020 meeting of the MWRC Access Committee

Noting no quorum at September 2020 meeting.

Moved: S Paine

Seconded: P Morris

5. Matters arising from Previous Minutes:

5.1 Footpaths (P Morris): Why use concrete, not bitumen? Concrete lasts for twice as long (but is not repairable).

6. Correspondence:

Nil.

7. Development Applications:

7.1 DA0073/2021: Proposed Change of Use – Business Premises – Beautician, 156 Church Street, Mudgee

Submission:

- Accessible facilities should comply with current Australian standards.

Moved: S Paine

Seconded: P Morris

8. General Business:

8.1 Public seating along Church Street (V Barrett) – Standing item



- 8.2 Pioneer House (R Barnes) – Concern around access from footpath to footbridge (nature strip area); can potentially be a safety issue. R Barnes to lodge a works request.

Meeting closes 11:27am.

Next meeting date – 3 November 2020 – Venue Stables Meeting Room

12.3 Mid-Western Regional Youth Council

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 21 OCTOBER 2020 ORDINARY MEETING
GOV400087, COS300610

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the Mid-Western Regional Youth Council;**
2. **note the minutes of the Mid-Western Regional Youth Council meetings convened on 11 August 2020 and 8 September 2020; and**
3. **endorse Joshua Smith as a Youth Councillor.**

Executive summary

This report seeks to inform Council of Youth Council discussions and activities.

Disclosure of Interest

Nil.

Detailed report

The Mid-Western Regional Youth Council convened its most recent meetings on 11 August and 8 September 2020 following a brief hiatus due to the coronavirus pandemic. Youth Councillors discussed a range of matters, including evaluations of Youth Week activities and programming for the spring school holidays. Further detail is included in the minutes attached to this report.

Youth Councillors also endorsed membership of a new Youth Councillor, Joshua Smith, and are seeking the same from Council.

Community Plan implications

Theme	Looking After Our Community
Goal	Meet the diverse needs of the community and create a sense of belonging
Strategy	Support programs which strengthen the relationships between the range of community groups

Strategic implications

Council Strategies

Council's Youth Strategy provides direction and recommendations for Council and the community to benefit local youth. The Mid-Western Regional Youth Council also takes direction from this document when considering future planning.

Council Policies

Not Applicable.

Legislation

Not Applicable.

Financial implications

Council endorsed acceptance of the Stronger Country Communities funding at its September 2020 meeting.

Associated Risks

Nil.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

SIMON JONES
DIRECTOR COMMUNITY

7 October 2020

- Attachments:*
1. Minutes - Youth Council - 11 August 2020.
 2. Minutes - Youth Council - 8 September 2020.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Youth Week Poetry Competition – People’s Choice Award	15 April	Open	32 votes
Backyard Photography Competition	15 April	12 – 21	23 entries
Backyard Photography Competition – People’s Choice Award	22 April	Open	1022 votes
Who, What, Where, am I? Trivia -on Facebook (Total of 10 rounds conducted)	22 April – 12 May	12 – 25	339 reach
Who, What, Where, am I? Trivia - on Instagram (Total of 10 rounds conducted)	22 April – 12 May	12 – 25	650 interactions
Pet Portrait Competition	6 May	12 – 21	43 entries
Pet Portrait Competition – People’s Choice Award	13 May	Open	1417 votes
Best ISO Snack Competition	13 May	12 – 25	1 entry
Scavenger Hunt	17 May	12 – 25	3 entries
Hot Topic Writing Competition	20 May	12 – 25	10 entries
Spine Poetry Competition	21 May	12 – 25	4 entries
Spine Poetry Competition – People’s Choice Award	_____	Open	NA
Drawn In Competition	28 May	12 – 25	1 entry
Drawn In Competition – People’s Choice Award	_____	Open	NA

Note: the Who What Where am I? Trivia rounds highlighted that Youth Council receives more youth interaction on Instagram, while parents and caregivers interact more on Facebook.

Additionally five of the MWRC Councillors agreed to participate in a ‘Get To Know Your Councillors’ Q&A; these were published on the Youth Council’s social media channels and well received. The same idea was also replicated with a similar Q&A with the Youth Services team.

5.1.2. Winter School Holidays; update

As COVID-19 restrictions had just begun to ease at the time of the winter school holidays, events were held with reduced attendee numbers to allow for additional COVID-19 requirements, as follows (see Figure 11.1 and 11.2 for more details):

Activity	Date	Location	Available places	Bookings	Attendance
Beeswax wraps workshop	6 July	Gulgong Memorial Hall	6	2	Session cancelled due to staff illness
Beeswax wraps workshop	7 July	Rylstone Memorial Hall	6	3	Session cancelled due to staff illness
Reel Teens	8 July	Mudgee Library	9	2	1
Beeswax wraps workshop	9 July	The Stables, Mudgee	6	6	4
Terrariums workshop	13 July	The Stables, Mudgee	6	6	4
Terrariums workshop	13 July	The Stables, Mudgee	6	5	5
Cosplay and Anime	14 July	Mudgee Library	9	2	Session cancelled due to COVID-19 restrictions
Giant games challenge	15 July	Victoria Park, Mudgee	20	3	0
Level Up – extended edition	16 July	The Stables, Mudgee	10	7	4
Terrariums workshop	13 July	Rylstone Memorial Hall	6	6	3

A query was received via the Youth Council’s social media channels asking if any online competitions would be held during the winter school holidays. There wasn’t sufficient time to include any in the schedule at that point as the Youth Services team were focused on a return to in-person activities.

However after the success of the Youth Weeks activities and competitions, it has been decided to include an online activity during the school holidays moving forward.

6. BUSINESS ARISING

6.1. Office bearer elections

6.1.1 Election of Youth Mayor

- C. Boxsell nominated C. Barry; nomination accepted
- C. Barry nominated C. Boxsell; nomination accepted
- C. Barry has been elected Youth Mayor. Congratulations to C. Barry.

6.1.2 Election of Deputy Youth Mayor

- C. Barry nominated C. Boxsell; nomination accepted
- C. Barry nominated N. Hayes; nomination accepted
- C. Boxsell has been elected Deputy Youth Mayor. Congratulations to C. Boxsell.

6.2. Youth Councillor resignation – Lucah Hill

6.2.1. L. Hill formally resigned from the Mid-Western Regional Youth Council on 3 August 2020.

6.3. Youth Council nomination – Joshua Smith

6.3.1. The application to join Youth Council was received in March 2020, but could not be voted on until today. The nomination was unanimously accepted.

Action: S. Sbisa to notify and welcome Joshua Smith via email on behalf of Youth Council.

6.4. Upcoming school holiday activity programme; update and discussion

6.4.1. S. Sbisa emailed Youth Councillors asking for activity suggestions for the spring school holidays in July. Unfortunately suggestions received cannot proceed for September/October due to COVID-19 restrictions; those suggestions will be considered once possible. The Youth Services team have developed the following proposed activity plan (note all activities are subject to change/cancellation):

- 28 September – Outdoor activity, Gulgong (to be confirmed; original planned facilitator not available)
- 29 September - 3D printing introduction workshop, Mudgee
- 29 September – 3D design and scanning introduction workshop, Mudgee
- 30 September – 3D printing introduction workshop, Rylstone
- 1 October – Photo competition (last day for entries)
- 2 October – One YA Book One Community author chat, online/electronic delivery
- 6 October – Neon signs workshop, Mudgee
- 7 October – Giant games at the Rylstone & Kandos Family Fun Day, Rylstone
- 8 October – Neon signs workshop, Gulgong
- 9 October – Beeswax wraps workshop, Mudgee

6.5. Youth Services funding and programmes

6.5.1. Council was successful in securing over \$400K via the NSW State Government's *Stronger Country Communities Fund*. Funds will be used to deliver events and programmes for youth across the region for the next two years. The grant also enables both C. Meyers and S Sbisa to continue in their current capacity as the Youth Services team.

6.5.2. As part of the funding agreement the Youth Services team will be introducing a number of new programmes aimed at youth, as well as continuing existing programmes. The majority of these will be held during term time (after school hours). COVID-19 has impacted on the delivery time frame for some of the planned activities. However the following have commenced/are continuing:

- *Book Bouncers – Kandos Edition*: third Monday of the month, Kandos Library, 3:45pm-4:45pm
- *Crafternoon*: third Tuesday of the month, Gulgong Library, 3:45pm-4:45pm
- *Manga And Anime Squad*: third Wednesday of the month, Mudgee Library, 3:45pm-5:45pm
- *Level Up*: third Thursday of the month, Mudgee Library, 3:45pm-5:45pm

Youth Councillors are encouraged to attend and/or promote these programmes.

6.6. One YA Book One Community project

6.6.1. It was decided to continue with the planned *One YA Book One Community* project this year even though Mudgee Readers' Festival has been cancelled for 2020. 150 copies of *Deep Water* by Sarah Epstein have been purchased. Due to COVID-19 safety restrictions books will only be distributed through the four Mid-Western Regional Council Library branches. High school libraries will also be approached to see if they would like to be involved and be a distribution point for their students. Council's Graphic Designer is finalising publicity, and the project should go live the week of 17 – 21 August. S Sbisa has contacted Ms Epstein to see if she would be willing to be involved in some related activities, these would be delivered electronically. Youth Councillors are encouraged to read the novel and assist with promotion of the project.

7. GENERAL BUSINESS

7.1. Youth Council radio segment

On 18 June a special Youth Council two hour radio programme was aired on local radio station Real FM. C. Barry, C. Boxsell, and Z. Roberts were involved in selecting songs and being interviewed by Mal Rock. Well done, and congratulations to all involved. It was felt that the programme provided good insight into Youth Council, and showed that Youth Council was still active during lockdown. All agreed it was a new way to promote the group to a potentially different audience, and feedback from the community has been positive. Those interviewed felt Mal Rock was a great interviewer, and was both supportive and professional. The group feels that it would be beneficial to explore options of future 'one-off special' programmes (such as around Youth Week), rather than a regular youth programme as discussed in previous meetings.

8. DETAILS OF NEXT MEETING

8.1. Tuesday 8 September 2020, Mudgee Council Chambers, Market Street, Mudgee.

4:51PM Meeting closed.

SUMMARY OF ACTION ITEMS

TASK / ACTION	RESPONSIBILITY	COMPLETION
Contact J. Smith and welcome to Youth Council.	S Sbisa	12.08.2020
Order relevant Youth Council badges for C. Barry, C. Boxsell, and J. Smith	F Shearman	31.08.2020

Figure 1



Pose with your favourite book, film, or television series (or what you're currently reading or watching), in a costume you've made using only some household items.

Then encourage your friends and family to vote for your entry on our Facebook page. The entry with the most likes in each competition session will receive a \$30 Mudgee Money Gift Voucher

Email your entry, with full name, age, phone number, and postal address to: sam.sbisa@midwestern.nsw.gov.au

SESSION 1	Submissions 1-7 April 2020	Voting 8-14 April 2020
SESSION 2	Submissions 8-14 April 2020	Voting 15-21 April 2020

Terms and Conditions: 1) All entries must be original work by the entrant. 2) Entrants must be aged 18-25, and live, study, or work in the Mid-Western Regional Council area. 3) Entrants can submit a maximum of two entries per session. 4) Entries may be displayed publicly and/or used for publicity purposes. 5) Entrants' likeness may be used for publicity purposes. 6) Entries must be submitted via email and be suitable for display on Mid-Western Regional Youth Council and/or Mid-Western Regional Council's social media pages. 7) Suitability of images for publication on social media will be at the discretion of Mid-Western Regional Council staff, and discussion will not be entered into. 8) Entries will be judged by a committee of the public via a voting system on Facebook. 9) Winners will be determined by the most 'likes' received per image by the date advertised. 10) Voting in each competition session concludes at 4:30pm on the last day of the voting period for that session. 11) Determination / awarding of prizes is final and no correspondence will be entered into. 12) Prize winners will be announced via Mid-Western Regional Youth Council's social media channels, and winners contacted privately via email - prize distribution may be delayed due to social distancing requirements. 13) Mid-Western Regional Youth Council will take all reasonable care with entries, but will not accept responsibility for any entries not received due to technological failure, damage, distortion, or similar that may occur to entries. 14) Council will endeavour to display all entries, but may not be able to do so due to display area restrictions. 15) Prizes not claimed by 31 December 2020 will be forfeited by the winner. Privacy Policy: To read the privacy policy visit: midwestern.nsw.gov.au/Privacy-Statement



Figure 2



To be in the running to win a prize, write an original piece of poetry that relates to all (or part of) the Youth Week theme:

"Speak up. Be involved. Get connected. Have fun."

Poems need to be between 40 and 400 words in length, and submitted as a Word document.

Email your entry by 8 April 2020 with full name, age, phone number, and postal address to: sam.sbisa@midwestern.nsw.gov.au

FIRST PRIZE	SECOND PRIZE	THIRD PRIZE	PEOPLE'S CHOICE AWARD <small>(voting closes 15 April 2020)</small>
\$50 Mudgee Money Gift Card	\$30 Mudgee Money Gift Card	\$20 Mudgee Money Gift Card	\$50 Mudgee Money Gift Card

Terms and Conditions: 1) All entries must be original work by the entrant. 2) Entrants must be aged 12-21, and live, study, or work in the Mid-Western Regional Council area. 3) Persons under the age of 18 should ask permission from their guardian before entering the competition. 4) Entrants can submit a maximum of two entries. 5) All entries must have titles. 6) Entries may be displayed publicly and/or used for publicity purposes. 6) Entrants' likeness may be used for publicity purposes. 7) Entries must be submitted via email and be suitable for display on Mid-Western Regional Youth Council and/or Mid-Western Regional Council's social media pages. 8) Suitability of entries for publication on social media will be at the discretion of Mid-Western Regional Council staff, and discussion will not be entered into. 9) Entries will be judged by a panel of at least two persons, comprising at least one representative from Mid-Western Regional Council and Mudgee Readers' Festival. 10) The judging panel reserves the right not to award a prize if the entries are not deemed of a suitable standard. 11) The winner of the People's Choice Award will be by members of the public, via a voting system on Facebook. 12) Winners of the People's Choice Award will be determined by the most 'likes' received per image/entry by 4:30pm on the date advertised. 13) Determination / awarding of prizes is final and no correspondence will be entered into. 14) Prize winners will be announced via Mid-Western Regional Youth Council's social media channels, and winners contacted privately via email - prize distribution may be delayed due to social distancing requirements. 15) Mid-Western Regional Youth Council will take all reasonable care with entries, but will not accept responsibility for any entries not received due to technological failure, damage, distortion, or similar that may occur to entries. 16) Council will endeavour to display all entries, but may not be able to do so due to display area restrictions. 17) Prizes not claimed by 31 December 2020 will be forfeited by the winner. Privacy Policy: To read the privacy policy visit: midwestern.nsw.gov.au/Privacy-Statement



Figure 3



Show off your artistic flair and photography skills this April. To be in the running to win a prize, take a photo of something that inspires you in your backyard – no pets, no people!

You can use a digital camera, a phone camera, or even a traditional film camera, but all entries need to be electronic. Please note, photos containing images of pets or people will not be eligible for entry into the competition

Email your entry (not exceeding 10mb) by 15 April 2020 with the title of the work, your full name, age, and postal address to: cathy.meyers@midwestern.nsw.gov.au.

FIRST PRIZE	SECOND PRIZE	THIRD PRIZE	PEOPLE'S CHOICE AWARD (voting closes 22 April 2020)
\$50	\$30	\$20	\$50
Mudgee Money Gift Card	Mudgee Money Gift Card	Mudgee Money Gift Card	Mudgee Money Gift Card

Terms and Conditions: 1) All entries must be original work by the entrant. 2) Entrants must be aged 12 – 21, and live, study, or work in the Mid-Western Regional Council area. 3) Persons under the age of 18 should ask permission from their guardian before entering the competition. 4) Entrants can submit a maximum of two entries. 5) All entries must be electronic. 6) Entries may be displayed publicly and/or used for publicity purposes. 6) Entrants' likeness may be used for publicity purposes. 7) Entries must be submitted via email and be suitable for display on Mid-Western Regional Youth Council and/or Mid-Western Regional Council's social media pages. 8) Suitability of entries for publication on social media will be at the discretion of Mid-Western Regional Council staff, and discussion will not be entered into. 9) Entries will be judged by a panel of at least two persons, comprising at least two representatives from Mid-Western Regional Council and an artist from the region. 10) The judging panel reserves the right not to award a prize if the entries are not deemed of a suitable standard. 11) The winner of the People's Choice Award will be by members of the public via a voting system on Facebook. 12) Winners of the People's Choice Award will be determined by the most 'likes' received per image by 4:30pm on the date advertised. 13) Determination of awarding of prizes is final and no correspondence will be entered into. 14) Prize winners will be announced via Mid-Western Regional Youth Council's social media channels, and winners contacted privately via email – prize distribution may be delayed due to social distancing requirements. 15) Mid-Western Regional Youth Council will take all reasonable care with entries, but will not accept responsibility for any entries not received due to technological failure, damage, distraction, or similar that may occur to entries. 16) Council will endeavour to display all entries, but may not be able to do so due to display area restrictions. 17) Prizes not claimed by 31 December 2020 will be forfeited by the winner. **Privacy Policy:** To read the privacy policy visit: midwestern.nsw.gov.au/Privacy-Statement



Figure 4



Figure 5



Show off your photography skills by creating a portrait of your family pet.

You can use a digital camera, a phone camera, or even a traditional film camera; but all entries need to be electronic. Please note, photos containing recognisable images of people will not be eligible for entry into the competition.

Email your entry (not exceeding 10MB) by 6 May 2020 with the title of the work, your full name, age, and postal address to: sam.sbisam@midwestern.nsw.gov.au.

FIRST PRIZE	SECOND PRIZE	THIRD PRIZE	PEOPLE'S CHOICE AWARD (voting closes 13 May 2020)
\$60	\$50	\$40	\$60
Mudgee Money Gift Card	Mudgee Money Gift Card	Mudgee Money Gift Card	Mudgee Money Gift Card

Terms and Conditions: 1) All entries must be original work by the entrant. 2) Entrants must be aged 12 - 25, and live, study, or work in the Mid-Western Regional Council area. 3) Persons under the age of 18 should ask permission from their guardian before entering the competition. 4) Entrants can submit a maximum of two entries. 5) All entries must have titles. 6) Entries may be displayed publicly and/or used for publicity purposes. 7) Entrants' likeness may be used for publicity purposes. 8) Entries must be submitted via email and be suitable for display on Mid-Western Regional Youth Council and/or Mid-Western Regional Council's social media pages. 9) Suitability of entries for publication on social media will be at the discretion of Mid-Western Regional Council staff, and discussion will not be entered into. 10) Entries will be judged by a panel of at least two persons, comprising at least one representative from Mid-Western Regional Council and an artist from the region. 11) The judging panel reserves the right not to award a prize if the entries are not deemed of a suitable standard. 12) The winner of the People's Choice Award will be determined by the most 'likes' received per image entry by 4.30pm on the date advertised. 13) Determination / awarding of prizes is final and no correspondence will be entered into. 14) Prize winners will be announced via Mid-Western Regional Youth Council's social media channels, and winners contacted privately via email - prize distribution may be delayed due to social distancing requirements. 15) Mid-Western Regional Youth Council will take all reasonable care with entries, but will not accept responsibility for any entries not received due to technological failure, damage, distortion, or similar that may occur to entries. 16) Council will endeavour to display all entries, but may not be able to do so due to display area restrictions. 17) Prizes not claimed by 31 December 2020 will be forfeited by the winner. Privacy Policy: To read the privacy policy visit: midwestern.nsw.gov.au/Privacy-Statement



Figure 6



Do you have a go-to snack that helps get you through the day?

We're looking for your best iso snack recipes! They don't have to be complicated, but should probably be a little more difficult than "find snack in cupboard, open snack, eat". Make sure you ask before using any ingredients for your creation!

Send us your recipe and a photo of your creation, if you have one. The recipe we like the best will win!

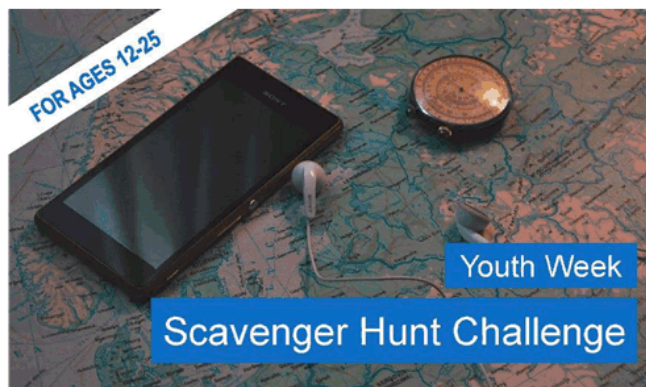
Email your entry (not exceeding 10mb) by 13 May 2020 with your recipe title, full name, age, and postal address to: cathy.meyers@midwestern.nsw.gov.au.

FIRST PRIZE
\$30
Mudgee Money Gift Card

Terms and Conditions: 1) All entries must be original work by the entrant or recipe source must be referenced. 2) Entrants must be aged 12 - 25, and live, study, or work in the Mid-Western Regional Council area. 3) Persons under the age of 18 should ask permission from their guardian before entering the competition. 4) Entrants can submit a maximum of one entry. 5) All entries must have titles. 6) Entries may be displayed publicly and/or used for publicity purposes. 7) Entrants' likeness may be used for publicity purposes. 8) Entries must be submitted via email and be suitable for display on Mid-Western Regional Youth Council and/or Mid-Western Regional Council's social media pages. 9) Suitability of entries for publication on social media will be at the discretion of Mid-Western Regional Council staff, and discussion will not be entered into. 10) Entries will be judged by a panel of at least two persons, comprising at least one representative from Mid-Western Regional Council. 11) The judging panel reserves the right not to award a prize if the entries are not deemed of a suitable standard. 12) Determination / awarding of prizes is final and no correspondence will be entered into. 13) Prize winners will be announced via Mid-Western Regional Youth Council's social media channels, and winners contacted privately via email - prize distribution may be delayed due to social distancing requirements. 14) Mid-Western Regional Youth Council will take all reasonable care with entries, but will not accept responsibility for any entries not received due to technological failure, damage, distortion, or similar that may occur to entries. 15) Council will endeavour to display all entries, but may not be able to do so due to display area restrictions. 16) Prizes not claimed by 31 December 2020 will be forfeited by the winner. Privacy Policy: To read the privacy policy visit: midwestern.nsw.gov.au/Privacy-Statement



Figure 7



Join in a virtual scavenger hunt in your own home and back yard.

Take a photo that matches each of the prompts below, and submit your entry for a chance to win!
 Please note, photos containing recognisable images of people will not be eligible for entry.

Theme 1	Bird	Theme 6	Game
Theme 2	Water	Theme 7	Eight
Theme 3	Cupboard	Theme 8	Lock
Theme 4	Green	Theme 9	Bike
Theme 5	Letter	Theme 10	Telephone

Win a \$25 Mudgee Money Gift Card
 The first 5 valid entries will win

Email your entry (not exceeding 10mb) by 17 May 2020 explaining which image matches what theme, your full name, age, and postal address to: sam.sbsisa@midwestern.nsw.gov.au.

Terms and Conditions: 1) All entries/images must be original work by the entrant. 2) Entrants must be aged 12 – 25, and live, study, or work in the Mid-Western Regional Council area. 3) Persons under the age of 18 should ask permission from their guardian before entering the competition. 4) Entrants can submit a maximum of one entry. 5) Entries must not include images of people who are recognisable. 6) Entries may be displayed publicly and/or used for publicity purposes. 7) Entrants likeness may be used for publicity purposes. 8) Entries must be submitted via email and be suitable for display on Mid-Western Regional Youth Council and/or Mid-Western Regional Council's social media pages. 9) Suitability of entries for publication on social media will be at the discretion of Mid-Western Regional Council staff, and discussion will not be entered into. 10) Entries will be judged by Mid-Western Regional Council staff. 11) The judges reserve the right not to award a prize if the entries are not deemed of a suitable standard. 12) Determination / awarding of prizes is final and no correspondence will be entered into. 13) Prize winners will be announced via Mid-Western Regional Youth Council's social media channels, and winners contacted privately via email – prize distribution may be delayed due to social distancing requirements. 14) Mid-Western Regional Youth Council will take all reasonable care with entries, but will not accept responsibility for any entries not received due to technological failure, damage, distortion, or similar that may occur to entries. 15) Council will endeavour to display all entries, but may not be able to do so due to display area restrictions. 16) Prizes not claimed by 31 December 2020 will be forfeited by the winner.
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Figure 8



Get writing for Youth Week(s) 2020 and share your opinion on a 'hot topic' affecting youth.

Young people aged 12-25 are invited to write a 300-700 word opinion piece on one of the following topics: Mental Health; Employment; Social Media; or The Environment.

Two entry Categories: 12-16 years; and 17-25 years

Not sure how to write an opinion piece? Visit our Youth Week webpage for some tips and hints on how to make your piece stand out to the judges: bit.ly/YouthWeeks2020

Note: Submission deadline has been extended until Wednesday 20 May.

Email your entry with your full name, age, and postal address to:
sam.sbsisa@midwestern.nsw.gov.au.

FIRST PRIZE (Category 1 and 2)	SECOND PRIZE (Category 1 and 2)	THIRD PRIZE (Category 1 and 2)
\$75 Mudgee Money Gift Card	\$50 Mudgee Money Gift Card	\$30 Mudgee Money Gift Card

Terms and Conditions: 1) All entries must be original work by the entrant. 2) Entrants must be aged 12 – 25, and live, study, or work in the Mid-Western Regional Council area. 3) Persons under the age of 18 should ask permission from their guardian before entering the competition. 4) Entries must be between 300-700 words in length. 5) Entrants can submit a maximum of one entry. 6) All entries must be submitted as a Word document. 7) Entries may be displayed publicly and/or used for publicity purposes. 8) Entrants likeness may be used for publicity purposes. 9) Entries must be submitted via email and be suitable for display on Mid-Western Regional Youth Council and/or Mid-Western Regional Council's social media pages. 10) Suitability of entries for publication on social media will be at the discretion of Mid-Western Regional Council staff, and discussion will not be entered into. 11) Entries will be judged by a panel of at least three persons, comprising representatives from Mid-Western Regional Council staff. 12) The judging panel reserves the right not to award a prize if the entries are not deemed of a suitable standard. 13) Determination / awarding of prizes is final and no correspondence will be entered into. 14) Prize winners will be announced via Mid-Western Regional Youth Council's social media channels, and winners contacted privately via email – prize distribution may be delayed due to social distancing requirements. 15) Mid-Western Regional Youth Council will take all reasonable care with entries, but will not accept responsibility for any entries not received due to technological failure, damage, distortion, or similar that may occur to entries. 16) Council will endeavour to display all entries, but may not be able to do so due to display area restrictions. 17) Prizes not claimed by 31 December 2020 will be forfeited by the winner.
Privacy Policy: To read the privacy policy visit: midwestern.nsw.gov.au/Privacy-Statement



Figure 9



Organise the titles of your books, DVDs, videos or CDs into a freeform poem, a statement or even a haiku.

Arrange your composition, take a photograph and email your entry (not exceeding 10MB) by 21 May 2020 with your full name, age, and postal address to: cathy.meyers@midwestern.nsw.gov.au

FIRST PRIZE	SECOND PRIZE	THIRD PRIZE	PEOPLE'S CHOICE AWARD (Voting closes 28 May 2020)
\$60 Mudgee Money Gift Card	\$50 Mudgee Money Gift Card	\$40 Mudgee Money Gift Card	\$60 Mudgee Money Gift Card

Terms and Conditions: 1) All entries must be an original arrangement by the entrant. 2) Entrants must be aged 12–25, and live, study, or work in the Mid-Western Regional Council area. 3) Persons under the age of 18 should ask permission from their guardian before entering the competition. 4) Entrants can submit a maximum of two entries. 5) All entries must be composed from books and/or DVDs, videos and CDs. 6) Entries may be displayed publicly and/or used for publicity purposes. 7) Entrants' likeness may be used for publicity purposes. 8) Entries must be submitted via email and be suitable for display on Mid-Western Regional Youth Council and/or Mid-Western Regional Council's social media pages. 9) Suitability of entries for publication on social media will be at the discretion of Mid-Western Regional Council staff, and discussion will not be entered into. 10) Entries will be judged by a panel of at least two persons, comprising at least one representative from Mid-Western Regional Council. 11) The judging panel reserves the right not to award a prize if the entries are not deemed of a suitable standard. 12) The winner of the People's Choice Award will be determined by the most 'likes' received per image/video by 4:30pm on the date advertised. 13) Determination/awarding of prizes is final and no correspondence will be entered into. 14) Prize winners will be announced via Mid-Western Regional Youth Council's social media channels, and winners contacted privately via email – prize distribution may be delayed due to social distancing requirements. 15) Mid-Western Regional Youth Council will take all reasonable care with entries, but will not accept responsibility for any entries not received due to technological failure, damage, distortion, or similar that may occur to entries. 16) Council will endeavour to display all entries, but may not be able to do so due to display area restrictions. 17) Prizes not claimed by 31 December 2020 will be forfeited by the winner. **Privacy Policy:** To read the privacy policy visit: midwestern.nsw.gov.au/Privacy-Statement



Figure 10



What is happening in this picture? Is he waiting for a bus? About to be eaten by a dinosaur? Staring at ducks?

You fill in the gaps! Take our template and get creative – you can use traditional drawing, graphic art, collage or anything you like to create your scene.

Take a photo, save or scan your creation and email your entry (not exceeding 10mb) by 28 May 2020 with your full name, age, and postal address to: cathy.meyers@midwestern.nsw.gov.au

FIRST PRIZE	SECOND PRIZE	THIRD PRIZE	PEOPLE'S CHOICE AWARD (Voting closes 4 June 2020)
\$60 Mudgee Money Gift Card	\$50 Mudgee Money Gift Card	\$40 Mudgee Money Gift Card	\$60 Mudgee Money Gift Card

Terms and Conditions: 1) All entries must be original work by the entrant. 2) Entrants must be aged 12–25, and live, study, or work in the Mid-Western Regional Council area. 3) Persons under the age of 18 should ask permission from their guardian before entering the competition. 4) Entrants can submit a maximum of one entry. 5) All entries must use the template as the foundation of their creation. 6) Entries may be displayed publicly and/or used for publicity purposes. 7) Entrants' likeness may be used for publicity purposes. 8) Entries must be submitted via email and be suitable for display on Mid-Western Regional Youth Council and/or Mid-Western Regional Council's social media pages. 9) Suitability of entries for publication on social media will be at the discretion of Mid-Western Regional Council staff, and discussion will not be entered into. 10) Entries will be judged by a panel of at least two persons, comprising at least one representative from Mid-Western Regional Council. 11) The judging panel reserves the right not to award a prize if the entries are not deemed of a suitable standard. 12) The winner of the People's Choice Award will be determined by the most 'likes' received per image/video by 4:30pm on the date advertised. 13) Determination/awarding of prizes is final and no correspondence will be entered into. 14) Prize winners will be announced via Mid-Western Regional Youth Council's social media channels, and winners contacted privately via email – prize distribution may be delayed due to social distancing requirements. 15) Mid-Western Regional Youth Council will take all reasonable care with entries, but will not accept responsibility for any entries not received due to technological failure, damage, distortion, or similar that may occur to entries. 16) Council will endeavour to display all entries, but may not be able to do so due to display area restrictions. 17) Prizes not claimed by 31 December 2020 will be forfeited by the winner. **Privacy Policy:** To read the privacy policy visit: midwestern.nsw.gov.au/Privacy-Statement



Figure 11.1



WINTER SCHOOL HOLIDAYS 4 July – 20 July 2020

Mid-Western Regional Youth Council is proud to present a range of youth activities and events across the region, as part of the winter school holidays.

Please note: bookings are essential, and activities are subject to change due to advice regarding COVID-19.

<p>Beeswax Wraps Workshop</p> <p>Be guided through everything you need to know to make environmentally friendly, reusable beeswax wraps this Plastic Free July. You shouldn't need to buy plastic wrap again!</p> <p>WHEN Monday 6 July 2020, 2:00pm – 3:00pm</p> <p>AGES 12–25 years</p> <p>WHERE Gulgong Memorial Hall, 112 Herbert Street, Gulgong</p>	<p>Beeswax Wraps Workshop</p> <p>Be guided through everything you need to know to make environmentally friendly, reusable beeswax wraps this Plastic Free July. You shouldn't need to buy plastic wrap again!</p> <p>WHEN Thursday 9 July 2020, 11:00pm – 12:00pm</p> <p>AGES 12–25 years</p> <p>WHERE The Stables, 84 Market Street, Mudgee</p>
<p>Beeswax Wraps Workshop</p> <p>Be guided through everything you need to know to make environmentally friendly, reusable beeswax wraps this Plastic Free July. You shouldn't need to buy plastic wrap again!</p> <p>WHEN Tuesday 7 July 2020, 2:00pm – 3:00pm</p> <p>AGES 12–25 years</p> <p>WHERE Rylstone Memorial Hall, 73 Louisa Street, Rylstone</p>	<p>Terrariums Workshop</p> <p>Become a green thumb by building your own low-water use open terrarium at this fun and hands-on workshop.</p> <p>WHEN Monday 13 July 2020, Session one: 11:00am – 12:00pm, Session two: 2:30pm – 3:30pm</p> <p>AGES 12–25 years</p> <p>WHERE The Stables, 84 Market Street, Mudgee</p>
<p>Reel Teens</p> <p>Bring your squad to our mystery comedy screening where amateur super-zeros take on a monster supervillain to save their bustling metropolis.</p> <p>WHEN Wednesday 8 July 2020, 10:30am – 12:45pm</p> <p>AGES 12–20 years</p> <p>WHERE Event Zone, Mudgee Library, 84 Market Street, Mudgee</p>	<p>Cosplay and Anime</p> <p>Meet fellow cosplay and anime enthusiasts to talk and learn about different styles and techniques. Special guest, Cosplayer Bianca Piper will be sharing some tricks and tips on how to Cosplay. Crafting is sure to take place too!</p> <p>WHEN Tuesday 14 July 2020, 2:00pm – 4:30pm</p> <p>AGES 12–20 years</p> <p>WHERE Event Zone, Mudgee Library, 84 Market Street, Mudgee</p>

> MORE EVENTS OVER THE PAGE

Figure 11.2



Please note: bookings are essential, and activities are subject to change due to advice regarding COVID-19.

<p>Giant Games Challenge</p> <p>Enjoy the sunshine and challenge your friends to some outdoor games on the GIANT size. Classics like Snakes and Ladders, Jenga, and more will all be available.</p> <p>WHEN Wednesday 15 July 2020, 2:00pm – 3:30pm</p> <p>AGES 12–25 years</p> <p>WHERE Victoria Park, Perry Street, Mudgee</p>	<p>Level Up – Extended edition</p> <p>Love role-playing games (RPGs) and other tabletop games? Connect with other gaming enthusiasts at this extended edition of Council's monthly tabletop and RPG session and enjoy some pizza for lunch.</p> <p>WHEN Thursday 16 July 2020, 11:00am – 2:00pm</p> <p>AGES 12–25 years</p> <p>WHERE The Stables, 84 Market Street, Mudgee</p>
<p>Terrariums Workshop</p> <p>Become a green thumb by building your own low-water use open terrarium at this fun and hands-on workshop.</p> <p>WHEN Monday 20 July 2020, 11:00am – 12:00pm</p> <p>AGES 12–25 years</p> <p>WHERE Rylstone Memorial Hall, 73 Louisa Street, Rylstone</p>	

NOTE: ALL EVENTS ARE FREE. BOOKINGS ARE ESSENTIAL, TO COMPLY WITH COVID-19 GUIDELINES, AND PLACES IN ALL ACTIVITIES ARE LIMITED.

To book, visit mwrcoyouth.eventbrite.com



- Pottery
- Dream catchers – need to investigate cultural sensitivity issues
- Painting MWRC bins with murals, workshops for mural ideas – a plan would need to be presented to Council
- Jewellery making, beading
- Scrapbooking
- Flower crown/wreath making
- Rock painting
- Scavenger hunt
- Sticker making
- Badge making
- Paint fight – S. Sbisa suggested replacing with dye; need to establish a suitable venue.
- Mosaics
- Digital drawing competition

Youth Councillors are asked to email any additional ideas to the Youth Services Officers by 24 September, as organisation for the summer holidays will need to start soon. Additionally under the Youth Services funding agreement, at least one school holiday activity should be conducted by a Youth Councillor; C. Barry, N. Hayes and R. McPherson expressed interest in leading one or more of the above suggested activities.

Action Point: Youth Councillors to email summer school holiday activity ideas to the Youth Services Officers by 24 September.

Action Point: Youth Councillors who expressed an interest in leading an activity should email their activity plan to the Youth Services Officers by 25 September.

5.2. One YA Book One Community project; update

5.2.1. Uptake of the project has been good, especially considering the added restrictions of not being able to distribute copies of the book through community businesses. Nearly all 150 copies of *Deep Water* have been circulated through the Mid-Western Regional Council Library branches. All four high school libraries and the Mudgee TAFE Library, have agreed to host between 5-15 copies of the novel; each of those organisations have taken on responsibility for ensuring COVID Safe distribution of their books. The author has been very generous and donated signed bookmarks, and 5 book swag packs (see Fig 2) to be used as prizes to promote the project. One competition has already been launched (see Fig 3), and more will follow over the coming weeks. The Youth Mayor has agreed to be filmed interviewing the author in a 'book chat', the logistics of this are still being organised.

6. BUSINESS ARISING

6.1. Youth Council membership

6.1.1. Presently there are eight Youth Councillors, and it was noted that several of these were likely to resign next year due to the need to move for advancing their education. As such, all agreed it would be good to encourage suitable youth from the area to submit application forms. Ideas on ways to promote the benefits of being a Youth Councillor were discussed and included:

- Promotional video to post on Youth Council socials (N. Hayes expressed interest in developing a plan for this)
- Posters
- School announcements
- Radio announcements, e.g.: Real FM, 2MG, Mudgee Magic
- Contacting other youth organisations e.g. Girl Guides

Some of the benefits of joining Youth Council to highlight are:

- Becoming an active voice in the community
- Improving personal organisation skills and learning aspects of event planning
- A way to build confidence
- Having a say in events for youth in the region
- Good way to meet people, especially for those new to the region

6.2. Mid-Western Regional Council policies; including Code of Conduct.

6.2.1. Carried over to October 2020 meeting; an amendment to the existing documents is currently being finalised.

7. GENERAL BUSINESS

7.1. RSVPing for Youth Council meetings

S. Sbisa asked that members respond promptly to meeting RSVP email requests, whether members will attend or be an apology. If quorum is not met, facility bookings need to be cancelled and other members informed promptly so schedules are not inconvenienced. Also extra COVID-19 accommodations need to be considered in the present environment.

8. DETAILS OF NEXT MEETING

8.1. Tuesday 13 October 2020, Mudgee Council Chambers, Market Street, Mudgee.

5:01 PM Meeting closed.

SUMMARY OF ACTION ITEMS

TASK / ACTION	RESPONSIBILITY	COMPLETION
Email summer school holiday ideas to Youth Services Officers.	All Youth Councillors	24.09.2020
Email summer school holiday activity plan/s to Youth Services Officers.	C. Barry, N. Hayes, R. McPherson	25.09.2020

Figure 1.1



Mid-Western Regional Youth Council is proud to present a range of youth activities and events across the region, as part of the spring school holidays.

Please note: bookings are essential, and activities are subject to change due to COVID-19 health orders.

Barefoot Bowls

Throw off your shoes, enjoy a cold soft-drink, and challenge your friends to see who can hit the jack!

WHEN Monday 28 September 2020, 2.00pm – 3.30pm
AGES 12–18 years
WHERE Gulgong Bowling Club, 1 Tallawang Road, Gulgong

3D Printing With Andrew Christie

Learn how to create your own 3D printing file and watch it come to life in this hands-on workshop with professional artist and creator, Andrew Christie.

WHEN Wednesday 30 September 2020, 11.00am – 1.30pm
AGES 12–20 years
WHERE Rylstone Memorial Hall, 73 Louee Street, Rylstone

3D Printing With Andrew Christie

Learn how to create your own 3D printing file and watch it come to life in this hands-on workshop with professional artist and creator, Andrew Christie.

WHEN Tuesday 29 September 2020, 10.00am – 12.00pm
AGES 12–20 years
WHERE The Stables, 84 Market Street, Mudgee

Spring Photo Competition

Today's the last day to enter your spring-inspired photo into the competition for your chance to win up to \$50 in Mudgee Money. See the event flyer for more details.

CLOSES Thursday 1 October 2020, 5.00pm
AGES 12–25 years
SUBMIT Email entries to youthservices@midwestern.nsw.gov.au

3D Design and Scanning Introduction

Learn how to use photogrammetry and laser scanning to turn real objects, even people, into 3D models. Your scans can be 3D printed and the files are yours to keep and use in 3D modelling, animation and anything else you can imagine!

WHEN Tuesday 29 September 2020, 1.30pm – 4.30pm
AGES 15–20 years
WHERE The Stables, 84 Market Street, Mudgee

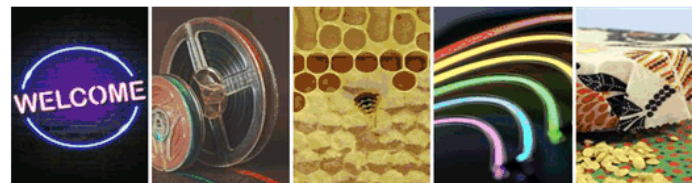
One YA Book One Community – Author Chat

Author Sarah Epstein will answer all your questions about the One YA Book One Community novel *Deep Water*. Tune into the screening on Youth Council's Facebook page. Pick up a copy of the novel from any Mid-Western Regional Council Library branch across the region.

WHEN Friday 2 October 2020, 12.00pm
FOR Anyone who has read the book
WHERE Online, hosted on Youth Council's Facebook page

[> MORE EVENTS OVER THE PAGE](#)

Figure 1.2



Please note: bookings are essential, and activities are subject to change due to COVID-19 health orders.

Neon Signs Workshop

Light up your afternoon by learning how to create a neon-look sign using your bright ideas and EL wire.

WHEN Tuesday 6 October 2020, 2.00pm – 4.00pm
AGES 12–25 years
WHERE The Stables, 84 Market Street, Mudgee

Neon Signs Workshop

Light up your afternoon by learning how to create a neon-look sign using your bright ideas and EL wire.

WHEN Thursday 8 October 2020, 2.00pm – 4.00pm
AGES 12–25 years
WHERE Gulgong Library, 109 Herbert Street, Gulgong

Reel Teens

Nab a comfy cushion, and enjoy some snacks while watching this cult classic dance-off movie.

WHEN Wednesday 7 October 2020, 10.30am – 12.30pm
AGES 12–20 years
WHERE Event Zone, Mudgee Library, 64 Market Street, Mudgee

Beeswax Wraps Workshop

Be guided through everything you need to know to make environmentally friendly, reusable beeswax. You shouldn't need to buy plastic wrap again!

WHEN Friday 9 October 2020, 2.00pm – 3.30pm
AGES 12–25 years
WHERE The Stables, 84 Market Street, Mudgee

Beeswax Wraps Workshop

Be guided through everything you need to know to make environmentally friendly, reusable beeswax wraps. You shouldn't need to buy plastic wrap again!

WHEN Wednesday 7 October 2020, 2.00pm – 3.30pm
AGES 12–25 years
WHERE Kandos Community Hall, Angus Avenue, Kandos

These sessions are being delivered in accordance with COVID-19 health orders and may be subject to change should those orders be revised. If you are attending, please follow physical distancing measures in place.

Proudly funded by



NOTE: ALL EVENTS ARE FREE. SPOTS ARE LIMITED AND BOOKINGS ARE ESSENTIAL TO COMPLY WITH COVID-19 HEALTH ORDERS.

To book, visit mwrceyouth.eventbrite.com



Fig 2



Fig 3



Re-create the cover of the *One YA Book One Community* novel

Re-create the cover image from *Deep Water* by Sarah Epstein in practically any art form, or medium you like (photography, drawing, painting, collage) to be in the running to win!

Take a photo of your entry and email it (not exceeding 10mb) by midnight 21 September 2020 with your full name, age, and postal address to: youthservices@midwestern.nsw.gov.au

FIRST PRIZE	SECOND PRIZE	THIRD PRIZE
Deep Water pack from Sarah Epstein and \$50 Mudgee Money Gift Card	Deep Water pack from Sarah Epstein and \$40 Mudgee Money Gift Card	Deep Water pack from Sarah Epstein and \$30 Mudgee Money Gift Card

Terms and Conditions: 1) All entries must be original work by the entrant. 2) Entrants must be aged 12 – 25, and live, study, or work in the Mid-Western Regional Council area. 3) Persons under the age of 18 should ask permission from their guardian before entering the competition. 4) Entrants can submit a maximum of one entry. 5) All entries must be submitted as an electronic file attached to an email. 6) Photographs of artworks (such as drawings) must not contain any faces. 7) Employees of Mid-Western Regional Council are not eligible to enter this competition. 8) Entries may be displayed publicly and/or used for publicity purposes. 9) Entrants' likeness may be used for publicity purposes. 10) Entries must be submitted via email and be suitable for display on Mid-Western Regional Youth Council and/or Mid-Western Regional Council's social media pages. 11) Suitability of entries for publication on social media will be at the discretion of Mid-Western Regional Council staff, and discussion will not be entered into. 12) Entries will be judged by a panel of at least two persons, comprising at least one representative from Mid-Western Regional Council. 13) The judging panel reserves the right not to award a prize if the entries are not deemed of a suitable standard. 14) Prize winners will be announced via Mid-Western Regional Youth Council's social media channels, and winners contacted privately via email – prize distribution may be delayed due to social distancing requirements. 15) Mid-Western Regional Youth Council will take all reasonable care with entries, but will not accept responsibility for any entries not retrieved due to technological failure, damage, distortion, or similar that may occur to entries. 16) Council will endeavour to display all entries, but may not be able to do so due to display area restrictions. 17) Prizes not claimed by 31 December 2020 will be forfeited by the winner.
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Proudly funded by



A Youth Council and Mid-Western Regional Council Library partnership initiative



Item 13: Urgent Business Without Notice

URGENT BUSINESS WITHOUT NOTICE

As provided by Clauses 19 & 20 of Council's Code of Meeting Practice (Clause 14 LGMR).

GIVING NOTICE OF BUSINESS

19. (1) The Council must not transact business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business in writing at least two (2) days prior to the day on which the agenda and business paper is prepared and delivered to Councillors; and
 - (b) unless notice of the business has been sent to the Councillors in accordance with Clause 6 of this Code. (see Section 367 LGA & Clause 14(1) LGMR)
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
- (a) is already before, or directly relates to a matter that is already before the Council (see Clause 14(2)(a) LGMR); or
 - (b) is the election of a chairperson to preside at the meeting as provided by Clause 12(1) (see Clause 14(2)(b) LGMR); or
 - (c) is a matter or topic put to the meeting by the chairperson in accordance with Clause 21 (see Clause 14(2)(c) LGMR); or
 - (d) is a motion for the adoption of recommendations of a committee of the Council; (see Clause 14(2)(d) LGMR); or
 - (e) relates to reports from officers, which in the opinion of the Chairperson or the General Manager are urgent;
 - (f) relates to reports from officers placed on the business paper pursuant to a decision of a committee that additional information be provided to the Council in relation to a matter before the Committee; and
 - (g) relates to urgent administrative or procedural matters that are raised by the Mayor or General Manager.

BUSINESS WITHOUT NOTICE

20. (1) Despite Clause 19 of this Code, business may be transacted at a meeting of the Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency. Such a motion can be moved without notice. (see Clause 14(3) LGMR)
- (2) Despite Clause 30 of this Code, only the mover of a motion referred to in subclause (1) can speak to the motion before it is put. (see Clause 14(4) LGMR)

Item 14: Confidential Session

LOCAL GOVERNMENT ACT, 1993

10A *WHICH PARTS OF A MEETING CAN BE CLOSED TO THE PUBLIC?*

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
 - (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
 - (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of any code of conduct requirements applicable under section 440.
- (3) A council, or a committee of the council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
- (4) A council, or a committee of a council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

10D *GROUNDINGS FOR CLOSING PART OF MEETING TO BE SPECIFIED*

- (1) The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
- (2) The grounds must specify the following:
 - (a) the relevant provision of section 10A(2)
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

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DISCLOSURE AND MISUSE OF INFORMATION

- (1) A person must not disclose any information obtained in connection with the administration or execution of this Act unless that disclosure is made:
 - (a) with the consent of the person from whom the information was obtained, or
 - (b) in connection with the administration or execution of this Act, or
 - (c) for the purposes of any legal proceedings arising out of this Act or of any report of any such proceedings, or
 - (d) in accordance with a requirement imposed under the Ombudsman Act 1974 or the Freedom of Information Act 1989, or
 - (e) with other lawful excuse.

1. (1A) In particular, if part of a meeting of a council or a committee of a council is closed to the public in accordance with section 10A (1), a person must not, without the authority of the council or the committee, disclose (otherwise than to the council or a councillor of the council) information with respect to the discussion at, or the business of, the meeting.

2. (1B) Subsection (1A) does not apply to:
 - (a) the report of a committee of a council after it has been presented to the council, or
 - (b) disclosure made in any of the circumstances referred to in subsection (1) (a)-(e), or
 - (c) disclosure made in circumstances prescribed by the regulations, or
 - (d) any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with section 12.

- (2) A person acting in the administration or execution of this Act must not use, either directly or indirectly, information acquired by the person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person's spouse or de facto partner or a relative of the person.

- (3) A person acting in the administration or execution of this Act, and being in a position to do so, must not, for the purpose of gaining either directly or indirectly an advantage for the person, the person's spouse or de facto partner or a relative of the person, influence:
 - (a) the determination of an application for an approval, or
 - (b) the giving of an order.

Maximum penalty: 50 penalty units

MOTION

I move that pursuant to the provisions of Section 10 of the Local Government Act, 1993 the meeting be closed to the public.

After a motion to close the meeting has been moved and seconded and before the vote, the Chairman will ask if there are any other matters, besides those listed on the agenda which should be considered in Confidential Session.

He will then announce those matters to be considered in Confidential Session. In doing so, the Chairman will give reasons why those matters are to be considered in Confidential Session and explain the way in which discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

CHAIRMAN

The following matters have been listed for consideration in Confidential Session:

14.1 Proposed Acquisition of 70 Court Street, Mudgee

The reason for dealing with this report confidentially is that it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and information that would, if disclosed, confer a commercial advantage on a competitor of the council in accordance with Section 10A(2)(c) and (d)(ii) of the Local Government Act, 1993.

Discussion of this matter in an open meeting would be, on balance, contrary to the public interest as it involves discussion of financial information.

14.2 Safe Places Grant

The reason for dealing with this report confidentially is that it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it in accordance with Section 10A(2)(d)(i) of the Local Government Act, 1993.

Discussion of this matter in an open meeting would be, on balance, contrary to the public interest as it involves discussion of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

The Chairman will then ask the General Manager if there are any written representations from the public on the proposed closure of the meeting.

The General Manager will read out any written representations received.

The Chairman will ask if anyone in the gallery would like to make verbal representations in regard to the matters now to be considered in Confidential Session.

The Chairman will then put the motion "to close the meeting" to the vote.