



2017

COUNCIL BUSINESS PAPERS

Ordinary Meeting WEDNESDAY 21 JUNE 2017



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14 June 2017

Dear Councillor

MEETING NOTICE
Ordinary Meeting

21 JUNE 2017

Open Day at 5:30pm

Council Meeting commencing at conclusion of Open day

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

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

Yours faithfully

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

BRAD CAM
GENERAL MANAGER

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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 17 May 2017

Council Decision:

That the Minutes of the Ordinary Meeting held on 17 May 2017 be taken as read and confirmed.

The Minutes of the Ordinary Meeting are separately attached.

Item 4: Matters in Progress

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Quarry Road – Kandos	Res. 64/12 Ordinary Mtg 15/2/2012	That consideration of this matter be deferred until discussions with Cement Australia have been completed.	No determination as yet.
Saleyards Subdivision	Res 228/14 Ordinary Mtg 4/6/14	<p>That Council:</p> <ol style="list-style-type: none"> 2. Council advertise state-wide a tender to sell the former Saleyards site, known as Lot 2 DP534336, Lot 399 DP132580, and Lot 532 DP1132581 which has recently been approved for a 48 lot residential subdivision; 3. all tenders be forwarded to Council for determination as to whether or not Council will sell the site; 4. the tender process to last 60 days, and the tender notice clearly indicate that Council may not necessarily accept all or any tenders; 5. Council demolish the old SES building prior to the public tender of this subdivision and remove all demolished waste from site. 	<p>Council has completed the demolition of the old SES building, and the survey of the subdivision is also complete.</p> <p>Further discussion with Council to decide the best timing to call for a tender of this subdivision.</p>
Efficiency Plant and Future Purchase of Road Maintenance Equipment Report	331/16 Ordinary Mtg 16/11/16	<p>That:</p> <ol style="list-style-type: none"> 1. Council investigate alternate options for the future purchase of road maintenance equipment; and 2. a report be brought back to Council identifying efficiencies and cost savings. 	<p>To be reported to Council at a future Council meeting.</p> <p>With the new Director of Operations starting on 1 May 2017, he will do a review of plant and report back to Council at the 16 August 2017 Council meeting.</p>
Levee Bank	125/17 Ordinary Meeting 17/05/17	That Council investigate the design of a levy bank around the netball courts at Glen Willow and that a report be brought back to Council.	To be reported to Council at a future meeting.

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Feasibility of a solar farm for Mid-Western Regional Council	360/16 Ordinary Mtg 14/12/16	That: 1. Council staff conduct a preliminary assessment on the feasibility of a solar farm for Mid-Western Regional Council.	Discussions taking place with a number of industry experts to determine the best course of action. Reported to Council on 17 May 2017. RECOMMENDED FOR COMPLETION
Solar Energy Options	129/17 Ordinary Meeting 17/05/17	That: 1. Council endorse the strategy of installing solar panels on appropriate Council buildings to reduce ongoing electricity costs and deliver this strategy for at least one further Council building during the 2017/18 financial year.	To be reported to Council at a future meeting.

Item 5: Mayoral Minute

Nil

Item 6: Notices of Motion or Rescission

6.1 10 Year Tourism Strategy

NOTICE OF MOTION LISTED BY CR RUSSELL HOLDEN
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, F0770077

MOTION

That Council:

- 1. engage a suitably qualified consultant to conduct a detailed 10 year tourism strategy;**
- 2. allocate \$70,000 in the 2017/18 budget for this project;**
- 3. authorise the General Manager to engage and liaise with the successful consultant on the final scope of works and report back to Council; and**

That the scope of work include but not be limited to:

Audit:

Where are we today
size of the industry
industry segments
established assets
emerging assets
history and its place in tourism

how do we market currently

additional / alternate marketing initiatives

Where do we want to be in:

where are we potentially in the future
1 year
3 years
7 years
10 years

emerging and potential assets
emerging and potential markets
creating greater diversity

What do we need to do to get there:

developing the strategy
industry consultation: Industry partners, MRTI, MWGGI, MFF, Mudgee Chamber Com,
Gulgong Chamber Com, Cudgegong Bus Group, etc

community consultation
MWRC economic Development
other Government Department

Implementing the strategy
strategy time line
reportable targets, Council KPI's, external KPI's, Industry KPI's
creating and measuring industry growth targets

The role of Economic Development:

targeting greater diversity with identified emerging markets & assets
assisting growth in established markets
assisting growth in emerging markets
assisting existing and potential new events

The role of Tourism Promotion Organisation:

maintaining the current momentum
promoting greater diversity
promoting established markets
promoting & assisting growth in emerging markets
promoting & assisting growth in emerging industries
promoting existing and potential new events
developing targeted, meaningful, achievable, measureable KPI's

How do we fund:

industry development
 assistance for emerging businesses
 industries
 markets
tourism promotion
events

Background

It is well recognised that Tourism is one of the 3 key pillars under pinning the current economy throughout the Mid Western LGA. It is also well recognised that it has a huge potential for growth over the short, medium and long term. Something now also well recognised by all levels of Government, Local, State and Federal.

It has been over a decade since any form of tourism overview was completed by Council. The overview at the time was conducted by the then Mudgee Shire Council and focused on Tourism Promotion and Visitor Services and whether the then Mudgee Gulgong Tourism was the best vehicle to use for provision of these tourism services. A lot has happened since that time.

With the Council amalgamations, Rylstone, Kandos and their surrounding districts were incorporated into the new Mid Western Region so these towns and tourism assets at the time of the previous review were not considered to be part of "Mudgee Region" at all. The wine industry has grown, not so much from a grape yield perspective but from what it has to offer and how it presents its self on a tourism level. The Kandos cement works were the key economic driver for Kandos which after their closure is successful morphing into a "Tourism Town"

Restaurants, cafe's, coffee machines, B & B's, farm stay, motels have all grown substantially in all the towns. Gone are the "counter lunch" days of local pubs with nearly all pubs having a defined

restaurant and some pubs expanding with their food service area to be now greater than their drink area.

Tourism promotion has changed - Social platforms like Facebook, Twitter, Instagram were not even heard of 10 years ago, web sites were an emerging tool and yet today these are some of the leading lights in Tourism promotion.

In summary the Tourism Industry in our region, how we attract visitors and what we offer visitors is very, very different now to what it was really only a short time ago. This industry is recognised Australia wide as the new growth industry. Mudgee Region is well placed to capitalise on this growth cycle and Tourism can potentially be bigger than mining to the Mudgee Region and can assist in promoting diversity in agriculture and assisting it to in turn grow as well.

This strategy will become the "Road Map" for a number of facets of growth in the tourism sector, not just tourism promotion and visitor services but real economic growth by creating greater capacity and developing greater diversity of offer, therefore allowing visitors to stay longer and spend more. This road map will identify not only what we do so well now and how to continue this, but allow other factors that we as Council, the Community and Industry can work together to assist potential emerging industries, emerging market segments creating greater diversity within the industry, it will identify how we can attract greater visitation and assist existing visitors to staying longer and spend more within our region.

The information that comes out of this detailed report should be used by council and staff to provide the frame work of any Key Performance Indicators for any contractor or organisation requiring funding from Council. It will also provide a detailed plan for councils economic development division and the industry as a whole for targeting individual business activities and industry segment to assist them to "set up" business within our region.

Officer's comments

Having a long term tourism strategy would help ensure that any future investment by Council or the local tourism industry is aligned to strategic outcomes and has region wide benefits. It would also provide a sound framework for prioritising new tourism related development opportunities as they arise.

There are a number of tourism organisations and stakeholders in the Region who may already have relevant strategies that could be used as the basis for a 10 Year Tourism Strategy. For example, the Destination Management Plan for the Mudgee Region which is currently being revised by the MRTI and could be updated and/or further developed in co-operation with key industry stakeholders. It may be more cost effective and avoid duplication if one strategy is maintained which all industry stakeholders could refer to.

If Council does choose to develop a 10 Year Tourism Strategy it will be important to consider the level of resources that will be required to implement the strategy and the capacity of existing Council staff or other local organisations such as MRTI to deliver upon the actions identified.

Item 7: Office of the General Manager

7.1 Employee Opinion Survey Results 2017

REPORT BY THE EXECUTIVE MANAGER, HUMAN RESOURCES
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, GOV400054, GOV400043, PER400044

RECOMMENDATION

That Council:

1. **receive the report by the Executive Manager, Human Resources on the Employee Opinion Survey Results 2017.**

Executive summary

The Operational Plan 2016-2017 requires that Council undertakes an annual Employee Opinion Survey. In March this year the survey was undertaken by Insync Surveys on behalf of Council. Insync is a specialist survey provider. Council received 203 completed responses (80% response rate) which was an increase in responses to the previous year.

Disclosure of Interest

Nil.

Detailed report

Insync Surveys was engaged by Council to conduct the survey of employees in March 2017 and it is the third survey of this type conducted by Insync.

The survey addressed issues considered important in driving continuous improvement and organisational success. The survey is designed to provide Council with a means to identify key employee concerns that may presently exist within the organisation with the following objectives in mind:

- To measure employee attitude across a range of key cultural and performance dimensions
- To align management and employee expectations in order to facilitate greater productivity within the workplace environment
- To allow workplace satisfaction variables to be measured (or benchmarked) over time
- To ultimately enhance workplace satisfaction through a commitment to research and reflection

Community Plan implications

Theme **Good Governance**

Goal	An effective and efficient organisation
Strategy	Promote Council as a great place to work for talented people

Financial implications

Not Applicable

MICHELE GEORGE
EXECUTIVE MANAGER, HUMAN RESOURCES

24 May 2017

- Attachments:*
1. Employee Opinion Survey 2017 - Employee Summary. (separately attached)
 2. Employee Opinion Survey 2017 - Results Report. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

7.2 Annual Reporting of Contractual Conditions of Senior Staff

REPORT BY THE DIRECTOR COMMUNITY

TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, A0385024

RECOMMENDATION

That Council receive and note the report by the Director Community on the Annual Reporting of Contractual Conditions of Senior Staff.

Executive summary

The report addresses the statutory requirement for the General Manager to report annually on the contractual conditions of senior staff.

Disclosure of Interest

Nil.

Detailed report

The General Manager is required under Section 339 of the Local Government Act 1993 to report on an annual basis the contractual conditions of senior staff.

Section 334 of the Act provides that the General Manager is a senior staff position and in determining the organisational structure a council must, in accordance with Section 332(1) of the Act, determine those positions that are also to be considered senior staff positions. The Council has determined that the following positions are senior staff:

- General Manager
- Director Community
- Director Operations
- Director Development

The contractual conditions of senior staff are in accordance with the Office of Local Government (OLG) Standard Contracts of Employment.

The following table lists the senior staff, the terms of their contracts and the expiry date:

Name and Position	Term	Expiry Date
Brad Cam, General Manager	5 years	29 June 2019
Simon Jones, Director Community	5 years	26 October 2019
Julie Robertson, Director Development	5 years	21 February 2021
Garry Hemsworth, Director Operations	5 years	30 April 2022

Community Plan implications

Theme	Good Governance
Goal	Strong civic leadership
Strategy	Provide clear strategic direction through the Community Plan, Delivery Program and Operational Plans

Financial implications

Not applicable.

SIMON JONES
DIRECTOR COMMUNITY

29 May 2017

- Attachments:*
1. Standard Contract of employment Senior Staff (other than General Manager). (separately attached)
 2. Standard Contract of Employment Genral Manager. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

7.3 MRTI Quarterly Report January to March 2017

REPORT BY THE DIRECTOR DEVELOPMENT

TO 21 JUNE 2017 ORDINARY MEETING
GOV400054, F0770077

RECOMMENDATION

That Council receive the report by the Director Development on the MRTI Quarterly Report January to March 2017.

Executive summary

As per the funding and performance agreement entered into in July 2016 between Mudgee Regional Tourism Inc (MRTI) and Council, MRTI is required to report quarterly to Council on their performance.

Disclosure of Interest

Nil.

Detailed report

The January to March 2017 MRTI quarterly report has been delivered to Council in accordance with the funding and performance agreement entered into in July 2016 between Mudgee Regional Tourism Inc (MRTI) and Council, and is attached for Council's consideration.

Community Plan implications

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

Financial implications

Nil.

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

17 May 2017

Attachments: 1. MWRC Quarterly Report Q3 2016-17.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



Quarterly Report

Q3: January to March 2017

prepared for

MID-WESTERN REGIONAL COUNCIL

Executive Summary

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

#	Objective	Metric/KPI	Q3 Result (vs. same period last year)																											
1	Measure tourism numbers to the LGA and where they are from	<p>Analyse trends in tourism visitation in the Mudgee Region by capturing and reporting:</p> <ol style="list-style-type: none"> VIC visitation (post codes, reason for visiting) VIC phone calls processed Overnight visitation via accommodation members representing at least 30% of region's total room inventory (visitor nights x LGA average per visitor spend NVS data) 	<p>Total VIC visitors 6,345 (on par)</p> <p>Total phone calls received 1,521 (↓35%)</p> <p>Total overnight visitors + spend TBC*</p> <p>*currently working with accommodation providers to obtain sample size of 31% region's inventory x 2015 NVS LGA data \$305 per visitor spend MWRC (available from next quarterly report onwards)</p>																											
2	Provide all tourism related businesses in the LGA with the opportunity for promotion	<ol style="list-style-type: none"> Maintain or increase total number and/or total value of MRTI memberships Provide a business listings page on website (for all tourism members and non-members) at no cost. Web page to be visually sponsored by MWRC (logo) 	<p>300 members (on par) – tier breakdown, see below</p> <p>\$310,473 membership fees (↑2%)</p> <p>Click here for Mudgee Region business listings webpage</p> <p>Click here for MWRC sponsor logo (footer of every page and on our new 'Our Sponsors' page)</p>																											
<table border="1"> <thead> <tr> <th>Membership</th> <th>Platinum</th> <th>Gold</th> <th>Silver</th> <th>Copper</th> <th>Bronze</th> <th>Basic</th> <th>Friends</th> <th>Total #</th> </tr> </thead> <tbody> <tr> <td>March 16</td> <td>16</td> <td>17</td> <td>29</td> <td>53</td> <td>58</td> <td>124</td> <td>6</td> <td>303</td> </tr> <tr> <td>March 17</td> <td>17</td> <td>21</td> <td>33</td> <td>45</td> <td>80</td> <td>101</td> <td>3</td> <td>300</td> </tr> </tbody> </table>				Membership	Platinum	Gold	Silver	Copper	Bronze	Basic	Friends	Total #	March 16	16	17	29	53	58	124	6	303	March 17	17	21	33	45	80	101	3	300
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3	Attend and promote the region at events outside the region	<p>Identify at least 4 key trade and/or consumer shows annually (within specified target markets) to promote the Region. For example (these may vary year to year):</p> <ol style="list-style-type: none"> Sydney Cellar Door, NSW Food & Wine Festival (Feb) Pyrmont Food & Wine Festival (May) Balmoral Mudgee Food & Wine Festival (Aug) Sydney Food + Wine Show (Oct) 	<p>✓ Balmoral – August 2016</p> <p>✓ The End Festival – April 2017</p> <p>Scheduled before EOFY</p> <ul style="list-style-type: none"> Pyrmont Festival – May 2017 Good Food + Wine Show – June 2017 <p>*Sydney Cellar Door postponed until 2018</p>																											

4	Provide monthly marketing communication to subscriber database, report on social media reach and website visitation statistics	<ol style="list-style-type: none"> 1. Annual subscriber database health check 2. Increase subscriber's year on year 3. Distribute monthly subscriber emails (maintain brand and membership activation integrity) 4. Distribute weekly member newsletters 5. Prepare monthly digital media statistics (social media + website), track trends, increase engagement and followers 	<p>13,163 subscribers (↑37%)</p> <p>✓ Subscriber EDM sent 09 Feb + 09 Mar ✓ Member News EDM sent weekly</p> <p>Unique website visitors 30,776 (↑7%) Unique page views 141,580 (↓6%)</p> <p>Facebook 10,667 (↑50%) Instagram 6,936 (↑59%) Twitter 1,665 (↑19%)</p>
5	Promote all tourism-related council and major regional events	Promote MWRC and major events through Visitor Guide, subscriber database, digital channels, MRTI stalls (e.g. Flavours of Mudgee) and other promotional channels (e.g. radio, Mudgee Guardian articles, etc)	<p>✓ Country vs. City NRL</p>
6	Develop annual marketing plan providing details of all marketing and promotional activities planned to be undertaken on a monthly basis to promote LGA as a tourism destination and provide quarterly updates	<ol style="list-style-type: none"> 1. Review + update Mudgee Region DMP on a 3-yearly basis 2. Develop an annual Marketing Campaign Strategy, with measurable KPIs 3. Prepare report and meet MWRC quarterly to discuss KPI tracking and results 	<p>✓ DMP currently under review, revisions due 01 Jul 17</p> <p>✓ Visitor Guide: 70K of 100K distributed (in region to visitors, via members, at events + promotional opportunities outside region and to residences across MWRC) *20K scheduled for tip-on to Australian Traveller magazine Jun-Jul issue</p> <p>✓ 2017 campaign plan under development, pending funding opportunity from MWRC</p> <p>✓ PR coverage (new measure): - EAV (est. advertising value): \$387,51 - PRV (PR value): \$1,162,530</p> <p>✓ 2016 'Let's Skip Town' Campaign results finalised and submitted to DNSW (co-funded) and accepted (final funding payment received)</p> <p>✓ Unearth Autumn in Central NSW Campaign (expedia.com partnership with Central NSW Tourism) activated</p> <p>✓ MWRC quarterly report completed + submitted</p>

Key Activity

Winners at Qantas Australian Tourism Awards

Mudgee Region Tourism won Gold at the 2016 Qantas Australian Tourism Awards in Darwin 24 February in the Destination Marketing category for our 2015 Reset your senses in Mudgee Region campaign. A wonderful accolade and terrific exposure for our region. Received a great deal of media attention and coverage.



Sydney Weekender

Sydney Weekender episode featuring Mudgee Region went to air 19 Feb. Featured a few select winners from NSW Tourism Awards. For full episode, [click here](#). 265,000 viewers tuned in (Sydney + regional audience). EAV \$106,400 (based on 7-minutes airtime at \$7,600 per 30 seconds – the 5:30pm time slot is one of Channel 7's highest-rated primetime segments). Featured Mudgee Farmgate Trail through Mudgee Fine Foods.

Sierra Escape

Press release developed with Klick to increase awareness of Mudgee Region with new glamping experience in Mudgee – Sierra Escape. Secured exceptional coverage in various media publications, both print + digital.

HIGHLIGHTS

country
In tents comfort in wine

Check-In
Sydney residents Cam D'Arcy and his partner Tash got married in Mudgee and own a beautifully appointed holiday rental there, Abingdon House. "We just love the area, and being about to share it with people is pretty special," says D'Arcy of the central western NSW area. They loved it so much they not only decided to expand their hospitality offering, but to do something completely new for the region "to keep things interesting". The D'Arcys bought a 113-hectare property 20 minutes out of town that has undulating hills and ridges affording spectacular views. Here, they have created Sierra Escape, Mudgee's first glamping accommodation. They installed a Western Australia-made

permanent eco-tent, plumbed it, connected it to power and set about creating a glamping experience. The result is accommodation that, only a month into operation, has engendered superlative-laden guest reviews. The tent features an oversized bath, expansive deck from which to watch wildlife, sumptuous bedding and plenty of insulation for warmth in winter and floor-to-ceiling windows for the cooling summer breeze. There's a barbecue and plenty of pots and pans, plates, cutlery, and of course, glassware to enjoy finds from nearby wineries. Describing it as "off-the-grid accommodation for those who love the outdoors but still enjoy the comforts of a luxury hotel", D'Arcy says guests have particularly raved about those views.

"Both sunrise and sunset are sensational up there."
The D'Arcys have approved to install a further four of the Ecostructures tents, each discreetly away from the others and positioned for those views. They hope to have at least another one up and running this year. Sierra Escape costs \$350 a night. See sierraescape.com.au

The Sydney Morning Herald

THE *Age* AGE
INDEPENDENT. ALWAYS.

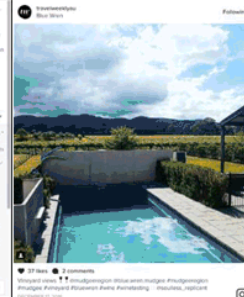
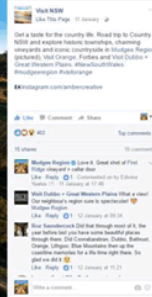


Klick

Social Media

We continue to see significant growth across our three social channels (up 50% against a target of 25%) compared to same period last year. At the end of this quarter we are just shy of achieving a significant milestone of 20,000 social followers.

Media Clippings – a snapshot



Facebook page for Mudgee Region. Includes a profile picture, cover photo, and a post with a photo of a man in a vineyard. The page has 13,388 likes and 839 followers.

HIGHLIGHTS

CONCRETE PLAYGROUND
MUDGEE'S LANDED ITS FIRST AND ONLY LUXE GLAMPING RETREAT

Off the grid accommodation for those who don't want to go completely back to basic.

Want to get back to nature without actually having to rough it? Lucky for you, you can now take to the rolling hills of Mudgee in New South Wales, with the region's first ever luxury glamping service.

New taking guests, Sierra Escape is located 20 minutes drive from Mudgee's town centre, some 200 kilometres north-west of Sydney. The 200-acre property boasts spectacular views and is home to wildlife including kangaroos, deer and a variety of native birds. So yeah, basically it's paradise.

The \$350 per night tent – if you can even call something this rustic a tent – includes floor-to-ceiling windows, a king-sized bed, a comfy shower and fridge, an ethanol fireplace and a separate bathroom complete with freestanding bath, shower and flushing toilet. It's ideal for all seasons, and there's even a deck out front where you can kick back and watch the sunset.

"Sierra Escape aims to provide off-the-grid accommodation for those who love the outdoors but still enjoy the comforts of a luxury hotel" said co-owner Cam and Tash D'Arcy. "Sierra is close to wineries and restaurants, but far enough from it all that it's the perfect retreat. We're excited to show Sierra to visitors to the area and hope their glamping experiences opens a new way of travelling."

For more information visit www.sierraescape.com.au



Traveller

Sierra Escape, Mudgee: Glamping with views, and wine

luxury modern Cam D'Arcy and his partner Tash got married in Mudgee and own a beautifully appointed holiday rental there, Abingdon House. "We just love the area, and being about to share it with people is pretty special," says D'Arcy of the central western NSW area.

They loved it so much they not only decided to expand their hospitality offering, but to do something completely new for the region "to keep things interesting".

The D'Arcys bought a 113-hectare property 20 minutes out of town that has undulating hills and ridges affording spectacular views. Here, they have created Sierra Escape, Mudgee's first glamping accommodation. They installed a Western Australia-made permanent eco-tent, plumbed it, connected it to power and set about creating a glamping experience.

The result is accommodation that, only a month into operation, has engendered superlative-laden guest reviews.

The tent features an oversized bath, expansive deck from which to watch wildlife, sumptuous bedding and plenty of insulation for warmth in winter and floor-to-ceiling windows for the cooling summer breeze. There's a barbecue and plenty of pots and pans, plates, cutlery, and of course, glassware to enjoy finds from nearby wineries.

Describing it as "off-the-grid accommodation for those who love the outdoors but still enjoy the comforts of a luxury hotel", D'Arcy says guests have particularly raved about those views.

"Both sunrise and sunset are sensational up there."
The D'Arcys have approved to install a further four of the Ecostructures tents, each discreetly away from the others and positioned for those views. They hope to have at least another one up and running this year. Sierra Escape costs \$350 a night. See sierraescape.com.au



Facebook post snippet showing a post about Sierra Escape. Includes a photo of a tent interior and a caption: "Our tent is now officially up and running at this glamping spot in Mudgee. Hope you're all enjoying it!"

Klick

Klick

2016 Let's Skip Town Campaign Results – DNSW Co-Funded

Final Milestone KPI Report submitted to Destination NSW per contractual agreement 28 Feb 17.

KPI	Key Performance Indicator	Base Line	Measurement	Result
1.	Incremental growth of 5,000 visitor nights between Mar to Dec 16	91,838 visitor nights *updated baseline 84,782 visitor nights	9 Accommodation providers representing 31% of available rooms in region. N.B. results for the KPI target are to exclude the accommodation bookings received from Wotif.	98,890 total visitor nights 14,108 incremental visitor nights KPI achieved + exceeded by 182%
2.	Increase number of cooperative partners for campaign packages in Stage 2 to 30	Stage 1: 20 Campaign partners	Signed Campaign partner agreements with committed monthly reporting on visitor numbers, overnight stays and spend (from accommodation, food, drink and tour industry)	37 campaign partners KPI achieved + exceeded by 30%
3.	Generate an estimated Equivalent Advertising Value (EAV) + PR value of \$350,000 on an investment of \$35,000 in PR by December 2016	Benchmark Stage 1 : EAV of \$29,200	Media Monitoring monthly PR Reports and Clicks post campaign Report	EAV \$1,309,688 KPI achieved + exceeded by 274%
4.	Increase social media followers by September 2016: Facebook: 7,500 Instagram: 3,900 Twitter: 1,520	September 2015 Facebook: 5,918 Instagram: 3,084 Twitter: 1,213 Total: 10,215	Mudgee Region social media pages analytics reported monthly	September 2016 Facebook: 9,858 Instagram: 5,904 Twitter: 1,566 Total: 17,328 KPI achieved + exceeded by 70%
5.	Target 16,250 unique monthly visitors to visitmudgeeregion.com.au	13,000 unique monthly visitors per month	Google analytics reported monthly	Average 13,322 unique monthly visitors KPI not achieved**
6.	Increase subscriber database to 13,250 subscribers	10,600 subscribers	Subscriber email database tracked monthly	13,733 subscribers KPI achieved + exceeded by 4%

***KPI 1.** Our visitor night statistics were further tested during the campaign terms with our 9 participating accommodation providers (making up 31% of our region's total inventory) and it was identified that our baseline visitor nights for the comparative campaign period in 2015 was 84,782. Our result was 98,890 visitor nights during the 2016 campaign term, representing an additional 14,108 visitor nights with a target of 5,000. We exceeded our target by 182%.

****KPI 5.** At the time our funding agreement was signed off, we understood our monthly average visitors was 13,000. Since our new website was launched in Nov 15 and a new media agency was brought on board in 2016, we identified our average monthly visitors was 11,615 during a comparative campaign term the previous year (Mar-Dec 2015 – refer Attachment 6.1). Our ambition for this campaign was to grow unique website visitation by 25% (or an average 14,519 monthly visitors). With these corrected figures in mind we were able to increase our monthly visitation by 15%, falling short of our KPI by 10%.

Treasurer's Report

1. Nature of Report

- a. This is the financial report for the third quarter of the MRTI 2016-17 financial year, given to Mid-Western Region Council (MWRC) under the reporting format as agreed under the contract executed between MWRC and MRTI.
- b. The report demonstrates the trading result for the financial quarter ended March 31st 2017.

2. Accounting Conventions

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

Overall Result

- a. Operating Profit is \$46.5K above budget. This is due to membership income being above budget and expenses below budget.

3. Trading Income

Retail trading income YTD is \$4.6K below budget (-8.2%) due to lower than average visitor numbers during summer months (extreme heat, firestorms, etc). Ticket Sales Commission is also behind budget almost \$10K (-53%) due to lack of contracted events in region. Membership income is above budget YTD \$15K (+5%)

4. Total Income

Overall income is on par with reforecast budget to EOFY.

5. Total Expenses

Total expenses currently \$42K below budget. Regional marketing budget spend has been scheduled for Apr to Jun 17 marketing activity.

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

6. Cash Funds

At the end of Q3 of the 2016-17 Financial Year cash is the primary current asset \$136,503.

7. Balance Sheet

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

Mudgee Region Tourism Incorporated
Balance Sheet as of March 2017

1-0000	Assets		
1-1001	Current Assets		
1-1002	Cash on Hand	\$136,503	
1-1179	Visa Debit Cards	\$961	
1-1300	Undeposited Funds	\$697	
1-1550	Float	\$350	
1-1600	ING Management Account	\$7	
1-1999	Debtors	-\$419	
1-2200	Stock on Hand	\$6,827	
1-3500	Prepayments	\$4,391	
	Total Current Assets		\$149,318
1-4000	Non-Current Assets		
1-5000	Motor Vehicle (Nett)	\$36,549	
1-7000	Office Furn & Equip (Nett)	\$10,022	
1-9000	Intangible Assets	\$28,449	
	Total Non-Current Assets		\$75,020
	Total Assets		\$224,338
2-0000	Liabilities		
2-0001	Current Liabilities		
2-2000	Trade Creditors	\$29,486	
2-2050	Sundry Creditors	\$11	
2-2210	Accruals	\$28,007	
2-2300	Hire Purchase	\$23,037	
2-3000	GST Liabilities	\$8,584	
2-5000	Payroll Liabilities	\$19,103	
	Total Current Liabilities		\$108,227
2-6800	Ticket Sales		
2-6810	Seat Advisor EFT	\$2,043	
2-6815	Countrylink Tickets	-\$55	
	Total Ticket Sales		\$1,988
2-9000	Old Accounts		
	Total Liabilities		\$110,215
	Net Assets		\$114,123
3-0000	Equity		
3-8000	Retained Earnings	\$30,319	
3-9000	Current Earnings	\$83,805	
	Total Equity		\$114,123

Mudgee Region Tourism Incorporated
Profit + Loss (Budget Analysis)
July 2016 through March 2017

		Selected Period	Budgeted	\$ Difference	% Difference
4-0000	Income				
4-1000	Retail Sales	\$52,307	\$57,000	-\$4,693	(8.2%)
4-1499	Ticket Sales Income	\$8,750	\$18,600	-\$9,850	(53.0%)
4-2000	Membership Income	\$310,473	\$295,000	\$15,473	5.2%
4-2550	Grants - DNSW (round 2)	\$49,450	\$49,450	\$0	0.0%
4-3040	Booking Agency Fees	\$4	\$150	-\$146	(97.1%)
4-4010	MWRC Contract	\$324,300	\$324,300	\$0	0.0%
4-8000	Interest Received	\$811	\$1,125	-\$314	(27.9%)
	Total Income	<u>\$746,096</u>	<u>\$745,625</u>	<u>\$471</u>	<u>0.1%</u>
5-0000	Cost Of Sales				
5-0050	COGS Retail	\$32,486	\$35,175	-\$2,689	(7.6%)
5-2000	COGS Ticketing	\$413	\$1,688	-\$1,275	(75.6%)
	Total Cost Of Sales	<u>\$32,899</u>	<u>\$36,862</u>	<u>-\$3,964</u>	<u>(10.8%)</u>
	Gross Profit	<u>\$713,197</u>	<u>\$708,763</u>	<u>\$4,434</u>	<u>0.6%</u>
6-0000	Expenses				
6-1000	Advertising	\$3,243	\$1,875	\$1,368	73.0%
6-1500	Audit Fees	\$3,375	\$3,375	\$0	0.0%
6-2000	Bank Charges	\$124	\$38	\$86	229.2%
6-2005	Bank Charges - Merchant	\$1,083	\$1,103	-\$21	(1.9%)
6-2500	Cleaning	\$1,648	\$1,650	-\$2	(0.1%)
6-3000	Computer Expenses	\$4,354	\$4,125	\$229	5.6%
6-3200	Depreciation	\$15,795	\$15,825	-\$30	(0.2%)
6-3300	Electricity	\$1,975	\$1,950	\$25	1.3%
6-3602	Visitors Centre Costs	\$663	\$1,500	-\$837	(55.8%)
6-3603	Insurance	\$2,024	\$2,100	-\$76	(3.6%)
6-3610	Insurance - Workers Comp	\$1,367	\$1,875	-\$508	(27.1%)
6-3710	Motor Vehicle Running	\$6,957	\$5,625	\$1,332	23.7%
6-3750	MV Interest	\$1,364	\$1,332	\$32	2.4%
6-3800	Office Supplies	\$169	\$412	-\$243	(59.0%)
6-3900	General Postage	\$279	\$352	-\$73	(20.8%)
6-3950	Member Expenses	\$418	\$614	-\$195	(31.9%)
6-4000	Printing & Stationery	\$2,541	\$2,775	-\$234	(8.4%)
6-4100	Professional Fees	\$12,233	\$14,672	-\$2,439	(16.6%)
6-4551	Rent Mudgee Visitors Centre	\$0	\$464	-\$464	(100.0%)
6-4552	Gulgong Visitors Centre	\$74	\$0	\$74	NA
6-4555	Rylstone/Kandos running costs	\$43	\$375	-\$332	(88.5%)
6-4600	Repairs & Maintenance	\$185	\$1,275	-\$1,090	(85.5%)
6-4800	Staff Amenities & Ent	\$1,735	\$2,025	-\$290	(14.3%)
6-4820	Seminars & Training	\$1,608	\$2,250	-\$642	(28.5%)
6-4850	Subscriptions & Memberships	\$10,980	\$10,980	\$0	0.0%
6-4980	Security	\$400	\$600	-\$200	(33.3%)
6-5050	Telephone, Fax & Internet	\$5,303	\$5,621	-\$318	(5.7%)
6-5060	Travel Expenses	\$139	\$375	-\$236	(62.9%)
6-5080	Website Expenses	\$3,729	\$5,319	-\$1,590	(29.9%)
6-6000	Visitor Guide Exp	\$110,284	\$115,632	-\$5,348	(4.6%)
6-7349	Wages and Salaries	\$246,513	\$247,924	-\$1,410	(0.6%)
6-7600	Fringe Benefits Tax	\$3,972	\$4,500	-\$528	(11.7%)
6-8000	Regional Marketing Expenditure	\$184,700	\$212,874	-\$28,173	(13.2%)
	Total Expenses	<u>\$629,280</u>	<u>\$671,411</u>	<u>-\$42,131</u>	<u>(6.3%)</u>
	Operating Profit	<u>\$83,917</u>	<u>\$37,351</u>	<u>\$46,566</u>	<u>124.7%</u>
8-0000	Other Income				
9-0000	Other Expenses				
9-9900	Suspense	\$113	\$0	\$113	NA
	Total Other Expenses	<u>\$113</u>	<u>\$0</u>	<u>\$113</u>	<u>NA</u>
	Net Profit/(Loss)	<u>\$83,805</u>	<u>\$37,351</u>	<u>\$46,453</u>	<u>124.4%</u>

Item 8: Development

8.1 Planning Proposal Lot 4 DP 1043986 25B Dewhurst Drive, Mudgee for a two lot subdivision

REPORT BY THE MANAGER, STRATEGIC PLANNING
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, LAN900076

RECOMMENDATION

That Council:

1. **receive the report by the Manager Strategic Planning on the Planning Proposal Lot 4 DP 1043986 25B Dewhurst Drive, Mudgee for a two lot subdivision;**
 2. **support the Planning Proposal in relation to Lot 4 DP 1043986, 25B Dewhurst Drive Mudgee to enable a future two lot subdivision; and**
 3. **forward the Planning Proposal to the Department of Planning and Environment Gateway for determination.**
-

Executive summary

Council has received a Planning Proposal seeking an amendment to the Mid-Western Regional Local Environmental Plan 2012 to facilitate the creation of one additional lot of Lot 4 DP 1043986 at 25B Dewhurst Drive, Mudgee. A copy of the Planning Proposal is provided as Attachment 1.

This report outlines the context, the current minimum lot size for subdivision and addresses both the Mudgee and Gulgong Urban Release Strategy and Comprehensive Land Use Strategy, specifically Part C.

If the staff recommendation is supported, the Planning Proposal along with a Council resolution will be forwarded to the Department of Planning and Environment Gateway for determination.

Disclosure of Interest

Nil.

Detailed report

BACKGROUND AND CONTEXT

The subject site, Lot 4 DP 1043986 is located at 25B Dewhurst Drive, measures 7367m² and is developed with a two storey dwelling and sealed driveway.

The subject site 25B, adjoining sites 25 and 25A (originally one lot) to the north and 27 Dewhurst Drive to the south were created by a Council approved subdivision M331/00 and was registered in 2002.

The adjoining lots to the north 25 and 25A Dewhurst Drive are each developed with dwellings and the parent lot subdivided in 2012. Adjoining lot 27 Dewhurst Drive is developed with a single dwelling. The below map depicts the subject and adjoining lots.

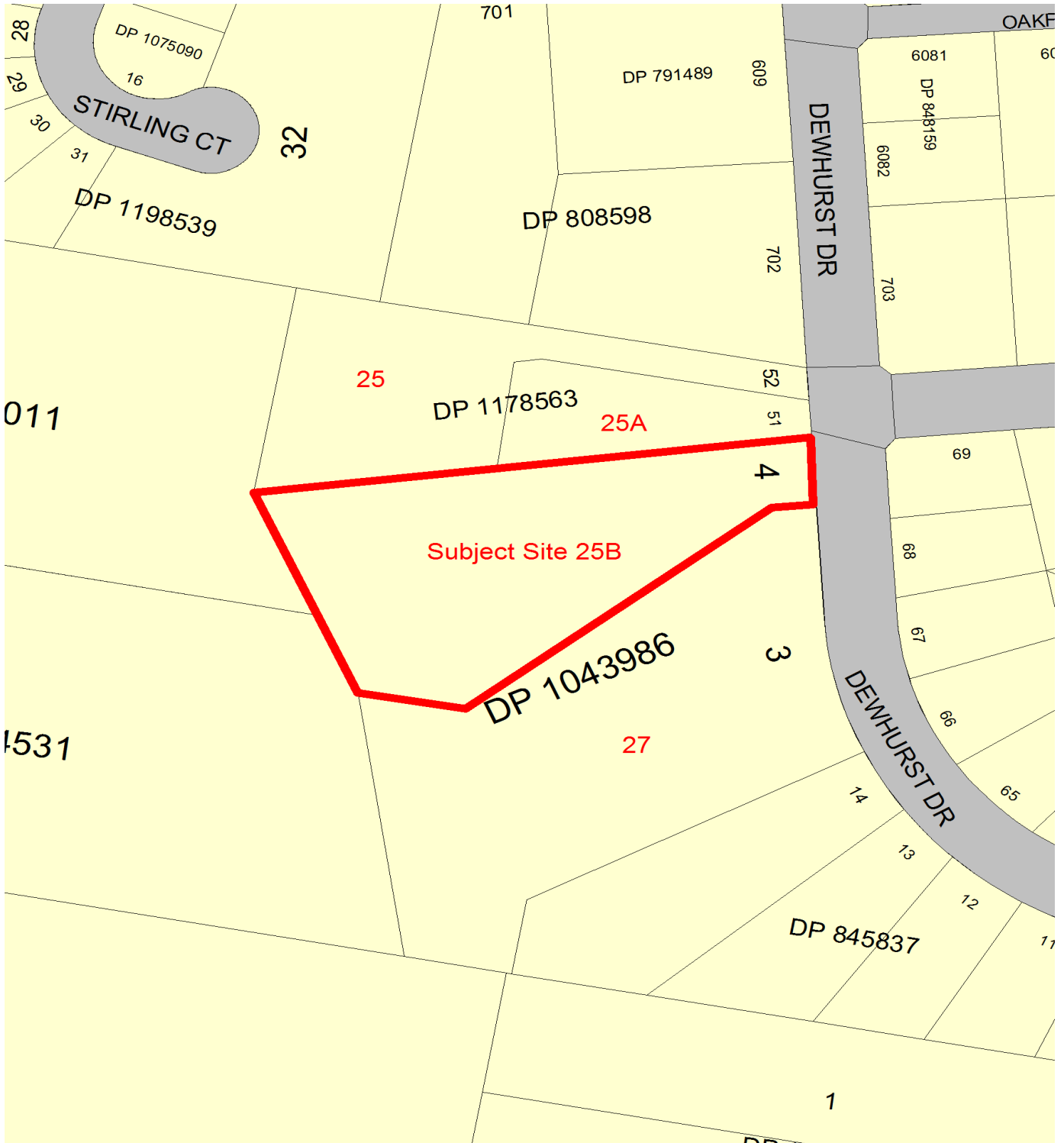


Figure 1: Subject site 25B Dewhurst Drive and adjoining lots.



Figure 2: Subject site, exposed gravel approximate location of building envelope.



Figure 3: Subject site, looking towards Dewhurst Drive, exposed gravel approximate location of building envelope.

EXISTING TEN HECTARE MINIMUM LOT SIZE

The Planning Proposal seeks to amend the Lot Size Map to permit the subdivision of the subject site into two lots. A concept subdivision plan has been provided with the Planning Proposal. Two lots are detailed on the concept plan measuring 2838m² (to accommodate the existing dwelling) and 4529m² (which includes the battle axe handle and future dwelling).

The subject site is currently zoned R2 Low Density Residential with a minimum lot size of 10 hectares. In considering this Planning Proposal Council needs to establish the reasoning for the 10 hectare lot size minimum. The South Mudgee Development Control Plan sat under Mid-Western Regional Interim LEP 2008 but was originally drafted in 1985 to prevent the subdivision of land on steeply sloping land in the vicinity of Dewhurst Drive from creating lots below 2000m².

The intention of the LEP 2012 in applying a minimum lot size (MLS) for 10ha in this area was to ensure that no further subdivision occurred generally consistent with the DCP. However, in drafting the LEP minimum lot size map, the mapping inadvertently included land (the subject site, one lot to the north and one to the south) that was outside the DCP and not intended to be caught up in the provisions. A copy of the DCP is provided below. Constantia Road is indicated on the provided DCP, the subject site is located to the south of the Constantia Road outside the DCP area.

The lot to the north has already been subdivided (into lots of a size similar to that proposed) and developed with a dwelling. The lot to the south is developed with a dwelling, however subject to a constraint of a watercourse potentially limiting possible future access to the rear of the site. These three lots are the full extent of this opportunity to reduce the minimum lot size.

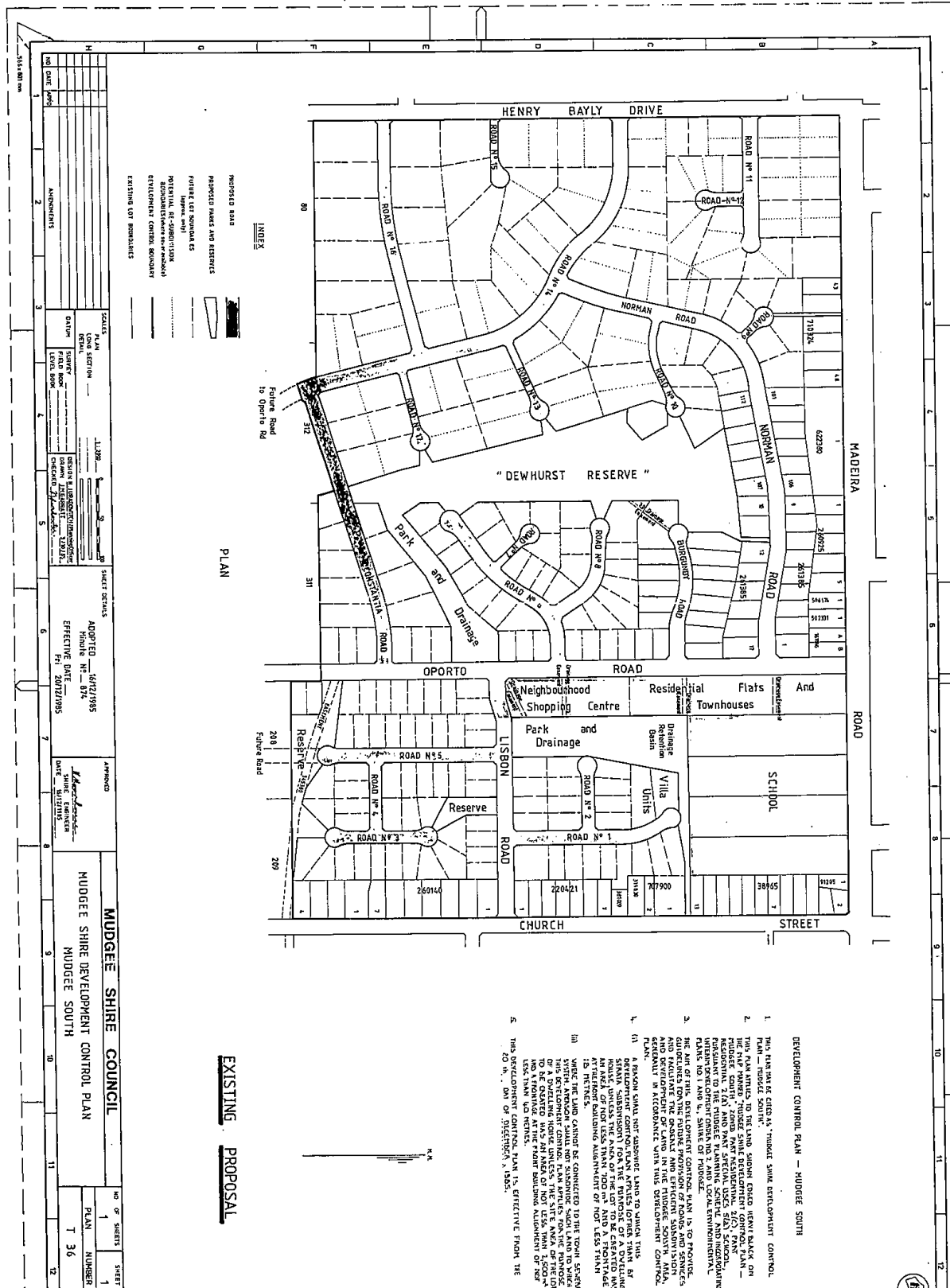


Figure 4: South Mudgee Development Control Plan (the subject site is located outside the DCP boundaries).

INTENDED OUTCOME

The intended outcome of the Planning Proposal is to enable a future two lot subdivision of Lot 4 DP 1043986.

EXPLANATION OF PROVISIONS

The proposed outcome will be achieved with an amendment to the minimum Lot Size Map – Sheet LSZ_006D from AB1 (10 hectare minimum) to V - 'Area A' with a minimum lot size of 2000m².

Clause 4.1 (3A) 'Area A' with a minimum lot size of 2000m² of the LEP 2012 will apply to Lot 4 DP 1043986.

JUSTIFICATION - COMPREHENSIVE LAND USE STRATEGY – PART C AND MUDGEES AND GULGONG URBAN RELEASE STRATEGY

Clause 2.3.9 Ridgelines and Rural Views points one and two of The Comprehensive Land Use Strategy (CLUS) has been considered below:

Avoiding development on the ridgelines or in locations where structures would protrude or interrupt the skyline when viewed from a distance.

A future dwelling on the subject site would be at a similar setback and elevation as the adjoining property to the north 25 Dewhurst Drive.

Restricting development at a suitable contour. Presently reticulated service capacity limits development to the 520 metre contour to the south and west of Mudgee to reduce the visual protrusion of development into the hills and is the limit of the development (refer to Mudgee Town Structure Plan Map).

The 520 metre contour bisects the site / future building envelope as depicted on the Mudgee Town Structure Plan Map. Accordingly the proponent provided a 'Domestic Water Plan' Drawing Number 27074-CD04 Revision A and 'Hydrant Pipe Details' Drawing Number 27074-CD03 Revision A, provided as Attachment 2. The Planning Proposal was referred to Council's Operations Directorate to ensure the proposed one additional lot can be serviced. The Operations Directorate have advised based on Branson's hydraulic calculations that the site is serviceable. The matter of servicing is discussed further below.

The subject site is mapped within the Urban Release Area 8 – South Mudgee Infill 1 as part of the Mudgee and Gulgong Urban Release Strategy (URS). The URS states a supply of 10 additional lots are available within Area 8. The proposal will create one additional lot.

OPERATIONS DIRECTORATE COMMENT ON SERVICING

The Planning Proposal was referred to the Operations Directorate for comment. Council's Senior Water and Sewer Engineer reviewed the Planning Proposal and concluded, based on Branson's hydraulic calculation the site is serviceable. It must be clearly noted Council is only responsible to the hydrant point and to the property's water metre. Council can meet the required serviceable level at the hydrant point and the property's water metre. Anything past the water metre will be based on the design of the building and is the responsibility of the landowner.

THE NEXT STEP

It is recommended the LEP 2012 provisions of Clause 4.1 (3A) 'Area A' with a minimum lot size of 2000m² apply to Lot 4 DP 1043986. The next step would involve forwarding the Planning Proposal and a Council resolution of support to the Department of Planning and Environment Gateway for determination.

Community Plan implications

Theme	Looking After Our Community
Goal	Vibrant towns and villages
Strategy	Make available diverse, sustainable, adaptable and affordable housing options through effective land use planning

Financial implications

Not applicable.

SARAH ARMSTRONG
MANAGER, STRATEGIC PLANNING

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

1 June 2017

Attachments: 1. Dewhurst Drive Planning Proposal. (separately attached)
2. Dewhurst Drive Water Plan and Hydrant Details . (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.2 Temporary Suspension of Alcohol Free Zone Market Street Mudgee

REPORT BY THE
TO 21 JUNE 2017 ORDINARY MEETING
GOV400054, GOV400043, A0130008

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Health and Building on the Temporary Suspension of Alcohol Free Zone Market Street Mudgee; and**
2. **suspend the alcohol free zone for the nominated locations within Market Street and Church Street between the hours of 4pm to 9pm on Saturday 23 September 2017 for the purposes of the Flavours of Mudgee festival.**

Executive summary

The purpose of this report is to seek the temporary suspension of the alcohol free zone in Market Street (between Lewis and Perry Streets) along with sections of Church Street (between Short and Mortimer Street) in order to host the Flavours of Mudgee festival. Maps confirming the festival areas are attached to this report.

It is proposed that this temporary suspension will occur on Saturday 23 September 2017 between the hours of 4pm and 9pm. The service of alcohol will cease at 8pm and this will be enforced by Mudgee Police. The temporary suspension period is requested to extend through to 9pm to account for people to finish drinks purchased before the 8pm service shut off.

Security staff will be placed on all corners and accessible alleyways to ensure that the consumption of alcohol is restricted to this approved area.

The Mudgee Police have been contacted and have no objections.

Disclosure of Interest

The Flavours of Mudgee Street Festival is part of the 2017 Mudgee Wine and Food Festival. The event will see the Mudgee CBD come alive with the flavours of our region and give visitors and locals the chance to experience local wine, food and produce in a festival atmosphere.

Mid-Western Regional Council will be closing Market Street, between Lewis and Perry Streets from 12pm on Saturday 23 September 2017. The area will be closed only to vehicles with pedestrian access not being affected. The event will commence at 4pm and run until approximately 8pm. It is expected that Market Street will re-open by 10pm.

In order for this event to occur the Alcohol Free Zone located in this area is required to be temporarily suspended.

Council Staff have discussed this suspension with Senior Constable Jason Turnbull and Inspector Mark Fehon of Mudgee Police who have no objections.

It is proposed that security staff will be placed at each end of the festival to ensure that the consumption of alcohol is restricted to the area of Market Street identified in this report.

Community Plan implications

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

Financial implications

Not applicable.

JOSH BAKER
MANAGER, HEALTH AND BUILDING

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

2 June 2017

Attachments: 1. Application to suspend alcohol free zone - Flavours of Mudgee 2017.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MID-WESTERN REGIONAL COUNCIL
PO Box 156, MUDGEES NSW 2850
86 Market Street, Mudgee | 109 Herbert Street, Gulgong | 77 Louee Street, Rylstone
T 1300 765 002 or 02 6378 2850 | F 02 6378 2815
E council@midwestern.nsw.gov.au

JL | A0410004

11 April 2017

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

Dear Brad,

**RE: Temporary suspension of alcohol free zone Market and Church Streets
2017 Flavours of Mudgee Street Festival**

I am writing to you to request the temporary suspension of the alcohol free zone in the Mudgee CBD (Market St. between Lewis St. and Perry St. and Church St. between Short St. and Mortimer St.) from 4pm to 8pm on **Saturday 23 September** for the 2017 Flavours of Mudgee Festival.

The Flavours of Mudgee Street Festival is part of the 2017 Mudgee Wine and Food Festival. The event will see the Mudgee CBD come alive with the flavours of our region and give visitors and locals the chance to experience local wine, food and produce in a festival atmosphere.

Mid-Western Regional Council will be closing Market St. between Lewis St. and Perry St. and Church St. between Short St. and Mortimer St. from 12pm on Saturday 23 September. The area will be closed to vehicles however, pedestrian access will not be affected. The event will commence at 4pm and run until 8pm. It is expected that all streets will re-open by 10pm. Please see attached event area map for your reference.

Event organisers will liaise closely with security and local police in the lead up to the event to ensure all parties are working together to deliver a safe and incident-free event.

If you have any further queries, please contact me on 02 6378 2845 or email alayna.gleeson@midwestern.nsw.gov.au.

Yours sincerely

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

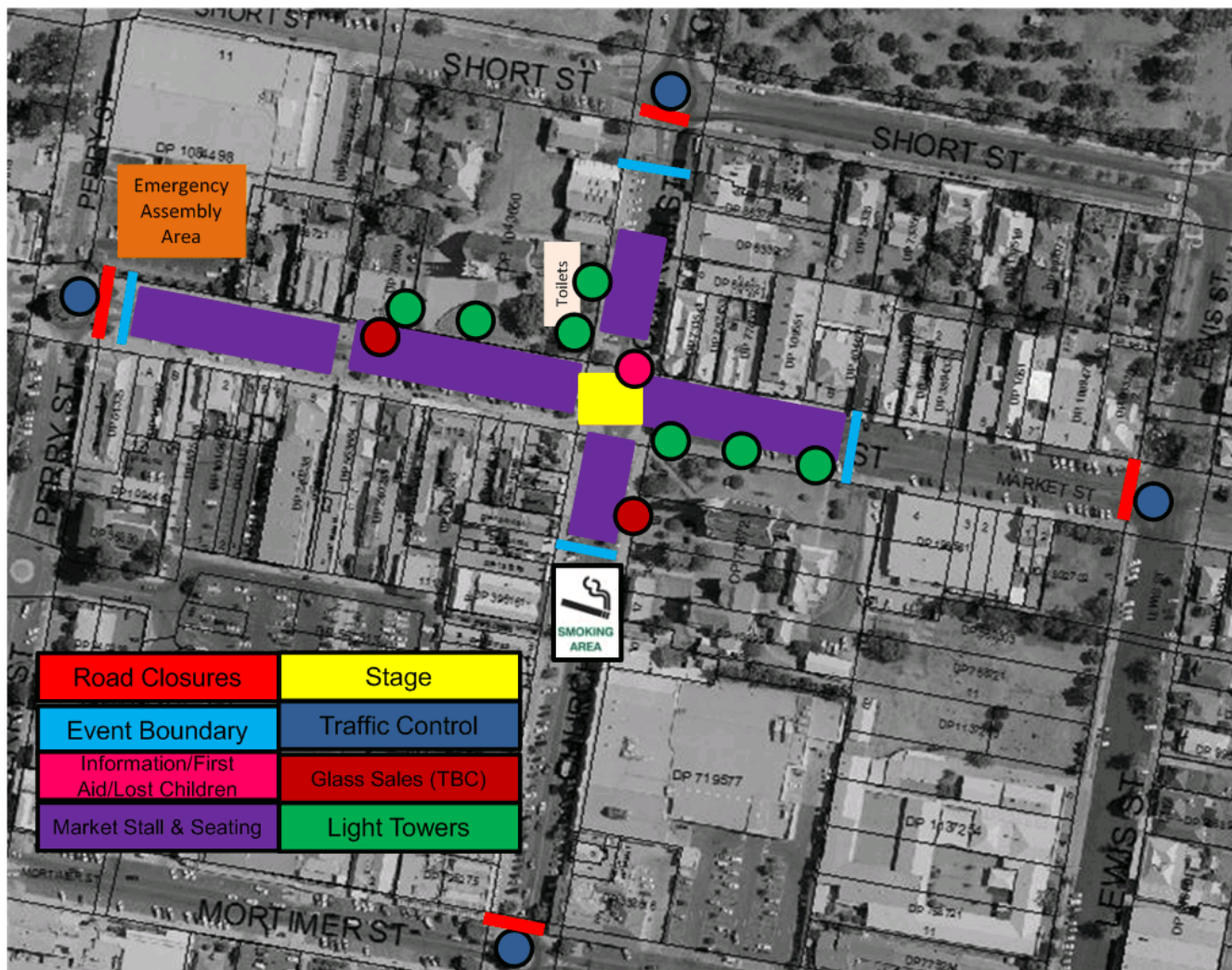
ALAYNA GLEESON
EVENTS COORDINATOR





FESTIVAL AREA MAP
FLAVOURS OF MUDGE STREET FESTIVAL
SATURDAY 23 SEPTEMBER 2017
4PM to 8PM

(Street closure from 12pm to 10pm)



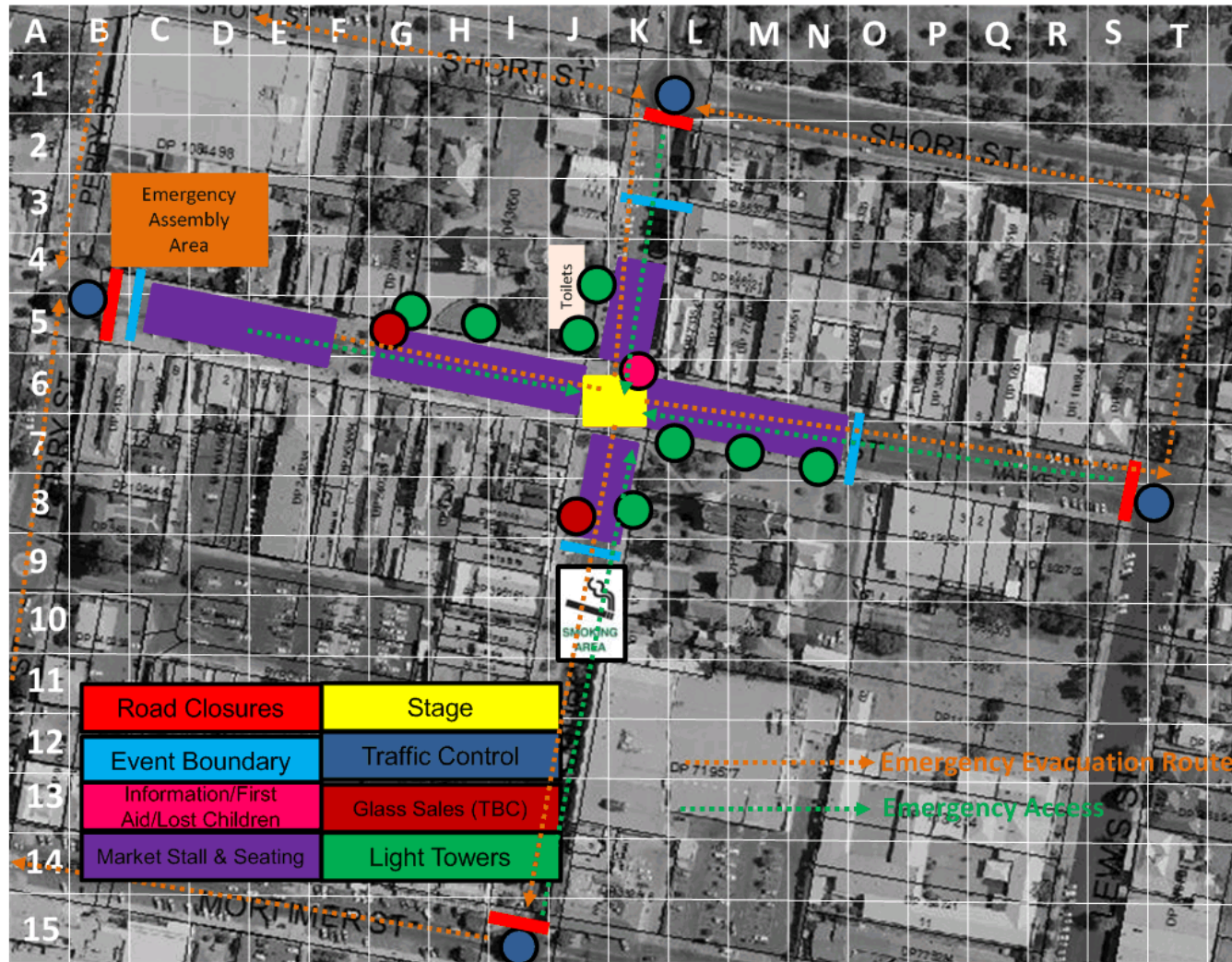
As at 07 April 2017



EMERGENCY EVACUATION PLAN
FLAVOURS OF MUDGE STREET FESTIVAL
SATURDAY 23 SEPTEMBER 2017
4PM to 8PM

(Street closure from 12pm to 10pm)

As at 07 April 2016





MAP NOT TO SCALE

8.3 Monthly Development Applications Processing and Determined

REPORT BY THE DIRECTOR DEVELOPMENT
TO 21 JUNE 2017 ORDINARY MEETING
GOV400054, GOV400043, A100055, A100056

RECOMMENDATION

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

Executive summary

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

Disclosure of Interest

Nil.

Detailed report

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

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

Community Plan implications

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

Financial implications

Not applicable.

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

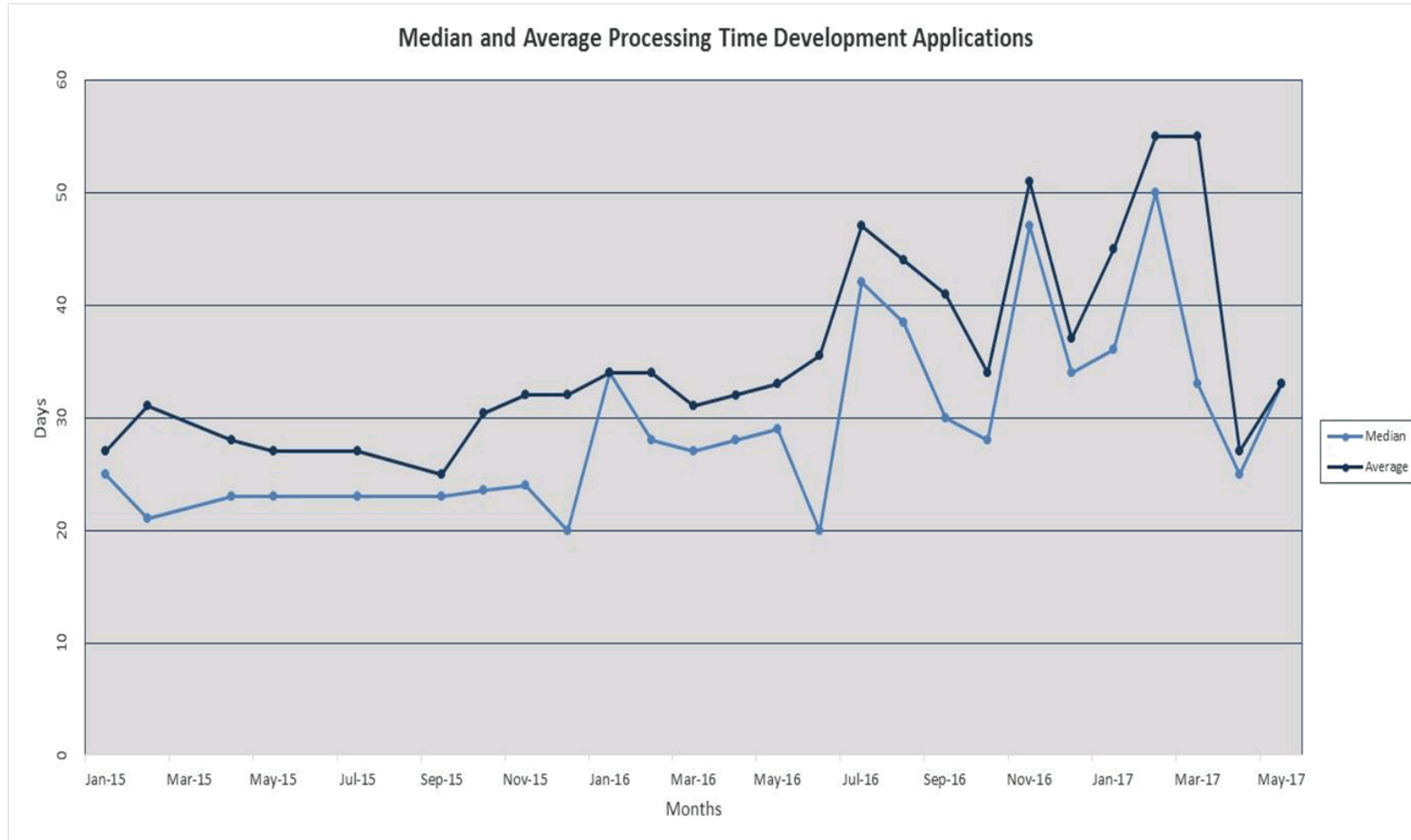
2 June 2017

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

BRAD CAM
GENERAL MANAGER

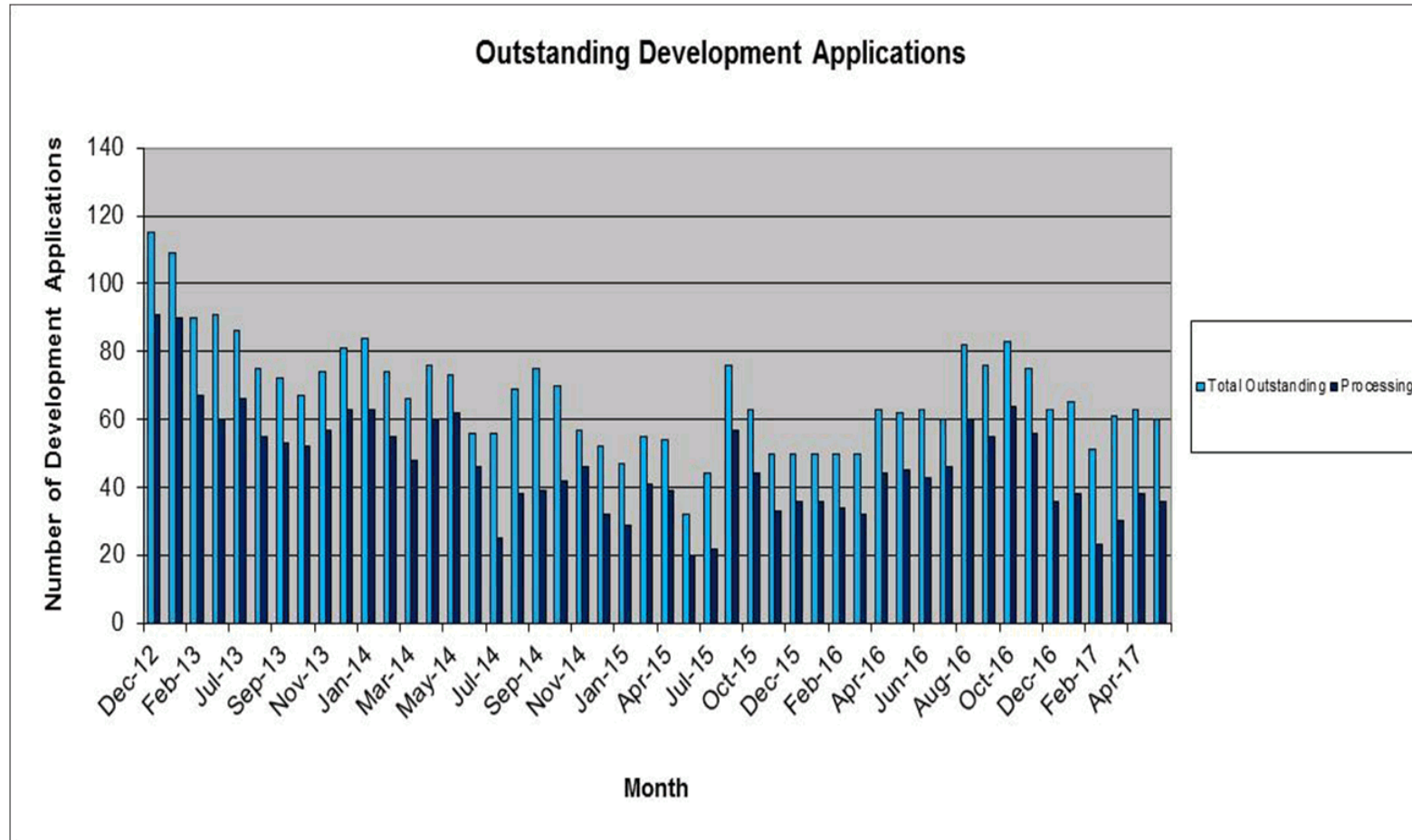
Monthly Development Application Processing Report – May 2017

This report covers the period for the month of May 2017. Graph 1 indicates the processing times up to 31, May 2017 with the month of May having an average of 33 days and a median time of 33 days.



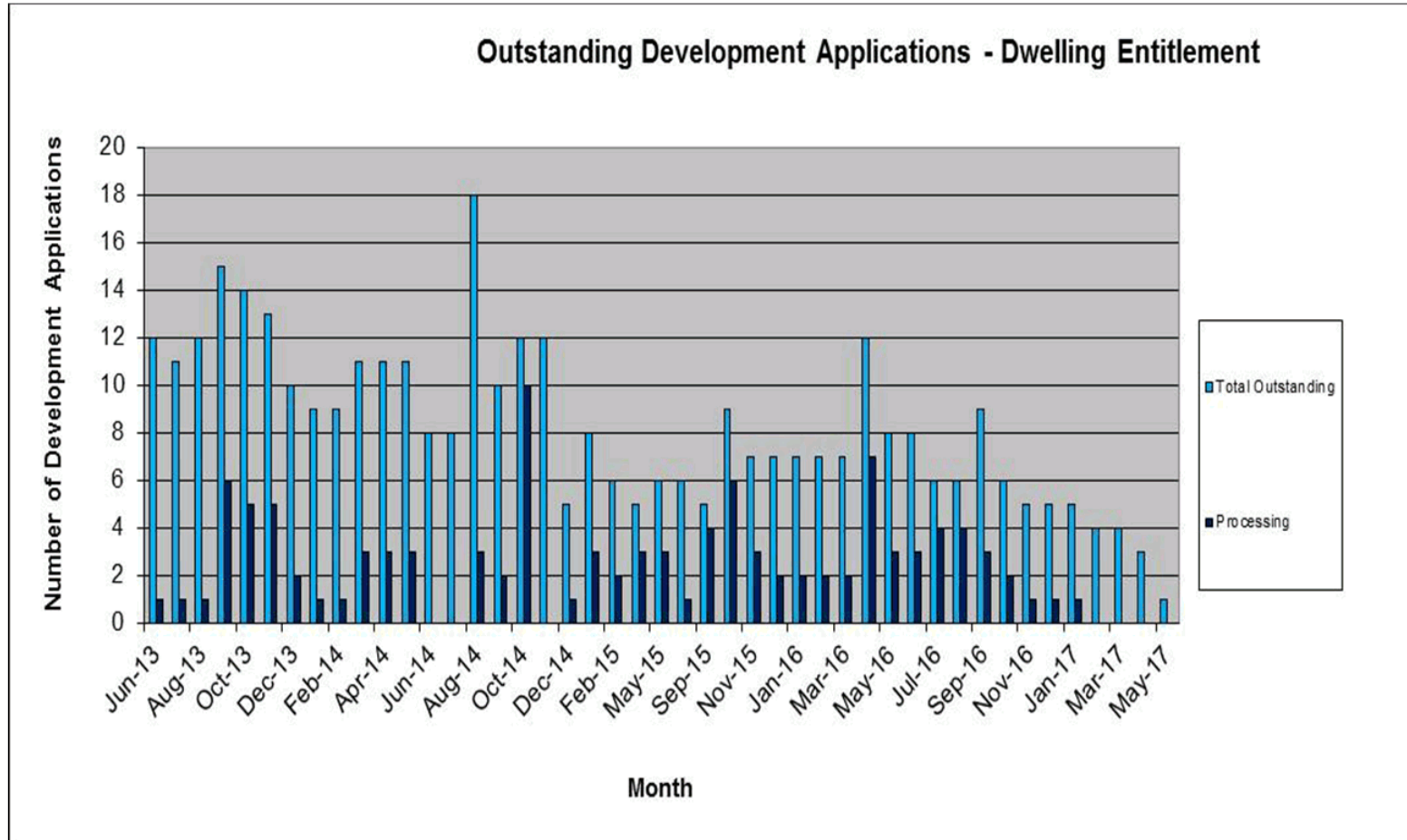
Monthly Development Application Processing Report – May 2017

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



Monthly Development Application Processing Report – May 2017

Graph 3 relates solely to dwelling entitlements and indicates the number of outstanding dwelling entitlement applications, the number on stop clock and the number being processed.



Monthly Development Application Processing Report – May 2017

The Planning and Development Department determined 31 Development Applications either by Council or under delegation during May 2017.

Development Applications Determined – May, 2017

Appl/Proc ID	Description	House No	Street Name	Locality
DA0205/2017	Carpport	14	Tennant Close	MUDGEE
DA0207/2017	Alterations & Additions	11	Nicholson Street	MUDGEE
DA0211/2017	Serviced Apartment	27	Horatio Street	MUDGEE
DA0219/2017	Dual Occupancy	79	Beragoo Road	GRATTAI
DA0219/2017	Moveable Dwelling	79	Beragoo Road	GRATTAI
DA0227/2017	Residential Shed	72	Inlgis Street	MUDGEE
DA0229/2017	Industrial Building	11	Industrial Avenue	MUDGEE
DA0230/2017	Tourist and Visitor Accommodation	1765	Wollar Road	COOYAL
DA0231/2017	Residential Shed	46	Homer Street	GULGONG
DA0233/2017	Alterations & Additions	5	Bumberra Place	BOMBIRA
DA0234/2017	Residential Shed	144	Saints Lane	ST FILLANS
DA0235/2017	Residential Shed	25	Henry Bayly Drive	MUDGEE
DA0238/2017	Change of use to Mechanical Workshop	11	Wilkins Crescent	MUDGEE
DA0239/2017	Alterations & Additions	63	Court Street	MUDGEE
DA0244/2017	Demolition	1	Lewis Street	MUDGEE
DA0245/2017	Alterations & Additions	6	Henry Lawson Drive	BOMBIRA
DA0248/2017	Boundary Adjustment	15	Campbell Street	KANDOS
DA0249/2017	Subdivision - Torrens Title	62	Bellevue Road	MUDGEE
DA0253/2017	Alterations & Additions	120	Windles Lane	RYLSTONE
DA0254/2017	Secondary Dwelling	17	Marshfield Lane	MUDGEE
DA0255/2017	Alterations & Additions	88	Gladstone Street	MUDGEE
DA0260/2017	Garage	25	Rouse Street	GULGONG
DA0260/2017	Residential Shed	25	Rouse Street	GULGONG
DA0268/2017	Residential Shed	473	Kains Flat Road	KAINS FLAT
DA0269/2017	Alterations & Additions	114	Bobadah Road	FROG ROCK
DA0273/2017	Dwelling House	154	Broadhead Road	SPRING FLAT
DA0274/2017	Boundary Adjustment	77	Oaklands Road	MOUNT FROME
DA0277/2017	Dwelling House	183	Beragoo Road	GRATTAI
DA0050/2015	Dwelling House	3634	Bylong Valley Way	RYLSTONE
DA0267/2016	Dwelling House	82	Nugget Lane	GULGONG
DA0335/2016	Dwelling House	346	Powells Road	PYANGLE

Monthly Development Application Processing Report – May 2017

Development Applications currently being processed – May, 2017.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0242/2017	Agricultural Produce Industry	947	Castlereagh Highway	MULLAMUDDY
DA0138/2016	Alterations & Additions	1541	Henry Lawson Drive	ST FILLANS
DA0046/2016	Alterations & Additions	1581	Yarrabin Road	YARRABIN
DA0197/2017	Carport	14	Mulgoa Way	MUDGEES
DA0278/2014	Change of use Shed to Dwelling	2012	Aarons Pass Road	AARONS PASS
DA0325/2016	Change of use Garage to Bedroom	179	Denison Street	MUDGEES
DA0279/2017	Change of use Granny Flat to Serviced Apartment	15	Clare Court	MUDGEES
DA0287/2017	Child Care Centre	272	Church Street	MUDGEES
DA0286/2017	Commercial Alterations/Additions	85	Rocky Waterhole Road	MOUNT FROME
DA0276/2017	Commercial Alterations/Additions	106	Ulan Road	BOMBIRA
DA0278/2017	Commercial Premises	54	Sydney Road	MUDGEES
DA0102/2016	Dwelling House	705	Windeyer Road	GRATTAI
DA0250/2017	Tourist and Visitor Accommodation	535	Lue Road	MILROY
DA0281/2017	Secondary Dwelling	1665	Ulan Road	FROG ROCK
DA0281/2017	Dual Occupancy	1665	Ulan Road	FROG ROCK
DA0293/2017	Dual Occupancy	2	Carara Road	ERUDGERE
DA0296/2017	Dual Occupancy	45	Melton Road	MUDGEES
DA0261/2017	Dwelling House	103	Wollar Road	BUDGEES BUDGEES
DA0288/2017	Dwelling House	363	Pyangle Road	CAMBOON
DA0283/2017	Dwelling House	1221	Goolma Road	GUNTAWANG
DA0208/2017	Dwelling House	424	Sallys Flat Road	PYRAMUL
DA0214/2011	Dwelling House	663	Castlereagh Highway	BURRUNDULLA
DA0221/2017	Function Centre	141	Black Springs Road	EURUNDEREE
DA0272/2017	Function Centre	282	Powells Road	PYANGLE
DA0315/2016	Tourist and Visitor Accommodation	345	Bylong Valley Way	ILFORD
DA0291/2017	Pergola	65	Spring Road	MUDGEES
DA0344/2016	Residential Shed	23	Ferris Street	CLANDULLA
DA0266/2017	Residential Shed	3	Cudgegong Street	RYLSTONE
DA0290/2017	Residential Shed	703	Bonds Road	HARGRAVES
DA0263/2017	Residential Shed	300	Coxs Creek Road	RYLSTONE
DA0262/2017	Secondary Dwelling	407	Maitland Bar Road	AVISFORD

Monthly Development Application Processing Report – May 2017

DA0327/2011	Shed >150m2	23	Horatio Street	MUDGEE
DA0292/2017	Secondary Dwelling	28	Rocky Waterhole Road	MILROY
DA0228/2017	Subdivision - Torrens Title	158	Robertson Street	MUDGEE
DA0191/2015	Subdivision - Torrens Title	196	Robertson Road	MUDGEE
DA0294/2017	Subdivision - Torrens Title	433	Bonds Road	HARGRAVES
DA0034/2017	Subdivision - Torrens Title	38	Hill End Road	CAERLEON
DA0343/2016	Commercial Alterations/Additions	137	Ulan Road	PUTTA BUCCA
DA0285/2017	Dwelling House	488	Cooper Drive	CLANDULLA
DA0284/2017	Residential Shed	17	Saleyards Lane	GULGONG
DA0280/2017	Warehouse	23	Industrial Avenue	MUDGEE
DA0036/2017	Dwelling House	2352	Lue Road	HAVILAH

Monthly Development Application Processing Report – May 2017

Heritage Development Applications currently being processed – May 2017.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0271/2011	Alterations & Additions	87	Short Street	MUDGEE
DA0091/2017	Residential Shed	42	Louee Street	RYLSTONE
DA0122/2017	Dual Occupancy	1	Lewis Street	MUDGEE
DA0210/2017	Residential Shed	84	Cox Street	MUDGEE
DA0241/2017	Dwelling House	11	Loy Avenue	MUDGEE
DA0247/2017	Change of use to Beauty Salon	79	Market Street	MUDGEE
DA0252/2017	Secondary Dwelling	111	Horatio Street	MUDGEE
DA0256/2017	Dual Occupancy	125	Market Street	MUDGEE
DA0257/2017	Alterations & Additions	25	Meares Street	MUDGEE
DA0258/2017	Change of use Short Term Accommodation	26	Church Street	MUDGEE
DA0259/2017	Advertising Structure	93	Mortimer Street	MUDGEE
DA0264/2017	Change of use	20	Market Street	MUDGEE
DA0267/2017	Alterations & Additions	70	Church Street	MUDGEE
DA0270/2017	Residential Shed	88	Gladstone Street	MUDGEE
DA0271/2017	Carport	12	Lewis Street	MUDGEE
DA0275/2017	Change of use to Firearms Dealership	25	Perry Street	MUDGEE
DA0289/2017	Alterations & Additions	4	Bulga Street	GULGONG
DA0295/2017	Alterations & Additions	28	Herbert Street	GULGONG
DA0297/2017	Change of use to Smoothie Bar	95	Market Street	MUDGEE

8.4 Crudine Ridge Wind Farm Voluntary Planning Agreement

REPORT BY THE DIRECTOR DEVELOPMENT

TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, LAN900079

RECOMMENDATION

That Council:

1. **receive the report by the Director Development on the Crudine Ridge Wind Farm Voluntary Planning Agreement;**
2. **place the draft Voluntary Planning Agreement and Explanatory Note on public exhibition for 28 days; and**
3. **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 Crudine Ridge Wind Farm which is to be placed on public exhibition for a period of 28 days in accordance with the requirements of the Environmental Planning and Assessment Act 1979.

A further report will be provided to Council following the exhibition period.

Disclosure of Interest

Nil

Detailed report

The Crudine Ridge Wind Farm was approved by the NSW Department of Planning & Environment in May 2016. Federal approval was granted for the project in April this year.

Council previously received a report on the Crudine Ridge Wind Farm Voluntary Planning Agreement (VPA) in August 2015. The proponent proposed the following contributions:

“\$1,250 per megawatt per annum installed at the Project upon commencement of the Project’s operations and ceasing when the Project is decommissioned in accordance with the definitions within the Project approval (increased by CPI annually from the first anniversary of the operational date)”.

The resolution of Council was to draft a VPA on these terms and place it on public exhibition in accordance with the requirements of the Environmental Planning and Assessment Act 1979.

Council has now received a copy of the draft VPA and Explanatory Note (as attached to this report) to be placed on public exhibition for a period of 28 days. A further report will be brought back to Council following the exhibition period to consider any submissions received.

Community Plan implications

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

Financial implications

Council will receive annual contributions under the VPA for the period of the project.

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

7 June 2017

Attachments: 1. Crudine Ridge Wind Farm Draft VPA. (separately attached)
2. Crudine Ridge Wind Farm Explanatory Note. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.5 FlyPelican Ground Handling Support

REPORT BY THE DIRECTOR DEVELOPMENT

TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, ECO800028

RECOMMENDATION

That Council:

1. **receive the report by the Director Development on the FlyPelican Ground Handling Support;**
2. **provide in-principle support to provide an additional 6 months of financial assistance to FlyPelican for check-in and ground handling functions for the Mudgee to Sydney air service;**
3. **place its intention to provide up to \$52,000 in financial assistance to FlyPelican for check-in and ground handling functions on public exhibition for a period of 28 days; and**
4. **receive a further report following the exhibition period.**

Executive summary

The purpose of this report is to receive an update on the operation of the FlyPelican air service as at 31 May 2017 and to consider a request by FlyPelican to extend financial assistance for check-in and ground handling functions.

If Council provides in-principle agreement to provide financial support for the check-in and ground handling functions for a period of 6 months, Council is required to place its intention to provide up to \$52,000 in financial assistance to FlyPelican on public exhibition for a period of 28 days.

A further report will be brought back to Council at the end of the exhibition period to provide feedback on submissions received and amend the 2017/18 Operational Plan.

Disclosure of Interest

Nil

Detailed report

Council entered into an Air Service Start Up Support Agreement with FlyPelican in February 2015 to assist FlyPelican with the initial start-up and establishment costs of a regular passenger service between Mudgee and Sydney. Under this agreement, Council provided financial support for the check-in and ground handling functions associated with the air service for a period of 24 months.

FlyPelican has provided Council with an update on operations since the commencement of the service in June 2015 to 31 May 2017 (as a confidential attachment to this report). The report includes an independent assessment of the Mudgee to Sydney route.

Council has received the attached letter from FlyPelican requesting an extension of the financial support for check-in and ground handling functions. FlyPelican continues to monitor passenger trends on each flight segment in order to maximise the overall financial performance of the service, which includes maintaining competitive fares for passengers. The provision of an extension of the financial support for check-in and ground handling functions will help FlyPelican in achieving these objectives.

A regular air service between Mudgee and Sydney has significant economic and social benefits. These benefits are well recognised in the community and therefore, it is recommended that Council provide an extension of financial support for the check-in and ground handling functions for a period of 6 months (estimated expense of \$52,000).

If Council provides in-principle agreement to provide financial support for the check-in and ground handling functions for a period of 6 months, Council is required to place its intention to provide up to \$52,000 in financial assistance to FlyPelican on public exhibition for a period of 28 days.

A further report will be brought back to Council at the end of the exhibition period to provide feedback on submissions received and amend the 2017/18 Operational Plan.

Community Plan implications

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

Financial implications

The purpose of this report is to obtain Council's in-principle support to extend the financial assistance to FlyPelican for ground handling functions for 6 months and to place its intention to provide financial assistance of up to \$52,000 to FlyPelican on public exhibition.

A further report will be brought back to Council at the end of the exhibition period to consider any submissions received. This report would also include an amendment to the 2017/18 Operational Plan if the financial assistance is endorsed by Council.

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

8 June 2017

Attachments:

1. FlyPelican Report at 31 May 2017. (Confidential - separately attached)
2. FlyPelican Request for Financial Assistance. (Confidential - separately attached)
3. FlyPelican Independent Assessment. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.6 Mid-Western Region Towards 2030 Community Plan

REPORT BY THE DIRECTOR DEVELOPMENT

TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, COR400124

RECOMMENDATION

That Council:

1. receive the report by the Director Development on the Mid-Western Region Towards 2030 Community Plan; and
2. adopt the Mid-Western Region Towards 2030 Community Plan.

Executive summary

The purpose of this report is to adopt the Mid-Western Region Towards 2030 Community Plan following the 28 days public exhibition period.

Disclosure of Interest

Nil

Detailed report

At its April 2017 meeting, Council resolved to place the revised Mid-Western Region Towards 2030 Community Plan on public exhibition for a period of 28 days. The exhibition period ended on 19 May 2017.

The Community Plan was placed on exhibition with Council's other IP&R documents which include the Delivery Program and Operational Plan.

Whilst there were submissions received in relation to items in the Delivery Program and Operational Plan (which will be considered separately), there were no submissions received to the Community Plan during the exhibition period.

The recommendation is to adopt the Mid-Western Region Towards 2030 Community Plan as exhibited and attached to this report.

Community Plan implications

Theme	Good Governance
Goal	Strong civic leadership
Strategy	Provide clear strategic direction through the Community Plan, Delivery Program and Operational Plans

Financial implications

Not applicable.

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

8 June 2017

Attachments: 1. Mid-Western Region Towards 2030 Community Plan. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 9: Finance

9.1 Monthly Budget Review April 2017

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, FIN300065

RECOMMENDATION

That Council:

1. receive the report by the Manager, Financial Planning on the Monthly Budget Review April 2017; and
2. amend the 2016/17 Operational Plan in accordance with the variations as listed in the Monthly Budget Review attachment to this report

Executive summary

This report presents to Council the April Monthly Budget Review of the 2016/17 Operational Plan
Disclosure of Interest

Nil

Detailed report

Clause 202 of the Local Government (General) Regulation 2005 states that the responsible accounting officer is to maintain a system of budgetary control that enables actual income and expenditure to be monitored each month and compared with the estimate of Council's income and expenditure and that any material difference be reported to the next meeting of Council.

The attachment to this report includes the proposed budget variations and status of all capital works projects as at 30 April 2017.

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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Financial implications

Proposed variations to the 2016/17 Operational Plan are included in the budget review attachment to this report.

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

19 May 2017

Attachments: 1. April Monthly Budget Review.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



*Good
Government*

MONTHLY BUDGET REVIEW – APRIL 2017

ATTACHMENT 1 – CAPITAL
PROGRAM UPDATE

31 MAY 2017

MID-WESTERN REGIONAL COUNCIL
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



THIS DOCUMENT HAS BEEN PREPARED BY LEONIE JOHNSON, CFO FOR MID-WESTERN REGIONAL COUNCIL.

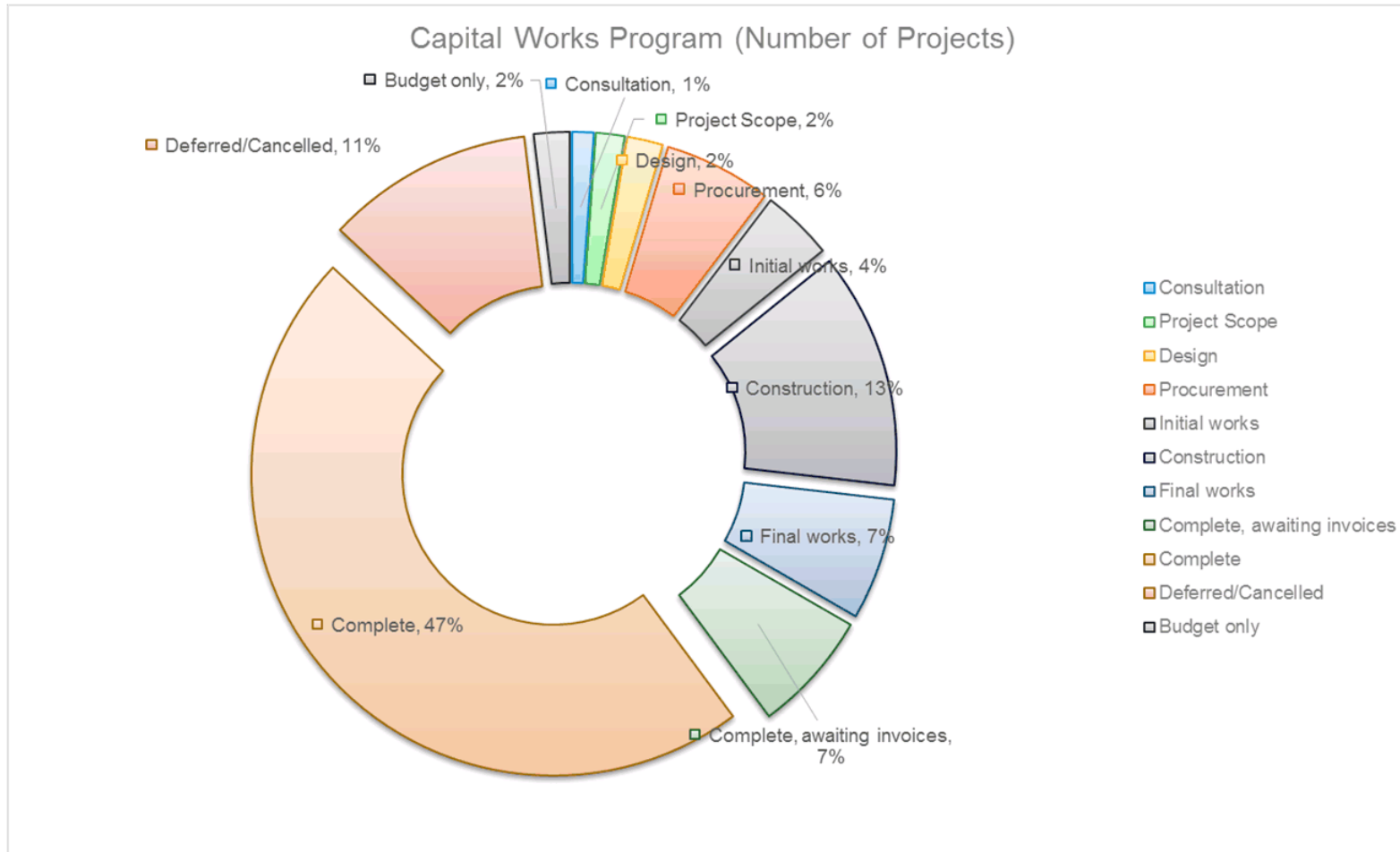
ANY QUESTIONS IN RELATION TO THE CONTENT OF THIS DOCUMENT SHOULD BE DIRECTED TO:
LEONIE.JOHNSON@MIDWESTERN.NSW.GOV.AU OR (02) 6378 2850

DATE OF PUBLICATION: 31 MAY 2017

<i>Proposed Variations</i>		
COMMUNITY PLAN THEME	VARIATION	AMOUNT
GENERAL FUND		
Positive Variations		
Connecting our Region	Triamble Road Access - defer part of this project budget to 2017/18. The \$235k reduction is offset by the deferral of grant funding \$190k. This leaves a reduction in unrestricted cash spending of \$45k.	45,000 F
Total Positive Variations		45,000
Contra Variations		
Connecting our Region	Cycleway Link Lawson Park to Pitts Lane - defer part of this project to 2017/18 to match project timetable	300,000 C
Connecting our Region	Cycleway Link Lawson Park to Pitts Lane - defer funding of \$150k S94 and \$150k RMS contributions to 2017/18	(300,000) C
Connecting our Region	State Roads - budget for RMS funded State Road Ordered Work: Cherry Tree Culvert Repair \$300,000 Golden Highway Signage \$109,902 Mudgee Asphalt Works \$1,236,733	(1,646,635) C
Connecting our Region	State Roads - budget for RMS income on State Road Ordered Work	1,646,635 C
Good Government	Kandos Library Refurbishment - recognise NSW State Library grant income	40,000 C
Good Government	Kandos Library Refurbishment - reduce transfer from Asset Replacement Reserve	(40,000) C
Good Government	Mudgee Depot Wash Bay Upgrades - defer part of this project to 2017/18 for redesign	39,500 C
Good Government	Mudgee Depot Wash Bay Upgrades - reduce transfer from Asset Replacement Reserve	(39,500) C
Connecting our Region	Airport Capital Project - defer the installation of electrical services and relocation of fencing to 2017/18	221,000 C
Connecting our Region	Airport Capital Project - defer receipt grant funding along with expenditure	(221,000) C
Looking after our Community	Playground Upgrade Anzac Park - defer to 2017/18 due to contractor delays	7,650 C
Looking after our Community	Playground Upgrade Anzac Park - reduce transfer from VPA funding	(7,650) C
Connecting our Region	Cudgegong Waters Caravan Park Capital - defer upgrade of fire services to 2017/18 due to delay in procurement and requirement for tender	120,000 C
Connecting our Region	Cudgegong Waters Caravan Park Capital - reduce transfer from Asset Replacement Reserve	(120,000) C
Good Government	Gulgong Depot Wash Bay - defer part of this project to 2017/18	100,000 C
Good Government	Gulgong Depot Wash Bay - reduce transfer from Capital Program Reserve	(100,000) C
Connecting our Region	Glen Willow Walkway - defer part of budget to 2017/18 to continue with land matters	32,000 C
Connecting our Region	Glen Willow Walkway - reduce transfer from Capital Program Reserve	(32,000) C
Protecting our Natural Environment	Drainage Capital Projects deferred to 2017/18: - Bent Street \$10k - Bombira Ave part project \$35k - Dunn Street \$10k - Court Street \$10k	65,000 C
Protecting our Natural Environment	Drainage Capital Projects - reduce transfer from Asset Replacement Reserve	(65,000) C
Connecting our Region	Resheeting Cox Creek Road - increase budget required to cart suitable material (Roads to Recovery Grant funded)	(20,000) C
Connecting our Region	Resheeting Cox Creek Road - increase Roads to Recovery grant claim	20,000 C
Good Government	IT Corporate Software - defer consulting for payroll software upgrades to 2017/18 due to amendments required to application environment	(21,500) C

CORPORATE: FINANCE | MONTHLY BUDGET REVIEW – APRIL 2017

<i>Proposed Variations</i>		
COMMUNITY PLAN THEME	VARIATION	AMOUNT
Good Government	IT Corporate Software - reduce transfer from Capital Program Reserve	21,500 C
Total Contra Variations		0
TOTAL GENERAL FUND		45,000
	<i>Non-cash variations</i>	0
	<i>Unrestricted cash variations</i>	45,000
COMMUNITY PLAN THEME	VARIATION	AMOUNT
WATER FUND		
Negative Variations		
Protecting our Natural Environment	Consultant required to prepare grant application for smart water meter replacement program.	(15,000) U
Total Negative Variations		(15,000)
Contra Variations		
Protecting our Natural Environment	Water New Licence Purchases - initial bid for licence was unsuccessful and the full budget allocation is no longer required. Reduce budget to \$800k	1,200,000 C
Protecting our Natural Environment	Water New Licence Purchases - reduce transfer from Water Reserves	(1,200,000) C
Total Contra Variations		0
TOTAL WATER FUND		(15,000)
	<i>Non-cash variations</i>	0
	<i>Unrestricted cash variations</i>	(15,000)
COMMUNITY PLAN THEME	VARIATION	AMOUNT
WASTE FUND		
Contra Variations		
Protecting our Natural Environment	Waste Transfer Station Upgrade Hargraves - Due to specification changes this project is required to be deferred to 2017/18 (Waste Reserves funded)	50,000 C
Protecting our Natural Environment	Waste Transfer Station Upgrade Hargraves - reduce transfer from Waste Reserve	(50,000) C
Protecting our Natural Environment	Waste Transfer Station Upgrade Bylong - Due to specification changes this project is required to be deferred to 2017/18 (Waste Reserves funded)	30,000 C
Protecting our Natural Environment	Waste Transfer Station Upgrade Bylong - reduce transfer from Waste Reserve	(30,000) C
Total Contra Variations		0
TOTAL WASTE FUND		0
	<i>Non-cash variations</i>	0
	<i>Unrestricted cash variations</i>	0



KEY

Status	Description
Consultation	Engaging with stakeholders for ideas and to determine viability and direction for the project.
Project Scope	Initial concept, business case and project plan development.
Design	Initial and detailed design.
Procurement	Tendering, sourcing quotes or suppliers.
Initial works	Early stages of project delivery.
Construction	Major project activities are in progress.
Final works	Project is in final stages of completion or awaiting minor items.
Complete, awaiting invoices	Project work is complete. Waiting on invoices from suppliers for financial completion.
Complete	Project work is complete and all costs have been allocated.
Deferred/Cancelled	Project is no longer in current year's program
Budget only	Project for budget purposes only. Fully allocated out to projects.

\$'000	ORIGINAL ANNUAL BUDGET	CURRENT ANNUAL BUDGET	PROPOSED VARIATIONS	PROPOSED ANNUAL BUDGET	ACTUAL YTD	ACTUAL YTD/ PROPOSED ANNUAL BUDGET	COMMITMENTS	COMMENT
Looking after our Community								
RURAL FIRE SERVICE - MUDGEES FIRE STATION	0	0	0	0	8	0%	0	Complete
IMPOUNDING FACILITY	0	18	0	18	0	0%	17	Construction
CHILD CARE CENTRE SHORT/DOURO - CAPITAL	10	10	0	10	6	56%	0	Complete
COMM. TRANSPORT- VEHICLE PURCHASE	74	74	0	74	22	30%	22	Initial works
WOLLAR PROGRESS ASSOCIATION COMMUNITY INFRASTRUCTURE	0	15	0	15	0	0%	0	Consultation
MUDGEES CEMETERY CAP IMPV	95	0	0	0	0	0%	0	Deferred/Cancelled
GULGONG CEMETERY CAP IMPV	34	15	0	15	2	16%	11	Initial works
GPS CEMETERY SITES	22	41	0	41	5	11%	39	Construction
MUDGEES CEMETERY INTERNAL ROADS	0	25	0	25	11	43%	0	Construction
PUBLIC TOILETS - CAPITAL UPGRADES - BUDGET ONLY	87	87	0	87	18	21%	23	Final works
PUBLIC TOILETS - GULGONG CEMETERY	5	0	0	0	0	0%	0	Complete
DEMOLITION - JACK TINDALE TOILETS	25	0	0	0	0	0%	0	Complete
LIBRARY BOOKS	67	67	0	67	64	96%	0	Final works
CAPITAL UPGRADE - KANDOS HALL	125	105	0	105	94	89%	0	Final works
CAPITAL UPGRADE - KANDOS PRESCHOOL	5	5	0	5	0	0%	0	Design
CAPITAL UPGRADE - RYLSTONE & KANDOS HALLS CHAIRS/TABLES	10	10	0	10	0	0%	0	Complete
CAPITAL UPGRADE - MUDGEES TOWN HALL STAGE LIGHTING	8	8	0	8	0	0%	0	Procurement
GULGONG POOL - DISABLED ACCESS	150	222	0	222	194	87%	27	Complete
KANDOS POOL TILING	0	66	0	66	66	100%	0	Complete
POOL CLEANER REPLACEMENT	15	15	0	15	14	98%	0	Complete
POOL FILTER REPLACEMENT	20	20	0	20	21	107%	0	Complete
GULGONG POOL CLUB ROOM	10	6	0	6	6	103%	0	Complete

CORPORATE: FINANCE | MONTHLY BUDGET REVIEW – APRIL 2017

\$'000	ORIGINAL ANNUAL BUDGET	CURRENT ANNUAL BUDGET	PROPOSED VARIATIONS	PROPOSED ANNUAL BUDGET	ACTUAL YTD	ACTUAL YTD/ PROPOSED ANNUAL BUDGET	COMMITMENTS	COMMENT
MUDGEES POOL ROOF RESTORATION	0	14	0	14	0	0%	0	Final works
MUDGEES SHOWGROUNDS - REDEVELOPMENT	0	44	0	44	12	26%	0	Procurement
GLENWILLOW SPORTS GROUND UPGRADES	0	7	0	7	6	86%	1	Complete
GLEN WILLOW CRICKET WICKET	30	0	0	0	0	0%	0	Deferred/Cancelled
GLEN WILLOW CARPARK	25	63	0	63	18	29%	34	Initial works
CAPITAL UPGRADE - KANDOS SPORTSGROUND CANTEEN	60	60	0	60	25	41%	0	Final works
CAPITAL UPGRADE - VICTORIA PARK MUDGEES AMENITIES	5	5	0	5	4	82%	0	Complete
CAPITAL UPGRADE - BILLY DUNN GRANDSTAND	3	3	0	3	4	129%	0	Complete
CAPITAL UPGRADE - VICTORIA PARK GULGONG AMENITIES	2	0	0	0	0	0%	0	Complete
BILLY DUNN OVAL - UPGRADES	27	27	0	27	0	0%	26	Complete
GULGONG TENNIS COURTS	70	70	0	70	0	0%	69	Final works
CAPITAL UPGRADE - BILLY DUNN CANTEEN	55	55	0	55	27	49%	4	Construction
CAPITAL UPGRADE - MUDGEES SHOWGROUND	33	0	0	0	0	0%	0	Complete
PASSIVE PARKS - LANDSCAPING IMPROVEMENTS	5	5	0	5	5	103%	0	Complete
RED HILL RESERVE - TOURISM DEVELOPMENT INVESTIGATION	0	8	0	8	5	60%	0	Final works
ROBERTSON PARK ROTUNDA	0	9	0	9	9	96%	0	Complete
PLAYGROUND EQUIPMENT UPGRADE - MOUFARRIAGE PARK	43	35	0	35	35	100%	0	Complete
PLAYGROUND EQUIPMENT UPGRADE - INTERACT PARK	13	13	0	13	10	78%	0	Complete
PLAYGROUND EQUIPMENT UPGRADE - GILBEY PARK	30	30	0	30	29	96%	0	Complete
PLAYGROUND UPGRADE - ANZAC PARK GULGONG	0	8	(8)	0	0	100%	0	Deferred/Cancelled
SCULPTURES ACROSS THE REGION	30	50	0	50	38	75%	0	Construction

\$'000	ORIGINAL ANNUAL BUDGET	CURRENT ANNUAL BUDGET	PROPOSED VARIATIONS	PROPOSED ANNUAL BUDGET	ACTUAL YTD	ACTUAL YTD/ PROPOSED ANNUAL BUDGET	COMMITMENTS	COMMENT
AVISFORD RESERVE - CAPITAL	32	32	0	32	0	0%	30	Procurement
PLAYGROUND SHADING PROGRAM	30	30	0	30	28	93%	0	Complete
PATH BINS AND BAG DISPENSERS	10	10	0	10	9	89%	0	Complete
PLAYGROUND RUBBER SOFTFALL PROGRAM	62	59	0	59	58	100%	0	Complete
YOUTH INFRASTRUCTURE	500	0	0	0	0	0%	0	Deferred/Cancelled
IRRIGATION RENEWAL PROGRAM	30	60	0	60	22	36%	1	Complete, awaiting invoices
SHADESAIL CHARBON PLAYGROUND	16	0	0	0	0	0%	0	Deferred/Cancelled
MUDGEES DOG OFF LEASH AREA IMPROVEMENTS	10	6	0	6	6	104%	0	Complete
GULGONG DOG OFF LEASH AREA IMPROVEMENTS	10	9	0	9	9	98%	0	Complete
ART GALLERY FACILITY	30	45	0	45	7	15%	0	Project Scope
STREETSCAPE - CBD INFRASTRUCTURE	13	13	0	13	0	0%	0	Procurement
STREETSCAPE - TREE PLANTING RYLSTONE/KANDOS	5	5	0	5	7	141%	1	Complete
Total	1,939	1,584	(8)	1,576	904	57%	305	

Protecting our Natural Environment

RURAL WASTE DEPOT UPGRADES	59	0	0	0	0	0%	0	Deferred/Cancelled
MUDGEES WASTE DEPOT UPGRADES	33	33	0	33	16	50%	0	Procurement
NEW TIP CONSTRUCTION	150	158	0	158	145	92%	1	Initial works
REMOTE SECURITY CAMERAS AT WTS	46	3	0	3	0	0%	53	Complete
WTS - HARGRAVES UPGRADE	50	50	(50)	0	0	0%	0	Deferred/Cancelled
WTS - BYLONG UPGRADE	30	30	(30)	0	0	0%	0	Deferred/Cancelled

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WASTE SITE REHAB - MUDGEE	50	50	0	50	0	0%	0	Budget only
COMMUNITY RECYCLING CENTRE	0	21	0	21	32	153%	0	Complete
SEDIMENT DAM	69	120	0	120	117	97%	0	Complete
DRAINAGE CAPITAL IMPROVEMENTS	272	50	0	50	49	99%	0	Complete
CAUSEWAY IMPROVEMENTS	60	0	0	0	1	0%	0	Deferred/Cancelled
RIFLE RANGE ROAD CULVERT UPGRADE	0	58	0	58	7	12%	10	Construction
HORATIO ST DETENTION BASIN	0	199	0	199	174	87%	5	Complete, awaiting invoices
CAUSEWAY IMPROVEMENT - BARNEY'S REEF ROAD	0	12	0	12	12	100%	0	Complete
CAUSEWAY IMPROVEMENT - CAMBELLS CREEK ROAD	0	57	0	57	57	100%	0	Complete
WINTER STREET DETENTION BASIN	0	20	0	20	12	61%	0	Complete
FITZGERALD STREET DRAINAGE IMPROVEMENTS	0	65	0	65	56	87%	0	Complete
MASON STREET DRAINAGE IMPROVEMENTS	0	45	0	45	39	87%	4	Complete, awaiting invoices
BENT STREET DRAINAGE IMPROVEMENTS	0	10	(10)	0	0	0%	0	Deferred/Cancelled
BOMBIRA AVE DRAINAGE IMPROVEMENTS	0	40	(35)	5	0	0%	4	Design
DUNN STREET KANDOS DRAINAGE IMPROVEMENTS	0	10	(10)	0	0	0%	0	Deferred/Cancelled
COURT STREET DRAINAGE IMPROVEMENTS	0	10	(10)	0	0	0%	0	Deferred/Cancelled
PUTTA BUCCA WETLANDS CAPITAL	15	21	0	21	1	6%	8	Procurement
WATER NEW CONNECTIONS	139	59	0	59	36	62%	0	Construction
WATER NEW LICENCE PURCHASES	0	2,000	(1,200)	800	0	0%	0	Procurement
WATER AUGMENTATION - WEST MUDGEE EXTENSION	0	31	0	31	13	41%	19	Complete
WATER AUGMENTATION - ULAN RD EXTENSION	1,600	26	0	26	3	11%	38	Design
WATER RYLSTONE DAM UPGRADE	6,000	200	0	200	105	52%	61	Design
WATER TELEMTRY	20	20	0	20	21	107%	0	Complete

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WATER MAINS - CAPITAL BUDGET ONLY	800	0	0	0	0	0%	0	Budget only
WATER MAINS - MAYNE ST GULGONG	0	80	0	80	0	0%	2	Complete, awaiting invoices
WATER MAINS - LYNNE ST GULGONG	0	58	0	58	0	0%	8	Construction
WATER MAINS - SALEYARDS LN GULGONG	0	48	0	48	44	92%	0	Complete
WATER MAINS - ANDERSON ST GULGONG	0	22	0	22	19	86%	0	Complete
WATER MAINS - BARNEYS REEF RD GULGONG	0	154	0	154	138	90%	0	Complete
WATER MAINS - HOMER ST GULGONG	0	14	0	14	12	87%	0	Complete
WATER MAINS - ROBINSON ST GULGONG	0	17	0	17	16	96%	0	Complete
WATER MAINS - DABEE RD KANDOS	0	55	0	55	51	93%	0	Complete
WATER MAINS - ANGUS AVE KANDOS	0	55	0	55	0	0%	2	Construction
WATER MAINS - CHURCH ST MUDGEES	0	66	0	66	66	100%	0	Complete
WATER MAINS - SYDNEY RD MUDGEES	0	55	0	55	55	99%	0	Complete
WATER MAINS - MADEIRA RD MUDGEES	0	42	0	42	40	95%	1	Complete
WATER MAINS - LAWSON ST MUDGEES	0	34	0	34	34	99%	0	Complete
WATER MAINS - SHORT ST MUDGEES	0	74	0	74	69	93%	0	Complete
WATER PUMP STATION - CAPITAL RENEWALS	76	26	0	26	0	2%	18	Procurement
RAW WATER SYSTEMS RENEWALS	16	16	0	16	4	26%	0	Construction
WATER TREATMENT PLANT - RENEWALS	95	7	0	7	6	88%	0	Procurement
WATER METER REPLACEMENT	150	28	0	28	28	99%	0	Complete
NEW WATER CONNECTIONS SPS	0	15	0	15	6	38%	0	Construction
SEWER NEW CONNECTIONS	49	25	0	25	11	45%	1	Construction
SEWER AUGMENTATION - RYLSTONE & KANDOS	515	15	0	15	0	1%	0	Project Scope
SEWER AUGMENTATION - MUDGEES	0	4	0	4	0	0%	11	Complete, awaiting invoices
SEWER TELEMTRY	21	21	0	21	20	97%	0	Complete
SEWER MAINS - CAPITAL BUDGET ONLY	806	0	0	0	3	0%	0	Budget only

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\$'000	ORIGINAL ANNUAL BUDGET	CURRENT ANNUAL BUDGET	PROPOSED VARIATIONS	PROPOSED ANNUAL BUDGET	ACTUAL YTD	ACTUAL YTD/ PROPOSED ANNUAL BUDGET	COMMITMENTS	COMMENT
SEWER MAINS RELINING	0	719	0	719	1	0%	691	Construction
SEWER MAINS - BELLEVUE TO RIFLE RANGE ROAD	0	47	0	47	0	0%	0	Complete, awaiting invoices
SEWER MAINS - RISING MAIN CAERLEON	0	2	0	2	0	0%	2	Complete
SEWER MAINS - BOMBIRA RISING MAIN	0	5	0	5	2	41%	0	Complete
SEWER MAINS - CCTV EQUIPMENT	0	32	0	32	30	94%	0	Complete
SEWER MAINS - HOLYOAK BRIDGE MUDGEE	0	55	0	55	55	100%	0	Complete
SEWER PUMP STATION - CAPITAL RENEWALS	68	68	0	68	12	18%	28	Procurement
SEWER PUMP STATION - FLOW METERING	0	18	0	18	0	0%	0	Construction
SEWER PUMP STATION - CAERLEON	0	278	0	278	277	99%	0	Complete
SEWER TREATMENT WORKS - RENEWALS	45	45	0	45	35	77%	0	Construction
SOLAR PANEL INSTALLATION MUDGEE STP	100	65	0	65	1	2%	0	Complete, awaiting invoices
SEWER EASEMENT & LAND MATTERS	0	17	0	17	0	0%	0	Consultation
Total	11,334	5,680	(1,345)	4,335	1,933	45%	964	

Building a Strong Local Economy

CUDGEGONG WATERS CARAVAN PARK	0	134	(120)	14	7	50%	0	Deferred/Cancelled
RYLSTONE TOURIST INFO BAY	35	10	0	10	5	48%	0	Complete
SALEYARDS - POST AND RAIL REPLACEMENT	10	10	0	10	10	103%	0	Complete
PROPERTY - EX SALEYARDS STAGE I	400	10	0	10	9	90%	0	Deferred/Cancelled
PROPERTY - LIONS DRIVE SUBDIVISION	0	13	0	13	11	86%	0	Complete
PROPERTY - MORTIMER ST PRECINCT	0	42	0	42	0	0%	15	Procurement
PROPERTY - BURRUNDULLA LAND DEVELOPMENT	0	21	0	21	6	26%	0	Consultation
PROPERTY - DEVELOPMENT MORTIMER ST	4,830	10	0	10	7	68%	61	Project Scope

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MINERS COTTAGE RED HILL	5	4	0	4	3	100%	0	Complete
COMMERCIAL PROPERTY PURCHASE	0	500	0	500	0	0%	0	Procurement
Total	5,280	754	(120)	634	58	9%	76	

Connecting our Region

URBAN RESEALS - MARKET ST SEG 10	12	6	0	6	2	27%	0	Complete
URBAN RESEAL - DABEE RD SEG 30, 40, 50, 60, 70 & 80	38	38	0	38	39	102%	0	Complete
URBAN RESEAL - COOPER DR SEG 10, 20 & 30	43	43	0	43	0	1%	0	Complete
URBAN RESEAL - MCDONALD ST SEG 10, 20, 30 & 50	25	19	0	19	18	91%	0	Complete
URBAN RESEAL - LITTLE BELMORE STREET GULGONG	14	0	0	0	0	0%	0	Deferred/Cancelled
URBAN RESEALS - TALLAWANG ST SEG 10	6	2	0	2	0	1%	0	Complete
URBAN RESEALS - GEORGE ST SEG 10, 20 & 30	38	35	0	35	34	99%	0	Complete
URBAN RESEALS - MADEIRA RD SEG 20 & 40	26	32	0	32	32	100%	0	Complete
URBAN RESEALS - OPORTO RD SEG 10 TO 80	59	49	0	49	49	98%	0	Complete
URBAN ROADS KERB & GUTTER CAPITAL	24	24	0	24	20	86%	0	Complete, awaiting invoices
FAIRY DALE LANE UPGRADE	0	275	0	275	275	100%	0	Complete
REHAB - KELLET DR MUDGEE	32	32	0	32	32	100%	0	Complete
REHAB - CHURCH ST SEG 100	19	20	0	20	17	84%	0	Complete
REHAB - CHURCH ST SEG 120	156	126	0	126	120	95%	0	Complete
REHAB - MADEIRA RD SEG 20 & 30	125	107	0	107	106	99%	0	Complete
REHAB - DABEE ROAD SEG 10 & 20	50	5	0	5	0	0%	0	Complete
REHAB - ANGUS AVE KANDOS	465	12	0	12	11	99%	0	Deferred/Cancelled
RESHEETING - URBAN ROADS	14	14	0	14	9	65%	0	Complete, awaiting invoices

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LEWIS & MORTIMER STREET INTERSECTION	0	9	0	9	1	10%	9	Complete
MARKET & LEWIS STREET INTERSECTION	179	279	0	279	279	100%	3	Complete
RYLSTONE PUBLIC SCHOOL CROSSING	17	24	0	24	24	99%	0	Complete
TRAFFIC COUNTER REPLACEMENT	0	15	0	15	1	4%	0	Procurement
MUDGEES PUBLIC SCHOOL PEDESTRIAN SIGNAGAE	0	1	0	1	1	42%	0	Complete
FAIRYDALE LANE LAND MATTERS CAPITAL	0	36	0	36	27	75%	0	Final works
URBAN ROADS LAND MATTERS CAPITAL	21	21	0	21	0	0%	0	Initial works
RURAL SEALED ROADS RESEALS BUDGET ONLY	775	0	0	0	0	0%	0	Budget only
RURAL RESEAL - LAHEYS CREEK RD SEG 40, 50	69	0	0	0	1	0%	0	Deferred/Cancelled
RURAL RESEALS - CUDGEGONG RD, EVANS CROSSING	1	0	0	0	0	0%	0	Deferred/Cancelled
RURAL RESEALS - BOCOBLE ROAD SEG 70 - 80	0	58	0	58	47	81%	4	Complete
RURAL RESEALS - BOTOBOLAR ROAD SEG 30,40,50	0	75	0	75	56	74%	17	Complete
RURAL RESEALS - EURUNDEREE LANE SEG 10,20,30	0	54	0	54	54	100%	0	Complete
RURAL RESEALS - FROG ROCK ROAD SEG 10, 20, 30	0	57	0	57	57	100%	0	Complete
RURAL RESEALS - WILBETREE ROAD SEG 10, 20, 30, 40	0	185	0	185	152	82%	0	Complete, awaiting invoices
RURAL RESEALS - NARRANGO RD SEG 70 TO 120	206	116	0	116	28	24%	38	Complete
RURAL RESEALS - ROCKY WATERHOLE RD SEG 30 - 40	39	42	0	42	43	101%	0	Complete
RURAL RESEALS - OLD BARNEYS REEF RD SEG 10	22	18	0	18	6	34%	0	Complete
RURAL RESEALS - NULLO MOUNTAIN SEG 10 & 110	36	19	0	19	0	1%	0	Complete
RURAL RESEALS - KAINS FLAT RD SEG 20 & 40	49	44	0	44	44	100%	0	Complete

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RURAL RESEAL - SPRING RIDGE RD SEG 130 - 180	162	0	0	0	0	0%	0	Deferred/Cancelled
RURAL REHAB - NARRANGO RD SEG 60	265	222	0	222	222	100%	0	Complete
RURAL REHAB - OLD BARNEYS REEF RD SEG 20	69	7	0	7	2	25%	0	Complete
RURAL REHAB - CUDGEGONG RD SEG 60 TO 70	320	13	0	13	13	100%	0	Deferred/Cancelled
RURAL REHAB - HENRY LAWSON DR SEG 170	180	180	0	180	31	17%	0	Complete, awaiting invoices
HEAVY PATCHING	107	160	0	160	160	100%	0	Complete
RURAL REHAB - NARRANGO RD SEG 20	32	36	0	36	2	6%	0	Complete
RURAL REHAB - LUE RD PART SEG 190, 180	45	0	0	0	0	0%	0	Deferred/Cancelled
BLACKSPOT LUE ROAD	0	133	0	133	133	100%	0	Complete
HEAVY PATCHING - HENRY LAWSON DRIVE	0	18	0	18	18	104%	0	Complete
HEAVY PATCHING - WINDEYER RD	0	33	0	33	33	100%	0	Complete
HEAVY PATCHING - MUD HUT CREEK RD	0	4	0	4	8	218%	0	Complete
RURAL REHAB - COOPER DRIVE SEG 90	0	170	0	170	100	59%	2	Complete, awaiting invoices
FUTURE YRS REFS - BUDGET ONLY	6	6	0	6	0	0%	0	Budget only
RURAL SEALED ROAD LAND MATTERS	26	26	0	26	0	1%	0	Initial works
RURAL SEALED REGIONAL ROAD REPAIR PROGRAM	800	800	0	800	224	28%	228	Construction
BLACKSPOT HILL END ROAD	0	1,530	0	1,530	765	50%	254	Construction
REHAB COPE ROAD UPGRADE - CONFORMING RESEALS	84	0	0	0	0	0%	0	Complete
REHAB COPE ROAD UPGRADE - MILESTONE 2	47	0	0	0	1	0%	0	Complete
REHAB COPE ROAD UPGRADE - MILESTONE 3	(110)	109	0	109	109	100%	0	Complete
REHAB COPE ROAD UPGRADE - MILESTONE 4	230	184	0	184	184	100%	0	Complete
REHAB COPE ROAD UPGRADE - MILESTONE 5	1,477	1,274	0	1,274	1,205	95%	0	Complete, awaiting invoices

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REG RESEALS - WOLLAR ROAD SEG 1345 - 1350	390	12	0	12	12	100%	0	Deferred/Cancelled
REG RESEALS - BYLONG VALLEY WAY RESEAL SEG 1095	374	374	0	374	18	5%	163	Construction
REG RESEAL - WOLLAR RD SEG 1285	46	0	0	0	0	0%	0	Deferred/Cancelled
RURAL SEALED REGIONAL ROAD LAND MATTERS CAPITAL	5	5	0	5	0	0%	0	Initial works
TRIANGLE ROAD ACCESS	0	305	(235)	70	24	34%	0	Initial works
WIDEN AND SEAL MT VINCENT ROAD HILL	8	8	0	8	8	98%	0	Complete
SEAL EXTENSION - PYRAMUL ROAD	62	253	0	253	253	100%	0	Complete
SEAL EXTENSION - BLACK SPRINGS ROAD	44	44	0	44	47	108%	0	Complete
SEAL EXTENSION - MT PLEASANT LANE	25	25	0	25	23	92%	4	Complete
SEAL EXTENSION - TINJA LANE	80	71	0	71	71	100%	0	Complete
RESHEETING	1,397	1,219	0	1,219	1,298	106%	0	Complete
RESHEETING - R2R DOUGHERTYS JUNCTION ROAD	0	44	0	44	44	100%	0	Complete
BISHOPS VIEW ROAD HARGRAVES	0	56	0	56	54	98%	0	Complete
RESHEETING - R2R BARTLETTS ROAD	0	13	0	13	7	55%	0	Construction
RESHEETING - R2R COX CREEK ROAD	0	30	20	50	0	0%	0	Initial works
RESHEETING - R2R BOWLES LANE	0	20	0	20	15	74%	0	Construction
RESHEETING - R2R WINDLES LANE	0	8	0	8	3	41%	0	Construction
RESHEETING - R2R WATERWORKS ROAD	0	18	0	18	11	62%	0	Complete, awaiting invoices
RESHEETING - R2R SAWPIT ROAD	0	9	0	9	9	94%	0	Complete, awaiting invoices
RESHEETING - R2R SPRING FLAT SOUTH LANE	0	26	0	26	19	73%	0	Complete, awaiting invoices
RESHEETING - R2R MELROSE ROAD	0	25	0	25	1	3%	0	Final works
RESHEETING - R2R BLUE SPRING ROAD	0	63	0	63	0	0%	0	Construction
REALIGNMENT MALONEYS ROAD	5	5	0	5	0	0%	0	Project Scope
UNSEALED ROADS LAND MATTERS CAPITAL	15	15	0	15	0	0%	0	Final works

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RURAL UNSEALED REGIONAL ROAD RESHEETING	0	22	0	22	22	101%	0	Complete
SEAL EXTENSION - WOLLAR ROAD	8,407	3,361	0	3,361	924	27%	1,794	Construction
CURRANS CUTTING - WOLLAR RD SEAL EXTENSION	0	1,200	0	1,200	0	0%	147	Construction
GREEN GULLY BRIDGE	0	129	0	129	130	101%	0	Complete
BUTTER FACTORY BRIDGE	0	11	0	11	11	100%	0	Complete
HENRY LAWSON DRIVE BRIDGE	1,028	58	0	58	27	46%	0	Deferred/Cancelled
GOODIMAN CREEK BRIDGE REPLACEMENT	0	20	0	20	0	0%	0	Construction
REGIONAL ROAD BRIDGE CAPITAL	54	9	0	9	5	54%	0	Construction
MACDONALDS CREEK BRIDGE REPLACEMENT	0	3	0	3	2	100%	0	Complete
ULAN ROAD - MIDBLOCK 19.999 TO 22.215	2	1	0	1	0	84%	0	Complete
ULAN ROAD - MT PLEASANT LN TO BUCKAROO LN	47	0	0	0	0	0%	0	Complete
ULAN ROAD - CHURCH LN TO OVERTAKING LN 14.5	2,376	2,805	0	2,805	1,940	69%	100	Construction
ULAN ROAD - COPE RD TO UCML MINE ENTRANCE	233	1	0	1	3	214%	0	Deferred/Cancelled
ULAN ROAD - WATTLEGROVE LN TO MIDBLOCK 19.999	1,870	1,470	0	1,470	771	52%	238	Construction
ULAN ROAD - WYALDRA LN TO QUARRY ENTRANCE 27.783	1,711	12	0	12	22	187%	0	Complete
ULAN ROAD - WINCHESTER CRES TO MIDBLOCK 31.106	400	704	0	704	705	100%	0	Complete
FOOTWAYS - CAPITAL WORKS	115	115	0	115	54	47%	14	Final works
PEDESTRIAN - GLEN WILLOW WALKWAY	50	43	(32)	11	2	14%	6	Deferred/Cancelled
GULGONG WALKWAY	80	80	0	80	27	34%	0	Final works
ROBERTSON ROAD - GOLF COURSE FENCE	0	13	0	13	13	101%	0	Complete
CYCLEWAY LINK LAWSON PARK TO PITTS LANE	300	450	(300)	150	30	20%	4	Design
AIRPORT - RELOCATION OF GEORGE CAMPBELL DRIVE	0	150	0	150	5	3%	18	Construction

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AIRPORT - RELOCATION OF FENCING	0	50	(50)	0	0	0%	0	Deferred/Cancelled
AIRPORT - TAXIWAY EXTENSION	0	200	0	200	27	13%	62	Construction
AIRPORT - TERMINAL BUILDING FITOUT	0	50	0	50	49	98%	3	Construction
AIRPORT - EXTENSION OF WATER & SEWER SERVICES	0	365	(171)	194	121	62%	0	Complete, awaiting invoices
Total	25,427	20,767	(768)	19,999	11,601	58%	3,107	

Good Government

MUDGEES ADMINISTRATION BUILDING UPGRADE	200	40	0	40	28	71%	14	Construction
OLD POLICE STATION UPGRADE	10	10	0	10	16	156%	0	Complete
KANDOS LIBRARY	84	84	0	84	12	14%	7	Final works
CARMEL CROAN GARAGE	20	55	0	55	54	98%	0	Complete
RYLSTONE COUNCIL BUILDING	20	20	0	20	8	38%	0	Complete
MUDGEES COTTAGE AERODROME	15	15	0	15	16	109%	0	Complete
CAPITAL UPGRADE - MWRC DEPOT	100	0	0	0	0	0%	0	Deferred/Cancelled
MUDGEES TOWN HALL	12	12	0	12	5	39%	0	Complete
MUDGEES STORES BUILDING	20	0	0	0	0	0%	0	Complete
DEPOT CHEMICAL SHEDS UPGRADE	0	23	0	23	2	10%	15	Final works
TELEPHONE SYSTEM - VOIP	0	90	0	90	79	87%	0	Complete
STORES CAPITAL WORKS	0	15	0	15	16	106%	0	Complete
IT SPECIAL PROJECTS	44	44	0	44	12	27%	0	Final works
IT NETWORK UPGRADES	26	83	0	83	59	71%	0	Final works
IT CORPORATE SOFTWARE	60	160	(22)	139	48	35%	36	Final works
ASSET MANAGEMENT SYSTEM UPGRADES	15	45	0	45	0	0%	25	Procurement
PLANT PURCHASES	3,428	4,497	0	4,497	1,647	37%	2,041	Procurement
MUDGEES DEPOT CAPITAL WORKS	0	45	0	45	8	19%	15	Construction
GULGONG DEPOT WASHBAY	220	175	(100)	75	0	0%	126	Initial works

\$'000	ORIGINAL ANNUAL BUDGET	CURRENT ANNUAL BUDGET	PROPOSED VARIATIONS	PROPOSED ANNUAL BUDGET	ACTUAL YTD	ACTUAL YTD/ PROPOSED ANNUAL BUDGET	COMMITMENTS	COMMENT
MUDGE DEPOT WASHBAY	0	45	(40)	6	0	0%	5	Deferred/Cancelled
Total	4,274	5,457	(161)	5,296	2,009	38%	2,284	
 Total Capital Works Program	 48,254	 34,241	 (2,402)	 31,839	 16,505	 52%	 6,736	

9.2 Write-off of Debts - Period 2/6/2016 to 7/6/2017

REPORT BY THE ASSISTANT MANAGER REVENUE AND PROPERTY
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, A0140197, A0340005

RECOMMENDATION

That Council:

1. **receive the report by the Assistant Manager Revenue and Property on the Write-off of Debts - Period 2/6/2016 to 7/6/2017 ;**
2. **note the write-offs totalling \$10,676.90 made under delegated authority as stipulated in Attachment 1 to this Report for the period 2/6/2016 to 7/6/2017; and**
3. **authorise the write-off of those debts greater than \$2,500 and totalling \$29,801.92 as stipulated in Attachment 1 to this Report for the period 2/6/2016 to 7/6/2017.**

Executive summary

This report provides a summary of debts less than \$2,500 owed to Council that have been written off since 2nd June 2016 under delegated authority and seeks Council's resolution to write off debts that are greater than \$2,500 that are owed to Council as stipulated in the attached summary.

Disclosure of Interest

Nil

Detailed report

Sections 213 and 131 of the Local Government (General) Regulation 2005 specify restrictions on writing off debts owed to a council. Council has previously resolved that the General Manager be delegated to write off amounts up to \$2,500. Debts owed to Council that are greater than \$2,500 must have a Council resolution directing that the stipulated amounts be written off.

Regulation 213(5) states that a debt can only be written off if it satisfies one of the following criteria:

- a) if the debt is not lawfully recoverable, or
- b) as a result of a decision of a court, or
- c) if the council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.

Regulation 131(6) states that the general manager must advise the council of rates and charges written off by written order of the general manager.

The total amount written off for the period 2 June 2016 to 7 June 2017 under delegation was \$10,676.90. The total amount of debts greater than \$2,500 and requiring a Council resolution to write off is \$29,801.92.

The attached summary supports the delegated write offs and outlines the debts greater than \$2,500 that require Council's resolution to write off.

Consultation has been undertaken with Council's debt collection agent throughout the entire debt recovery process. The alternative option was to continue to pursue the debts, however this was not considered appropriate for the reasons stated in the attachment.

It is important to note that a debt that has been written off does not prevent Council taking legal proceedings in the future to recover the debt. Any amount written off will be adjusted if part or all of the debt is subsequently recovered.

Community Plan implications

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

Financial implications

The writing off of the amounts shown in the attachment will reduce the balances of outstanding receivables. The rates and sundry debtor write-offs are offset by existing provisions for doubtful debts.

Councils Credit Policy is in place to minimise the expenditure of valuable resources collecting and writing off overdue and bad debts.

IAN CLAYTON
ASSISTANT MANAGER REVENUE AND
PROPERTY

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

26 May 2017

Attachments: 1. Write-off of Debts - Period 2/6/2016 to 7/6/2017. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.3 Summary of Outcome - Sale Of Land To Recover Overdue Rates And Charges – Chapter 17, Part 2, Division 5, Section 713 Of The Local Government Act 1993 conducted on 7 April 2017

REPORT BY THE REVENUE AND PROPERTY MANAGER
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, A0340011

RECOMMENDATION

That Council:

1. **receive the report by the Revenue and Property Manager on the Summary of Outcome - Sale Of Land To Recover Overdue Rates And Charges – Chapter 17, Part 2, Division 5, Section 713 Of The Local Government Act 1993 conducted on 7 April 2017; and**
2. **note the outcomes of the Sale of Land to Recover Overdue Rates and Charges process for each of the following properties:**
 - 2.1 **Property 1343 – Sold at auction, matter not yet settled at date of this Report**
 - 2.2 **Property 5287 – Payment in full, property withdrawn**
 - 2.3 **Property 13253 - Sold at auction, outstanding balance written off**
 - 2.4 **Property 20822 – Withdrawn, negotiations to be finalised by 31/7/2017**
 - 2.5 **Property 21003 - Sold at auction, outstanding balance written off**
 - 2.6 **Property 21004 - Sold at auction, no write-off required**
 - 2.7 **Property 21150 - Withdrawn, negotiations to be finalised by 31/7/2017**

Executive summary

This report has been prepared to inform Council of the outcomes in relation to the sale of land to recover unpaid rates and charges which was conducted under Chapter 17, Part 2, Division 5, Section 713 of the Local Government Act 1993 (the Act) on 7 April 2017.

Disclosure of Interest

Nil

Detailed report

Section 713(1) of the Act, states that Council may sell land where a rate or charge is overdue if it has remained unpaid for more than 1 year from the date on which it became payable in the case of vacant land, and in the case of any other land, it has remained unpaid for more than 5 years.

Council resolved on 16 November 2016, to sell 7 properties at auction with outstanding rates and charges totalling \$68,083.62.

Prior to the public auction on 7 April 2017, 3 properties were withdrawn from the sale for various reasons.

The property located in Hargraves was withdrawn following full payment of the outstanding rates and charges amounting to \$5,365.

The other 2 properties located in Rylstone and Carwell were withdrawn to give the descendants of the original owners time to fully investigate the status of the land tenures and to consider options to resolve the matter, including the payment of the outstanding rates and charges. It has been instructed that the interested parties are required to let Council know of their deliberations by 31 July 2017. If there is no resolution by 31 July 2017, these properties will be presented to Council later this year for further consideration to be included in the next listing of properties eligible for sale of land for unpaid rates.

The remaining 4 properties were auctioned on 7 April 2017 and all were sold at the fall of the hammer.

The 2 properties located at 381 Upper Turon Road Sofala and 369 Upper Turon Road Sofala realised \$16,500 and \$5,000, respectively.

The purchase money was sufficient to cover both the expenses incurred by Council in connection with the sale and the outstanding rates and charges on the 381 Upper Turon Road property. The balance of the purchase money will be paid into Council's trust fund and will be held by Council in trust for the persons having estates or interests in the land.

The \$5,000 realised for 369 Upper Turon Road was not sufficient to cover both expenses and outstanding rates. In this situation the shortfall has been written off in accordance with the Act.

The 2 properties located in Mudgee, being Right of Ways, realised \$200 and \$100. These are the properties which failed to settle after the previous auction for unpaid rates. The purchase prices realised for these properties were insufficient to cover both expenses and outstanding rates. The shortfall will be written off in accordance with the Act. Due to the Right of Way notation on the titles to these properties, their small size and no dwelling entitlement, it is considered a positive outcome that they were sold to respective adjoining owners in spite of the low prices realised. The Valuer General will amalgamate these land parcels for future rating purposes with the existing parcels owned by the respective purchasers.

The attached table summarises the results (confidential attachment 1).

Community Plan implications

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

Financial implications

Sections 718, 719 & 720 of the Act provide for the application of purchase money as follows:-

718 Application of purchase money -

The council must apply any purchase money received by it on the sale of land for unpaid rates and charges in or towards payment of the following purposes and in the following order:

- (a) firstly, the expenses of the council incurred in connection with the sale,*
- (b) secondly, any rate or charge in respect of the land due to the council, or any other rating authority, and any debt in respect of the land (being a debt of which the council has notice) due to the Crown as a consequence of the sale on an equal footing.*

719 What if the purchase money is less than the amounts owing?

If the purchase money is insufficient to satisfy all rates, charges and debts referred to in section 718 (b):

- (a) the amount available is to be divided between the rates, charges and debts in proportion to the amounts owing on each, and*
- (b) the rates, charges and debts are taken to have been fully satisfied.*

720 What if the purchase money is more than the amounts owing?

- (1) Any balance of the purchase money must be paid into the council's trust fund and held by the council in trust for the persons having estates or interests in the land immediately before the sale according to their respective estates and interests.*
- (2) The council may pay the balance of the purchase money or any part of the balance to or among the persons who are, in its opinion, clearly entitled to it, and the receipt of the person to whom any payment is so made is an effectual discharge to the council for it.*

The payment of rates and charges on the Hargraves property before the auction date and the successful auction of the remaining 4 properties listed, means that \$43,960 in outstanding rates and charges has been removed, either by way of write-off or full monetary payment, from Council's outstanding debtors listing.

The sale of land process will favourably influence Council's Outstanding Rates and Charges key performance indicator, for 2016/2017.

This indicator assesses the impact of uncollected rates and annual charges on liquidity and the effectiveness of Council's debt recovery. The percentage of rates and annual charges that are unpaid at the end of a financial year is a measure of how well a council is managing debt recovery.

DIANE SAWYERS
REVENUE AND PROPERTY MANAGER

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

2 June 2017

Attachments: 1. Summary of Auction Outcomes. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.4 Monthly Statement of Investment and Bank Balances as at 31 May 2017

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, FIN300053

RECOMMENDATION

That Council:

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

Executive summary

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

Disclosure of Interest

Nil.

Detailed report

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

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

This report has been made up to the last day of the month preceding this meeting.

Breach of credit limit thresholds

Ratings agency Standard and Poor's on 22 May issued a ratings downgrade on 23 Australian financial institutions due to the "buildup of economical imbalances". Note, this is a reference to the risk of a housing correction with "residential home loans securing two-thirds of banks' lending assets" (S&P). The changes to institutions in Council's investment portfolio are shown in the following table.

Institution	To		From	
	Long-term Rating	Outlook	Long-term Rating	Outlook
AMP	A	Stable	A+	Negative

ING	A-	Stable	A-	Positive
Bank of Queensland	BBB+	Stable	A-	Negative
Bendigo and Adelaide Bank	BBB+	Stable	A-	Negative
Beyond Bank	BBB	Stable	BBB+	Negative
Members Equity Bank	BBB	Stable	BBB+	Negative
MyState Bank	BBB	Negative	BBB+	Negative
Defence Bank	BBB	Stable	BBB+	Negative
People's Choice Credit Union	BBB	Stable	BBB+	Negative

The "big four" banks only escaped a downgrade because S&P believes they are likely to receive "timely financial support from the Australian Government" if there is a housing crash.

The downgrades of both Bank of Queensland and Bendigo and Adelaide Bank has resulted in the BBB+ to BBB- category being over policy limit as highlighted in the report. The institution limit set for Bank of Queensland is now also over policy limit, due to a reduction of the institution policy limit (A- to BBB+:20% to 10%). In accordance with the policy an immediate freeze will be imposed on the acquisition of new investment in this category until the portfolio can be effectively managed back to the requirements of the Investments Policy.

Community Plan implications

Theme **Good Governance**

Goal An effective and efficient organisation

Strategy Prudently manage risks association with all Council activities

Financial implications

Not applicable.

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

5 June 2017

Attachments: 1. Investment Balances May 2017.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

For the month ended: 31-May-17

Bank Account	Opening Balance	Receipts	Payments	Closing Balance	Overdraft Limit
National Australia Bank (Cheque Account)	\$ 69,699	\$ 25,221,859	\$ 25,154,511	\$ 137,047	\$ 700,000

The bank balances have been reconciled to the General Ledger as at 31/05/2017

Investments	Type	Amount \$'000	Yield %	Maturity Date	Term	Long Term Rating
National Australia Bank	At Call	3,297	1.90%	NA	At Call	AA-
National Australia Bank	Term Deposit	1,600	2.92%	5/07/2017	364	AA-
National Australia Bank	Term Deposit	1,500	2.73%	4/10/2017	364	AA-
National Australia Bank	Term Deposit	1,000	2.76%	25/10/2017	364	AA-
National Australia Bank	Term Deposit	1,000	2.70%	7/06/2017	203	AA-
National Australia Bank	Term Deposit	2,000	2.70%	14/06/2017	203	AA-
National Australia Bank	Term Deposit	1,500	2.68%	26/07/2017	217	AA-
St George Bank	Term Deposit	2,500	2.70%	12/07/2017	217	AA-
St George Bank	Term Deposit	1,300	2.65%	15/11/2017	217	AA-
St George Bank	Term Deposit	1,800	2.65%	13/12/2017	238	AA-
St George Bank	Term Deposit	2,500	2.60%	24/01/2018	238	AA-
St George Bank	Term Deposit	1,000	2.65%	30/05/2018	364	AA-
Bankwest	Term Deposit	1,500	2.55%	20/12/2017	217	AA-
Bankwest	Term Deposit	1,700	2.55%	10/01/2018	238	AA-
ANZ	Term Deposit	2,300	2.66%	28/06/2017	210	AA-
ANZ	Term Deposit	2,500	2.66%	23/08/2017	196	AA-
ANZ	Term Deposit	1,200	2.65%	27/09/2017	217	AA-
AMP	Term Deposit	1,000	2.80%	26/07/2017	203	A
AMP	Term Deposit	2,000	2.75%	9/08/2017	182	A
AMP	Term Deposit	1,000	2.75%	20/12/2017	280	A
AMP	Term Deposit	1,000	2.75%	29/11/2017	238	A
ING Bank	Term Deposit	2,000	2.65%	18/10/2017	231	A-
ING Bank	Term Deposit	2,000	2.64%	25/10/2017	231	A-
ING Bank	Term Deposit	1,200	2.68%	1/11/2017	182	A-
Bank of Queensland	Term Deposit	1,000	2.80%	21/06/2017	203	BBB+
Bank of Queensland	Term Deposit	800	2.75%	19/07/2017	196	BBB+
Bank of Queensland	Term Deposit	1,500	2.80%	2/08/2017	203	BBB+
Bank of Queensland	Term Deposit	1,000	2.80%	16/08/2017	210	BBB+
Bank of Queensland	Term Deposit	1,300	2.65%	11/10/2017	226	BBB+
Bank of Queensland	Term Deposit	1,500	2.65%	27/09/2017	210	BBB+
Bendigo & Adelaide Bank	Term Deposit	1,000	2.80%	1/11/2017	364	BBB+
Beyond Bank	Term Deposit	1,500	2.70%	20/09/2017	210	BBB
Beyond Bank	Term Deposit	1,200	2.70%	29/11/2017	203	BBB
Members Equity Bank	Term Deposit	2,000	2.65%	22/11/2017	210	BBB
MyState Bank	Term Deposit	1,000	2.88%	19/07/2017	210	BBB
Defence Bank	Term Deposit	1,000	2.88%	13/09/2017	280	BBB
Peoples Choice Credit Union	Term Deposit	1,000	2.76%	30/08/2017	217	BBB
Peoples Choice Credit Union	Term Deposit	1,500	2.73%	6/09/2017	210	BBB
TCorp - Medium Term Growth Fund	Managed Fund	3,428				TCorp (Unrated)
TCorp - Cash Fund	Managed Fund	1,205				TCorp (Unrated)
Total Investments		62,330				

MWRC Policy Requirements:

Investments by Institution	Long Term Rating	Amount \$'000	% of Portfolio	
			Actual	Policy Limit
National Australia Bank	AA-	11,897	19%	30%
Bankwest	AA-	3,200	5%	30%
St George Bank	AA-	9,100	15%	30%
ANZ	AA-	6,000	10%	30%
Suncorp Metway	A+	-	0%	15%
AMP	A	5,000	8%	15%
ING Bank	A-	5,200	8%	15%
Bank of Queensland	BBB+	7,100	11%	5%
Bendigo & Adelaide Bank	BBB+	1,000	2%	5%
Beyond Bank	BBB	2,700	4%	5%
Members Equity Bank	BBB	2,000	3%	5%
MyState Bank	BBB	1,000	2%	5%
Defence Bank	BBB	1,000	2%	5%
Peoples Choice Credit Union	BBB	2,500	4%	5%
TCorp - Medium Term Growth Fund	TCorp (Unrated)	3,428	5%	15%
TCorp - Cash Fund	TCorp (Unrated)	1,205	2%	15%
		62,330	100%	

Investments by S&P Rating	Long Term Rating	Amount \$'000	% of Portfolio	
			Actual	Limit
	AAA to AA-	30,197	48%	100%
	A+ to A-	10,200	16%	40%
	BBB+ to BBB-	17,300	28%	20%
	TCorp (Unrated)	4,633	7%	15%
	Unrated	-	0%	\$250,000
		\$ 62,330	100%	

Term to Maturity - Minimum Limits

Term to Maturity	Amount \$'000	Actual	% of Portfolio	
			Cumulative Actual	Cumulative Minimum
Less than 3 months	29,630	48%	48%	20%
Between 3 months and 1 year	31,700	52%	100%	40%
Between 1 year and 2 years	-	0%	100%	50%
Between 2 years and 4 years	-	0%	100%	85%
More than 5 years	-	0%	100%	0%
	61,330	100%		

Monthly Investment Portfolio Activity:

The below table shows monthly investment activity within the portfolio including investments that have matured and have been redeemed or re-invested, and new investments placed.

Bank Accounts	Opening Balance \$'000	Redeemed Balance \$'000	Re-invested Balance \$'000	Change in interest rate	Change in Term (days)	New Term Rate
National Australia Bank	2,152		3,297			
TCorp - Cash Fund	1,203		1,205			
TCorp - Medium Term Growth Fund	1,723		3,428			
St George Bank	500	500		Redeemed		
Suncorp Metway	1,000	1,000		Redeemed		
ING Bank			1,200	New Deposit		2.68%
St George Bank	1,500	1,500		Redeemed		
Beyond Bank			1,200	New Deposit		2.70%
Bankwest	1,500		1,500	0.03%	-21	2.55%
Bankwest			1,700	New Deposit		2.55%
Bank of Queensland	1,000	1,000		Redeemed		
Suncorp Metway	1,000	1,000		Redeemed		
Suncorp Metway	2,000	2,000		Redeemed		
St George Bank			2,500	New Deposit		2.60%
St George Bank			1,000	New Deposit		2.65%
	13,578		17,030			
Investment Portfolio Movement	3,452	Addition				

9.5 Community Grants Program Applications - Vacation Care Accommodation PCYC

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, FIN300138

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Financial Planning on the Community Grants Program Applications - Vacation Care Accommodation PCYC;**
2. **provide financial assistance to the following applicants in accordance with the criteria and guidelines of the Community Grants Program Policy, subject to those requirements being met;**

Mudgee Police & Citizens Youth Club: \$3,000
3. **confirm that Mudgee Civilian Rifle and Small Bore Clubs application for community grants was denied at the ordinary council meeting on 15 February 2017; and**
4. **confirm that NSW National Parks & Wildlifes application for community grants was denied at the ordinary council meeting on 15 February 2017.**

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
- Amount of resident participation
- Level of consultation and collaboration with other local groups
- Organisational capacity to deliver the program or project

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

A summary of each application is shown overleaf, together with panel recommendation.

Applicant	Project/ Activity	Total Project Cost \$	Funding Request \$	Recommended Funding \$	Total Score out of 12
Police Citizens Youth Club NSW	Assistance with facility hire – Vacation care	11,929	5,690	3,000	8

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 this report.

Mudgee Police & Citizens Youth Club

Mudgee Police & Citizens Youth Club are seeking a reduction or waiver in the cost to hire the Mudgee Showground Pavilion for 11 days to run vacation care and school holiday activities.

In 2015, the local PCYC building sustained storm damage to the roof requiring it to be replaced. This rectification work is expected to be carried out over the July school holidays, minimising general business impact. As the PCYC building will be closed over this period, an alternative venue is required to offer a safe environment for the expected 50 children requiring care on a daily basis.

PCYC offer vacation care for working parents in the community who otherwise have very limited options. PCYC aim to keep the children off the streets by offering safe, fun and cost-effective activities.

It is recommended that the full security bond of \$850 is still payable.

2 ★★

Benefits and link to the community plan

2 ★★

Amount of resident participation

1 ★

Consultation and collaboration with other local groups

3 ★★★

Capacity to deliver the program or project

RECOMMENDATION

3,000

\$

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

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

NSW National Parks

At the ordinary council meeting on 15 February 2017, it was recommended by council officers that NSW National Parks be the recipient of a \$2,500 community grant for full waiver of both Developer Application and Construction Certificate costs. The project is the redevelopment and upgrade of visitor facilities at "The Drip".

Councillors chose not to support this application at the meeting, as they felt the State Government should be responsible for these costs. However, no resolution was approved in line with this decision. As such, for completion of this request, a resolution to confirm denial of this community grant application has been recommended for inclusion in this report.

Mudgee Civilian Rifle & Small Bore Club Inc.

At the ordinary council meeting on 15 February 2017, it was recommended by council officers that Mudgee Civilian Rifle & Small Bore Club be the recipient of a \$750 community grant for partial reimbursement of their annual rates (50% of requested \$1,500 community grant).

Councillors chose not to support this application at the meeting, however, no resolution was approved in line with this decision. As such, for completion of this request, a resolution to confirm denial of this community grant application has been recommended for inclusion in this report.

Community Plan implications

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

Financial implications

Funding of \$185,165 is provided in the Operational Plan for the Community Grants Program, of which \$167,248.80 has already been allocated, leaving a balance of \$20,916.20.

Should Council approve the recommendations provided in this report, totalling \$3,000, a surplus balance of \$17,916.20 will remain.

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

6 June 2017

Attachments: 1. Community Grants - Mudgee PCYC.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



*Good
Government*

COMMUNITY GRANTS PROGRAM

APPLICATION FORM

15 JUNE 2016

MID-WESTERN REGIONAL COUNCIL
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



Application Form

APPLICANTS DETAILS

Name of Organisation	Mudgee Police & Citizens Youth Club
Contact Person	Railene Doherty
Address	50 Market Street Mudgee NSW 2850
Phone	0263721367
Email	rdoherly@pcycnsw.org.au
ABN	89401152271
Bank Account Name	Commonwealth Bank
BSB	062619
Account Number	10154311

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Vacation Care/School Holiday Activities Venue Hire
Amount of funding requested	\$ 5,000.00
Start and finish date	3rd July to 18th July-11 days
Briefly describe Project / Activity	Mudgee PCYC will be closed for 2 week period over the Vacation Care/School Holidays to have roof replaced. We would like to be able to utilise the showground main hall/pavilion for 11 days to enable us to hold Vacation Care and School Holiday Activities. We are seeking a reduction or a waive in the cost of hiring the facility as we are a Charity and depend upon activity income and grants/donations and fundraising for sustainability.

ADDRESS CRITERIA

<p>How will your project benefit the Mid-Western Region community?</p>	<p>We offer Vacation Care for working parents in the Community who would not have any other option whilst they are working. We aim to keep children off the streets by offering safe, fun and cost effective activities. Provide recreational activities for school aged children through school holiday periods. As PCYC is a charity organization we rely on fundraising, donations and securing government and non-government grants to provide subsidized programs to the young people most at risk in our community.</p>
<p>What is the expected amount of resident participation?</p>	<p>We are able to take up to 30 per day for Vacation Care and 20 per day for School Holiday Activities. School holiday activities is run over 3 days each week. This amounts to over 300 visits for the period required from children requiring care.</p>
<p>What level of consultation and collaboration with other local groups has your organisation undertaken?</p>	<p>We have contacted Country Womens Association but there costs are prohibitive for the space they have available, they are not prepared to reduce their fees and we would not be able to have School Holiday activities as they have restricted space. We have approached St Matthews Catholic School but this is unavailable along with Cudgegong Valley Primary School.</p>
<p>Outline your organisation capacity to deliver the Project / Activity <u>OR</u> describe previous experiences.</p>	<p>We have successfully run Vacation Care and After School Care for the past 20 years, with fully qualified staff. Mudgee PCYC Kidzcare Service Approval number from Education & Communities/Early Childhood Education and Care is: SE-00013321. We have achieved ratings in 7 Quality Areas which include: Educational program and practice: working towards Childrens Health and Safety: working towards Physical Environment: met Staffing Arrangements: met Relationship with Children: met Collaborative partnerships with families and Community: met Leadership and Service Management: working towards</p>

CORPORATE: FINANCE | COMMUNITY GRANTS PROGRAM

PROJECT BUDGET

Project Income	Community Grant (amount sought from Council)	\$ 5,000.00
	Club / Organisation / Individual cash towards the project	
	Expected Sales Revenue i.e. Entry Fee, Membership Sales:	\$ 10,560.00
	Other Income:	
	TOTAL INCOME	\$ 15,560.00

Project Expenditure	List proposed cash expenditure (provide copies of quotes for equipment)	
	staff wages, activity costs such as lunches, after-school care for children	\$ 6,926.00
	Grant funding Council	\$ 5,000.00
	TOTAL EXPENDITURE	\$ 11,926.00

FINANCIAL DETAILS

Is your group/organisation incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you registered for Goods & Services Tax (GST) purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have an ABN?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ABN	89401152271	
<i>Note – if you do not have an ABN please attach a 'Statement by Supplier' form</i>		
Has your organisation / group previously received a community grant from Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Year	11/2016	
Amount	\$ 2,000.00	
<small>** Applicable for grants after 1 July 2016</small>	Did your group return the acquittal form?	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICATION CHECKLIST

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

AUTHORISATION OF APPLICANT

Name	Railene Doherty
Position	Manager
Date	05/24/2017
<input type="checkbox"/>	I confirm that the information contained in the application form and within the attachments are true and correct.
<input type="checkbox"/>	I confirm that this application has been submitted with the full knowledge and support of the applicant.

SUBMIT YOUR APPLICATION

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



CUSTOMER SERVICE LOCATIONS:

86 Market Street
MUDGEE

109 Herbert Street
GULGONG

77 Louee Street
RYLSTONE



POSTAL ADDRESS:

Attn: Finance Department
PO Box 156
MUDGEE NSW 2850

Community Grants Policy

Print My Application

9.6 Financial Reserves Policy

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, FIN300065

RECOMMENDATION

That Council:

1. receive the report by the Manager, Financial Planning on the Financial Reserves Policy;
2. amend the 2016/17 Operational Plan to transfer the following Internally Restricted Reserves balances to unrestricted cash:

Emergency Reserve:	\$417
Rylstone Children's Creative Arts:	\$6,060
3. amend the 2016/17 Operational Plan to transfer \$33,537 from Bequest – Kandos Museum Reserve to the Asset Replacement Reserve;
4. place the revised Financial Reserves Policy on public exhibition for 28 days to receive any public submissions; and
5. adopt the revised Financial Reserves Policy if no submissions are received.

Executive summary

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

Financial Reserves are created for the specific purpose of setting aside funds to achieve the goals of Councils Integrated Planning and Reporting strategies. The Financial Reserves Policy review has been undertaken alongside the preparation of the Operational Plan and Delivery Program and therefore has ensured that each reserve is appropriate and contributing to those goals. This has resulted in the proposed transfer of balances and the subsequent closure of three reserves. The policy has also been amended to remove previous closed reserves and add new reserve accounts.

Disclosure of Interest

Nil.

Detailed report

The following tables detail information regarding specific reserves that are proposed to be removed, added and amended.

Reserves removed

Reserve	Reserve Type	Current Balance	Reason for removal
Emergency	Internal	\$417	Unrestricted cash is maintained at an adequate level to include covering unforeseen expenditure amounts (within limitations). This reserve was maintained at \$200k, however, this amount is not deemed material enough to maintain as a separate reserve.
Rylstone Children's Creative Arts	Internal	\$6,060	This reserve is not listed in the current policy however does have a registered balance. The arts competition was finalised in 2016 and following this, amounts were disbursed to relevant community groups, therefore this reserve is no longer required.
Airport Development	Internal	Nil	The airport development related to this reserve is complete, therefore this reserve is no longer required.
Community Plan	Internal	Nil	This reserve was limited to set aside rating revenue funds that were contested. With the project complete the reserve is no longer required.
Crown Reserves	External	Nil	Currently section 355 committees on Crown land are subsidised and this is anticipated to continue. No operating returns are anticipated, to be held in this reserve.
Bequest Kandos Museum	External	\$33,537	Executors of the Simpkins Estate approved to apply the full outstanding amount held in trust towards the upgrades of Kandos Museum in 2014. The upgrades were in excess of this balance, and covered from Council funds at the time. It is recommended these funds be returned/transferred to the Asset Replacement Reserve.

Reserves amended

Reserve	Reserve Type	Current Balance	Changes
Employee Leave Entitlements	Internal	\$2,295,184	The calculation basis and target balance have been amended to estimate liabilities based upon the age and anticipated payout date of employees.
Land Development	Internal	\$4,042,266	Revised the purpose of this plan to include property development actions endorsed by Council within the Fit for the Future Business Improvement Plan.

Reserves added

Reserve	Reserve Type	Current Balance	Purpose
Mudgee Bicentenary	Internal	\$7,500	This reserve was created to set aside funds for Mudgee's Bicentenary Celebration in 2021.
Family Day Care	External	\$109,477	This reserve allows for surplus Family Day Care funds to be held to replace assets. Funds have previously been put aside (due to their nature of being externally restricted), however, this reserve was not listed in the policy until now.

Community Plan implications

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

Financial implications

Unrestricted cash balance will increase by \$6,477 due to transfer from Emergency Reserve and Rylstone Children's Creative Arts Reserve.

The transfer of \$33,537 from Bequest Kandos Museum Reserve will move these funds from externally restricted cash to internally restricted cash.

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

6 June 2017

Attachments: 1. Draft Financial Reserves Policy 2017.
2. Financial Reserves Policy 2014.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY Financial Reserves

*A prosperous
and progressive
community*

ADOPTED	VERSION NO	1.1
COUNCIL MEETING MIN NO	REVIEW DATE	30/06/2019
DATE:	FILE NUMBER	FIN300065

Objective

To provide a framework for the establishment and ongoing management of Financial Reserves.

Legislative requirements

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

Related policies and plans

Reserves are established to set aside funds for Council to allocate to specific projects, as required. Prior to the creation of a Reserve, Council shall adopt operating parameters in relation to the Reserve which are to set out:

- The purpose of the Reserve;
- The basis of calculation for any transfer to the Reserve;
- The basis of calculation for any transfer from the Reserve; and
- The proposed allocation of any unexpended balance remaining in the Reserve following completion of the project.

Every Reserve created should have a specific purpose, and relate back to the adopted Integrating Planning and Reporting (IP&R) strategies and plans of Council. There should be a clear link between this policy, the Operational Plan/Delivery Program, and Councils Asset Management Plans and Community Plans.

Expenditure from and transfers to Reserves can only be authorised by resolution of Council, which must specify the amount. No transfer from any Reserve shall exceed the amount of the existing balance of the Reserve at the time of transfer, unless the Reserve overdraft has been approved by resolution of Council with the full impact of such overdraft taken into account for any financial management plans, and there is sufficient funds within the total Reserves balance to allow a temporary overdraft. Interest should be paid from the overdrawn Reserve account if the balance is material and interest is specified in the Reserve information as set out in the Authorised Reserves listing below.

Each Quarterly Budget Review Statement is to include a schedule of Reserves, showing:

- Opening Balance at 1 July;
- Estimated Transfer to Reserves;
- Estimated Transfer from Reserves;
- Estimated Closing Balance at 30 June; and
- Current Balance.

Authorised Reserves of Mid-Western Regional Council

INTERNALLY RESTRICTED RESERVES

Internally Restricted Reserves are funds that Council has determined will be used for a specific purpose. Council may resolve to change the purpose of these funds.

RESERVE NAME EMPLOYEE LEAVE ENTITLEMENTS RESERVE

Purpose: To ensure that adequate funds are available to finance employee leave entitlements such as long service leave, vesting sick leave, annual leave and redundancies.

Calculation Basis: Transfers to and from the Reserve will be based upon projected end of year liabilities relating to employee leave entitlements. The calculation of such liabilities takes into consideration the anticipated timing of employee leave entitlement payments based on a number of factors, including age demographics of employees.

Target Balance: The target balance will be based upon the age and anticipated payout date for each employee. The following levels of funding will be held to fund various age bands, based on expected employee leave liabilities at financial year end.

AGE BAND	% FUNDING OF GROSS ENTITLEMENT
60+	100%
55-60	60%
50-55	40%
45-50	20%
<45	10%

RESERVE NAME LAND DEVELOPMENT RESERVE

Purpose: To set aside funds for the costs associated with development and sale of land surplus to Council's requirements and development of commercial property portfolio based upon the endorsed Fit For the Future Business Improvement Plan.

Calculation Basis: Transfers to and from the Reserve are based upon expenses related to specific land development endorsed by Council. This includes the purchase of land. Surplus balance may be transferred to unrestricted cash when endorsed by Council.

Target Balance: Funds are only to accumulate based on specific purpose requirements.

RESERVE NAME ELECTIONS RESERVE

Purpose: To finance the costs of elections.

Calculation Basis: Transfers to and from the Reserve are based upon the estimated costs of conducting elections every four years.

Target Balance: Building up to a maximum of \$250,000 over each four year period and reviewed after each election.

RESERVE NAME PLANT REPLACEMENT RESERVE

Purpose: To ensure adequate funds are available to purchase a responsive and modern plant fleet at the optimum replacement point.

Calculation Basis: Transfers to and from the Reserve are based upon

- Plant operating results
- Plant depreciation
- Plant purchases as per the approved plant replacement schedule
- Profit/loss on sales of plant

Target Balance: Operating Surplus + Depreciation + Profit on DOA – Purchases. This Reserve must maintain a minimum balance of \$250,000.

RESERVE NAME ASSET REPLACEMENT RESERVE – GENERAL FUND

Purpose: To ensure adequate funds are available to replace existing assets to their previous level of service. Assets include infrastructure, office equipment and furniture.

Calculation Basis: Transfers to and from the Reserve are based upon projects adopted in the IP&R strategies and plans.

Target Balance: Sufficient to ensure funding of related projects as per IP&R strategies and plans.

RESERVE NAME CAPITAL PROGRAM RESERVE

Purpose: To provide funding for capital projects and Council initiatives not specifically identified in other reserves.

Calculation Basis: Transfers to and from the Reserve are based on the existence of, or proposal for, an annual budget allocation for an identified specific capital project or Council initiative.

Target Balance: Funds are only to accumulate based on specific purpose requirements.

POLICY: FINANCIAL RESERVES | 1.1

RESERVE NAME LIVESTOCK EXCHANGE RESERVE

- Purpose: To provide funding for the development and enhancement of saleyards assets.
- Calculation Basis: Transfers to and from the Reserve are based upon operating surpluses of the Saleyards Fund, together with identified projects in the Saleyards Asset Management Plan.
- Target Balance: Sufficient to ensure funding of saleyards related projects as per the Management Plan of the saleyards facility.

RESERVE NAME STATE ROADS WARRANTY RESERVE

- Purpose: To provide a quasi self-insurance for State Road works contracts, should cost of contracts exceed agreed Roads and Maritime Services (RMS) contributions or road failures need repair as per RMS contract requirements.
- Calculation Basis: Transfers from the Reserve are only permitted where State Road actuals fail to achieve budgeted results by a significant amount, impacting Council's levels of unrestricted working capital.
- Target Balance: \$400,000 maximum.

RESERVE NAME FUTURE FUND RESERVE

- Purpose: To set aside funds in order to invest in future employment growth opportunities to support alternate economic development to the coal industry within the Mid-Western Region.
- Calculation Basis: Transfers to and from the Reserve are based on the existence of or proposal for an annual budget allocation for future economic development opportunities.
- Target Balance: Sufficient to ensure funding of economic and job growth initiatives as they are raised.

RESERVE NAME MUDGEES BICENTENARY

- Purpose: To set aside funds for Mudgee's Bicentenary Celebration.
- Calculation Basis: Transfers to and from the Reserve are based on approved funding towards events for Mudgee Bicentenary Celebrations.
- Target Balance: No target. Reserve to be closed once Mudgee Bicentenary Celebrations are complete.

EXTERNALLY RESTRICTED RESERVES

Externally Restricted Reserves are where legislation governs the use of the funds. These funds must be spent for the specific purpose defined and cannot be used by Council for general operations.

RESERVE NAME WATER SUPPLY RESERVE

Purpose: To ensure adequate funds are available to replace existing water supply assets to their previous level of service and upgrade assets to meet future needs.

Calculation Basis: Transfers to and from the Water Supply Reserve will be in accordance with the adopted 30 year financial plan for the Water Supply Fund.

Target Balance: Sufficient to ensure adequate funding of related projects as per the IP&R strategies and plans and Council's 30 year financial plan.

RESERVE NAME SEWER RESERVE

Purpose: To ensure adequate funds are available to replace existing sewerage assets to their previous level of service and upgrade assets to meet future needs.

Calculation Basis: Transfers to and from the Sewerage Reserve will be in accordance with the adopted 30 year financial plan for the Sewerage Fund.

Target Balance: Sufficient to ensure funding of related projects as per the IP&R strategies and plans and Council's 30 year financial plan.

RESERVE NAME WASTE MANAGEMENT RESERVE

Purpose: To ensure adequate funds are available to replace existing waste management assets to their previous level of service and upgrade assets to meet future needs.

Calculation Basis: Transfers to and from the Waste Management Reserve will be in accordance with the adopted 30 year financial plan for the Waste Management Fund.

Target Balance: Sufficient to ensure funding of related projects as per the IP&R strategies and plans and Council's 30 year financial plan.

POLICY: FINANCIAL RESERVES | 1.1

RESERVE NAME COMMUNITY SERVICES RESERVE

Purpose: To carry out Community Services projects and capture any operating surpluses of specific community service programs.

Calculation Basis: Funds transferred to and from Reserves will represent any surplus or deficit operating results (excluding surplus grant income), and savings to carry out specific planned capital projects.

Target Balance: \$100,000 maximum.

RESERVE NAME COMMUNITY TRANSPORT VEHICLE RESERVE

Purpose: To set aside funds for the purchase and replacement of Community Transports vehicle fleet, including necessary upgrades to make vehicles fit for purpose as required under the Community Transport Funding Agreement.

Calculation Basis: Funds transferred to and from Reserves will represent any surplus or deficit operating results (excluding specific purpose surplus grant income), and savings to carry out vehicle fleet replacement.

Target Balance: Sufficient to ensure funds are available to purchase vehicles as required under the Community Transport Funding Agreement.

RESERVE NAME COMMUNITY TENANCY SCHEME

Purpose: To carry out asset replacement and upgrades of existing properties held under the Community Tenancy Scheme or additional housing under the scheme, in accordance with the associated Deed of Agreement.

Calculation Basis: Funds transferred to and from the Reserve will represent any surplus or deficit operating results (excluding surplus grant income), and savings to carry out specific planned capital projects.

Target Balance: Maximum \$300,000.

RESERVE NAME BEQUEST – SIMPKINS PARK

Purpose: To preserve in trust the funds bequeathed to Council from the Estate of Phyllis Leeton Simpkins until such time as the expiration of the period limited by Perpetuity Act 1984 (estimated date of expiration is 2086).

Calculation Basis: Funds may only be transferred from the Reserve upon the expiration period (2086), and are restricted to use for further improvements and beautification of Simpkins Park.

Target Balance: No target. Interest on reserve is allocated annually and added to the principal funds. This is preserved until the expiration date.

RESERVE NAME ULAN ROAD STRATEGY RESERVE

Purpose: To carry out Ulan Road Strategy projects and capture any operating surpluses or cash payments towards Ulan Road Strategy works, as designated in the relevant mine and grant funding agreements.

Calculation Basis: Funds transferred to and from Reserves will represent any surplus or deficit annual results (excluding surplus grant income), and Councils designated operating contributions.


Target Balance As required to capture surplus funds at any given time.

RESERVE NAME FAMILY DAY CARE

Purpose: To ensure adequate funds are available to replace existing Family Day Care assets to their previous level of service.

Calculation Basis: Funds transferred to and from Reserves will represent any surplus or deficit annual results (excluding surplus grant income), and Councils designated operating contributions.

Target Balance As required to capture surplus funds at any given time.

	POLICY	ADOPTED C/M 24/11/2014 Minute No. 505/14
	Financial Reserves	REF: Nov 2014 FILE No. A0140326

OBJECTIVE

To provide a framework for the establishment and ongoing management of Financial Reserves.

RELEVANT LEGISLATION

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

POLICY

Reserves are established to set aside funds for Council to allocate to specific projects, as required.

Prior to the creation of a Reserve, Council shall adopt operating parameters in relation to the Reserve which are to set out:

- The purpose of the Reserve;
- The basis of calculation for any transfer to the Reserve;
- The basis of calculation for any transfer from the Reserve; and
- The proposed allocation of any unexpended balance remaining in the Reserve following completion of the project.

Every Reserve created should have a very specific purpose, and relate back to the adopted Integrating Planning and Reporting (IP&R) strategies and plans of Council. There should be a clear link between this policy, the Operational Plan/Delivery Program, and Councils Asset Management Plans and Community Plans.

Expenditure from and transfers to Reserves can only be authorised by resolution of Council, which must specify the amount. No transfer from any Reserve shall exceed the amount of the existing balance of the Reserve at the time of transfer, unless the Reserve overdraft has been approved by resolution of Council with the full impact of such overdraft taken into account for any financial management plans, and there is sufficient funds within the total Reserves balance to allow a temporary overdraft. Interest should be paid from the overdrawn Reserve account if the balance is material and interest is specified in the Reserve information as set out in the Authorised Reserves listing below.

Each Quarterly Budget Review report is to include a schedule of Reserves, showing:

- Opening Balance at 1 July;
- Estimated Transfer to Reserves;
- Estimated Transfer from Reserves;
- Estimated Closing Balance at 30 June; and
- Current Balance.

Income interest from investments is applied only to externally restricted funds. All other interest is allocated to General Purpose Revenue.

Authorised Reserves of Mid-Western Regional Council

INTERNALLY RESTRICTED RESERVES

Reserve Name	Employee Leave Entitlements Reserve
Purpose	To ensure that adequate funds are available to finance employee leave entitlements such as long service leave, vesting sick leave, annual leave and redundancies
Calculation Basis	Transfers to and from the Reserve will be based upon projected end of year liabilities relating to employee leave entitlements. The calculation of such liabilities takes into consideration the anticipated timing of ELE payments based on a number of factors, including age demographics of MWRC employees.
Target Balance	Maximum of 50% of Employee Leave Liabilities as reported in Council's Annual Financial Statements.
Reserve Name	Emergency Reserve
Purpose	To fund emergency cleanup and repair works as a result of a natural disaster in the Mid-Western Region
Calculation Basis	Transfers to Reserves are based on achieving the target balance. Transfers from Reserves are calculated on cleanup and repair costs, not exceeding the available balance of the Reserve.
Target Balance	\$100,000
Reserve Name	Land Development Reserve
Purpose	To finance the costs associated with development and sale of land surplus to Council's requirements
Calculation Basis	Transfer to and from the Reserve are based on the net of sales and expenses related to land development, including purchase of land by Council to meet operational needs.
Target Balance	As per Council's Property Management & Development Strategy.
Reserve Name	Airport Development Reserve
Purpose	To finance the costs associated with development and sale of land at the Mudgee Airport
Calculation Basis	Transfer to and from the Reserve are based on the net of sales and expenses related to development of the Mudgee Airport facility. Interest will be payable on the overdrawn balance of the Reserve, if material.
Target Balance	As per Council's Property Management & Development Strategy.

Reserve Name	Elections Reserve
Purpose	To finance the costs of elections
Calculation Basis	Transfers to and from the reserves are based upon the estimated costs of conducting elections every four years.
Target Balance	Building up to a maximum of \$250,000 over each four year period and reviewed after each election.
Reserve Name	Plant Replacement Reserve
Purpose	To ensure adequate funds are available to purchase a responsive and modern plant fleet at the optimum replacement point
Calculation Basis	Transfer to and from the Reserve are based upon: a) Plant operating results b) Plant depreciation c) Plant purchases as per the approved Plant Replacement Schedule d) Profit/loss on sales of plant
Target Balance	Operating Surplus + Depreciation + Profit on DOA – Purchases. This Reserve must maintain a minimum balance of \$250,000.
Reserve Name	Asset Replacement Reserve – General Fund
Purpose	To ensure adequate funds are available to replace existing assets to their previous level of service. Assets include equipment, transport and drainage infrastructure, corporate and community buildings, parks and sporting facilities.
Calculation Basis	Transfers to and from the Reserve are based upon projects adopted in the IP&R Asset Management Plans.
Target Balance	Sufficient to ensure adequate funding of related projects as per IP&R Asset Management Plans and Council's 10 Year Long Term Financial Plan.
Reserve Name	Capital Initiatives Reserve
Purpose	To provide funding for capital projects and Council initiatives not specifically identified in other reserves.
Calculation Basis	Transfers to and from the Reserve are based on the existence of or proposal for an annual budget allocation for an identified specific capital project or Council initiative.
Target Balance	Funds are only to accumulate based on specific purpose requirements.

Reserve Name	Livestock Exchange Reserve
Purpose	To provide funding for the development and enhancement of saleyards assets.
Calculation Basis	Transfers to and from the Reserve are based upon operating surpluses of the Saleyards Fund, together with identified projects in the Saleyards Strategic Asset Management Plan.
Target Balance	Sufficient to ensure adequate funding of saleyards related projects as per the Strategic Management Plan of the saleyards facility.

Reserve Name	State Roads Warranty
Purpose	To provide a quasi self-insurance for State Road works contracts, should cost of contracts exceed agreed Roads and Maritime Services (RMS) contributions or road failures need repair as per RMS contract requirements.
Calculation Basis	Transfers from the Reserve are only permitted where State Road actuals fail to achieve budgeted results by a significant amount, impacting Council's levels of unrestricted working capital.
Target Balance	\$400,000 maximum

Reserve Name	Future Fund Reserve
Purpose	To set aside funds in order to invest in future employment growth opportunities to support alternate economic development to the coal industry within the Mid-Western Region
Calculation Basis	Transfer to and from the Reserve are based on the existence of or proposal for an annual budget allocation for future economic development opportunities
Target Balance	Sufficient to ensure adequate funding of economic and job growth initiatives as they are raised.

Reserve Name	Community Plan Reserve
Purpose	A limited time Reserve to set aside Rating Revenue funds that were contested, until such time as the receipt of these funds is confirmed, and to fund legal expense as a result of this contestation until such time as the funds are depleted
Calculation Basis	Transfer to and from the Reserve are based capturing contested property rating income, and to fund continued legal costs in relation to these properties.
Target Balance	Reserve to be closed once depleted, no target.

EXTERNALLY RESTRICTED RESERVES

Reserve Name	Water Supply Reserve
Purpose	To ensure adequate funds are available to replace existing water supply assets to their previous level of service and upgrade assets to meet future needs.
Calculation Basis	Transfers to and from the Water Supply Reserve will be in accordance with the adopted 30 year financial plan for the Water Supply Fund.
Target Balance	Sufficient to ensure adequate funding of related projects as per the IP&R Asset Management Plan and Council's 30 year financial plan.
Reserve Name	Sewer Reserve
Purpose	To ensure adequate funds are available to replace existing sewerage assets to their previous level of service and upgrade assets to meet future needs.
Calculation Basis	Transfers to and from the Sewerage Reserve will be in accordance with the adopted 30 year financial plan for the Sewerage Fund.
Target Balance	Sufficient to ensure adequate funding of related projects as per the IP&R Asset Management Plan and Council's 30 year financial plan.
Reserve Name	Waste Management Reserve
Purpose	To ensure adequate funds are available to replace existing waste management assets to their previous level of service and upgrade assets to meet future needs.
Calculation Basis	Transfers to and from the Waste Management Reserve will be in accordance with the adopted 30 year financial plan for the Waste Management Fund.
Target Balance	Sufficient to ensure adequate funding of related projects as per the IP&R Asset Management Plan and Council's 30 year financial plan.
Reserve Name	Community Services Reserve
Purpose	To carry out Community Services projects and capture any operating surpluses of specific community service programs. Subcategories of this Reserve will relate to Family Day Care, Child Care Centre, HACC Programs, Community Transport and Other Community Services.
Calculation Basis	Funds transferred to and from Reserves will represent any surplus or deficit operating results (excluding surplus grant income), and savings to carry out specific planned capital projects.

Target Balance	\$100,000 maximum
Reserve Name	Community Transport Vehicle Reserve
Purpose	To set aside funds for the purchase and replacement of Community Transports vehicle fleet, including necessary upgrades to make vehicles fit for purpose as required under the Community Transport Funding Agreement.
Calculation Basis	Funds transferred to and from Reserves will represent any surplus or deficit operating results (excluding specific purpose surplus grant income), and savings to carry out vehicle fleet replacement.
Target Balance	\$100,000 maximum
Reserve Name	Community Tenancy Scheme
Purpose	To carry out upgrades of existing properties held under the Community Tenancy Scheme or additional housing under the scheme, in accordance with the associated Deed of Agreement.
Calculation Basis	Funds transferred to and from the Reserve will represent any surplus or deficit operating results (excluding surplus grant income), and savings to carry out specific planned capital projects.
Target Balance	Maximum \$300,000
Reserve Name	Crown Reserve S355 Committees
Purpose	To carry out projects and capture any operating surpluses of recreational activities carried out on Crown Reserves.
Calculation Basis	Funds transferred to and from the Reserve will represent any surplus or deficit operating results (excluding surplus grant income) from the carrying out of activities on Council-controlled Crown Reserves by s355 Committees.
Target Balance	Maximum \$100,000
Reserve Name	Bequest – Simpkins Park
Purpose	To preserve in trust the funds bequeathed to Council from the Estate of Phyllis Leeton Simpkins until such time as the expiration of the period limited by Perpetuity Act 1984 (estimated date of expiration is 2086).
Calculation Basis	Funds may only be transferred from the Reserve upon the expiration period (2086), and are restricted to use for further improvements and beautification of Simpkins Park.
Target Balance	\$83,896

Reserve Name	Bequest – Kandos Museum
Purpose	To preserve in trust the funds bequeathed to Council from the Estate of Phyllis Leeton Simpkins until such time as the expiration of the period limited by Perpetuity Act 1984 (estimated date of expiration is 2086).
Calculation Basis	Funds may only be transferred from the Reserve upon the expiration period (2086), and are restricted to use at the Kandos Museum for such purposes as may be decided by the Trustees of the Museum.
Target Balance	\$27,965
Reserve Name	Ulan Road Strategy Reserve
Purpose	To carry out Ulan Road Strategy projects and capture any operating surpluses or cash payments towards Ulan Road Strategy works, as designated in the relevant mine and grant funding agreements.
Calculation Basis	Funds transferred to and from Reserves will represent any surplus or deficit annual results (excluding surplus grant income), and Councils designated operating contributions.
Target Balance	As required to capture surplus funds at any given time.

9.7 Tourism Services Contract - MRTI

REPORT BY THE CHIEF FINANCIAL OFFICER
TO 21 JUNE 2017 ORDINARY MEETING
GOV400054, F0770077

RECOMMENDATION

That:

1. Council receive the report by the Chief Financial Officer on the Tourism Services Contract - MRTI;
2. Council agree not to invite tenders for the procurement of tourism services in the Mid-Western Regional LGA, per Section 55 (3) (i), due to the unavailability of competitive or reliable tenderers that are suitable for the specialised services of tourism and familiar with this regions marketable qualities;
3. Council agree to enter into a contract with Mudgee Region Tourism Inc. for the period 1 July 2017 to 30 June 2021, for the delivery of tourism services;
4. Council approve the value of the contract in year 1 as \$396,000 excluding GST;
5. Council refuse the request for additional campaign sponsorship of \$75,000 excluding GST;
6. Council endorse all other contract items as reflected in the attached draft contract; and
7. Council authorises the General Manager to enter into the contract and sign on behalf of Council.

Executive summary

The current contract for supply of tourism services within the LGA, including promotion of the region, will expire on 30 June 2017. The draft contract for the period 1 July 2017- 30 June 2021 is provided for review and approval.

Disclosure of Interest

Nil.

Detailed report

The current contract is due to end on 30 June 2017. After a one-year extension of the MRTI (Mudgee Region Tourism Inc.) contract in 2016/2017, the contract period has been recommended for a further four years to better align with Council elected terms. MRTI feel it is in the best interests of Council to negotiate any new terms with the elected representatives that they will be reporting to for the term of the contract.

It is staff opinion that this arrangement would better align the outcomes of the four-year Delivery Program, as developed by the incoming Council, with MRTI's contract requirements in acting as the tourism service provider for the Mid-Western Regional area.

It is also recommended that Council not invite tenders for the procurement of tourism services within this contract, as previous attempts to tender in 2009 only resulted in one tenderer (MRTI), and that any other interested parties would not have the scale and capacity to carry out the contract requirements, or would not be familiar with the local region and its particular marketable qualities.

MRTI have also requested an additional sum of \$75,000 to be used for a mid-week marketing and promotional campaign (campaign request attached). It is not recommended to support this request for this financial year, given the many conflicting demands on Council resources in the current period.

Council officers have undertaken an independent review of the sponsorship request (see separate confidential attachment). Council already provides an amount in the existing contract for regional promotion activities, and although there are clear benefits to the tourism industry should Council expand promotional activities through MRTI, there are also clear and conflicting demands for Council funds and resources. Other key economic sectors within the region are also requesting support and assistance. It is currently not recommended that Council fund extensions to existing service levels as it will further reduce Councils Fit for the Future operational performance ratio.

Community Plan implications

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

Financial implications

The amount of the contract sum is already included in the 2017/18 Operational Plan recommended for adoption.

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

6 June 2017

Attachments:

1. Draft Contract Tourism Services - MRTI.
2. MRTI Campaign Proposal 2017/18.
3. MRTI independant campaign review. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

THIS AGREEMENT made the 31st day of August 2017

BETWEEN: **MID-WESTERN REGIONAL COUNCIL** of 86 Market Street, Mudgee (herein called "MWRC") of the first part.

AND: **MUDGEER REGION TOURISM INC** of 84 Market Street, Mudgee (herein called "MRTI") of the other part.

RECITALS

- A. MRTI has agreed to provide Tourism and Visitor Information Services for the Mid-Western Regional Local Government Area (herein called "the LGA") with the primary objective of promoting the LGA as a tourism destination.
- B. MRTI will provide the Visitor Information Services from:
 - (a) the Mudgee Visitors Information Centre at 84 Market Street, Mudgee.
 - (b) the Shanty 66 Herbert Street Gulgong.
 - (c) The Lollipop Shop, The Saffron Kitchen, Rylstone and Down the Track Café, Kandos Museum, Kandos.
 - (d) such other premises as MWRC and MRTI may agree.
- C. MWRC has agreed to provide funding and at its discretion continue to provide in kind assistance to the community for tourism related activities (examples of in kind assistance may include traffic management plans and street closures)
- D. MWRC has agreed to lease to MRTI the Mudgee Visitors Information Centre at 84 Market Street, Mudgee in accordance with Deed of Lease of even date between the parties (herein called "the Lease").
- E. MRTI will provide Visitor Information Services as a principal and not as the agent or contractor of MWRC.

OPERATIVE PART

This Agreement witnesses as follows:

1. Definitions

"General Manager" means the General Manager of MWRC or any person acting in that capacity.

"Tourism and Visitor Information Services" means:

- (i) the active marketing of the LGA as a tourist destination both within and outside the LGA.
- (ii) the provision in whatever form of tourist information relating to the LGA to visitors and prospective visitors to the LGA and to tourism related service providers;
- (iii) the production and distribution of visitor information publications and other promotional presentations in whatever form both within and outside the LGA; and

Commented [U1]: 2017 – proposal to request EOI from Gulgong businesses to increase opening hours and provide opportunity for local business to benefit from visitor trade, same as existing successful agreements in Rylstone + Kandos

Commented [U2]: Amendments made 2015 + 2016 due to changes in ownership/operations of existing premises.

- (iv) the carrying out of or involvement in such other tourist related activities as MWRC may approve from time to time with the intent of encouraging and stimulating tourism within the LGA and to otherwise comply with the conditions for entitlement to membership of the NSW Tourism Accredited Visitor Information Centres nNetwork.
- (v) "Unexpected funds" means any of the funding provided by MWRC under this Agreement that remain unexpended at the date of the dissolution of MRTI pursuant to the Associations Incorporation Act 2009 Section 65 (4).

Commented [U3]: New authorised body

2. Term of Agreement

The term of this Agreement will be one ~~(4)~~ years commencing on the 1 July 2017~~6~~ and ending on the 30 June ~~2017-2021~~ unless terminated earlier in accordance with Clause 3.

3. Termination

- (a) This Agreement will terminate in any of the following events:
 - (i) on close of business on 30 June ~~2017~~~~2021~~; or
 - (ii) on the expiry of one (1) month after service upon MRTI of written notice of termination by MWRC in the event that MRTI is in breach of any of its obligations under Clauses 8 and 9 without the prior approval of MWRC; or
 - (iii) on the expiry of one (1) month after service upon MRTI of written notice of termination by MWRC in the event that MRTI fails to pay to MWRC any monies properly payable by MRTI to MWRC under this Agreement or under the Lease without the prior approval of MWRC; or
 - (iv) immediately upon service on MRTI of written notice of termination by MWRC in the event that MRTI is in serious or persistent breach of this Agreement; or
 - (v) immediately upon service on MRTI of written notice of termination by MWRC in the event that in MWRC's determination MRTI is providing the Tourism and Visitor Information Services in a way that is detrimental to the position and standing of MWRC or to the LGA as a tourist destination; or
 - (vi) immediately upon service on MRTI of written notice of termination by MWRC in the event that in the determination of MWRC, MRTI is not delivering the Tourism and Visitor Information Services to a standard at least equivalent to the services offered previously by MRTI under the Funding and Performance Agreement for the period 1 July ~~2016-2017~~ to 30 June ~~2017~~~~2021~~; or
 - (vii) immediately upon service on MRTI of written notice of termination by MWRC in the event that MRTI ceases to be a registered Association under the Associations Incorporation Act 2009 and/or a registered trading entity; or
 - (viii) immediately upon service on MRTI of written notice of termination by MWRC in the event that the Objects or Rules of MRTI are amended or otherwise changed without the prior written consent of MWRC.
- (b) Upon termination of this Agreement for whatever reason MWRC's obligations to provide funding under Clause 4 will immediately cease in respect of future instalment

payments but the parties' obligations with regard to audit will continue to be enforceable.

- (c) In the event of the termination of this Agreement for whatever reason MWRC will not be prohibited or otherwise restricted from providing Tourism and Visitor Information Services for the LGA or providing funding to another entity to assist it to provide Tourism and Visitor Information Services for the LGA.

4. Funding Agreement

- (a) MWRC will subject to MRTI's strict compliance with its obligations under this Agreement provide funding to MRTI of \$396,000 plus GST for the term of this agreement.
- (b) The funding will be payable by twelve (12) instalments with each instalment to be payable monthly in advance and to be of equal amount subject to rounding off.
- (c) MWRC will be entitled to deduct from each monthly payment rent and other monies payable by MRTI to MWRC under the Lease.
- ~~(d) Council will pay MRTI an additional sum of \$50,000 plus GST on commencement of this agreement as authorised by Council at its Ordinary Meeting 17 August 2016.~~
- (ed) MWRC will be entitled to appoint a registered Auditor with at least 10 years' relevant experience to carry out an independent audit of the financial affairs of MRTI and of the financial contents of the reports provided to MWRC pursuant to Clauses 8 and 9 should it determine at its absolute discretion that such audit is warranted and for the purpose of the audit:
 - (i) MRTI will co-operate with the Auditor in the carrying out of the audit and will provide access to the Auditor to all of its financial records promptly upon request.
 - (ii) The Chairperson and the Treasurer of MRTI will provide such explanation as may be required by the Auditor to better understand the financial affairs of MRTI.
 - (iii) In the event that the audit report reveals what are regarded by the Auditor to be serious breaches by MRTI in its obligations under Clauses 8 and 9 then at MWRC's election the reasonable costs of the audit will be payable by MRTI.
 - (iv) Except as provided in (iii) above the costs of the audit will be payable by MWRC.
- (f) MWRC will give one month's written notice to MRTI if in Council's opinion that MRTI are not complying with its obligations under this Agreement. If after that one month period MWRC is not satisfied with the response MWRC will be entitled at its absolute discretion to suspend payment of any funding otherwise payable under this clause whilst ever MRTI is not complying strictly with its obligations under this Agreement and or under the Lease and or whilst an audit is being carried out pursuant to sub clause (d) and in respect of any suspended payments MWRC will at its absolute discretion determine whether such payments are to be paid to MRTI on MRTI rectifying its non-compliance or whether such payments are to be forfeited.

5. Provision of the Tourism and Visitor Information Services

- (a) MRTI will provide the Visitor Information Services in a proper and efficient manner from the Mudgee Visitors Information Centre at 84 Market Street, Mudgee on a seven (7) day a week basis between the hours of 9.00am to 5.00pm, in Gulgong from premises known as "The Shanty" on a ~~five-three (53)~~ day a week basis (~~Thursday to Monday~~~~Friday to Sunday~~) between the hours of 10.00am and 3.00pm ~~Friday to Saturday and between 10am and 1pm Sundays~~, in Rylstone at ~~The Lollipop Shop~~~~The Saffron Kitchen~~ between the hours of 10am and 4pm on a ~~seven-three (73)~~ days a week basis ~~Friday to Sunday~~, and in Kandos at ~~Down the Track cafe~~~~Kandos Museum~~ between the hours of ~~9am and 5pm~~~~10am and 4pm~~ Wednesday to ~~Monday Sunday~~ or from such other premises in those respective towns as MWRC and MRTI may agree.
- (b) During the continuance of this Agreement MRTI must
- (i) Measure tourism numbers to the LGA and where they are from
 - 1) VIC visitation (post codes)
 - 2) Overnight visitation via accommodation members representing at least 30% of region's total room inventory (visitor nights x LGA average per visitor spend NVS data)
 - (ii) Provide all tourism related businesses in the LGA whether a member of MRTI or not, with the opportunity to ~~have a free website listing for promotion~~
 - 1) ~~Maintain or increase total number and/or total value of MRTI memberships~~
 - 2) ~~Provide a business listings page on website (for all tourism members and non-members) at no cost. Web page to visually sponsored acknowledge sponsorship by MWRC (logo).~~
 - (iii) Attend and promote the region at four (4) events outside the region

Identify 4 key trade and/or consumer shows annually (within identified target markets) to promote the LGA. For example (may vary from year-to-year):

 - 1) Sydney Cellar Door (Feb)
 - 2) Pyrmont Food + Wine Festival (May)
 - 2) Balmoral Mudgee Food + Wine Festival (Aug)
 - 3) Sydney Food + Wine Show (Oct)
 - (iv) Provide monthly marketing communication to subscriber database, report on social media reach and website visitation statistics
 - 1) Annual subscriber database health check
 - 2) Increase subscribers year on year
 - 3) Distribute monthly subscriber emails (maintain brand and membership activation integrity)
 - 4) Distribute weekly member news
 - 5) Prepare monthly digital media statistics (social media and website), track trends, increase engagement and followers
 - (v) Promote all tourism-related council and major regional events

Promote MWRC and major events through Visitor Guide, subscriber database, digital channels, MRTI stalls (e.g. Flavours of Mudgee) and other promotional channels (e.g. radio, Mudgee Guardian articles, etc).

Commented [U4]: These changes have been in place since July 2014, as previously agreed between MWRC and MRTI

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Commented [U5]: All tourism businesses have the opportunity to be listed on our website under 'Business Directory' and appear in search results <https://www.visitmudgeeregion.com.au/visitor-services/business-directory>. All other page listings form part of promotional membership inclusions from Bronze and above.

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Commented [U6]: 2016-17: Balmoral (Aug 16), The End Festival (Apr 17), Pyrmont Festival (May 17) and Sydney Good Food + Wine Show (Jun 17)

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- (vi) Develop an annual marketing plan which provides the specific details of all marketing and promotional activities planned to be undertaken ~~on a monthly basis~~ to promote LGA as a tourism destination and provide quarterly updates

1) Review and update Mudgee Region Tourism's Destination Management Plan on a 3-yearly basis (to incorporate attractions and hero assets in Gulgong, Kandos and Rylstone)
2) Develop an annual Marketing Campaign Strategy, with measurable KPIs
3) Prepare report and meet MWRC quarterly to discuss KPI tracking and results

Commented [U7]: Currently under review, revisions due 01 Jul 17

Commented [U8]: 2017: Per co-funded campaign proposal included in this proposal

- (c) In performing the Tourism and Visitor Information Services MRTI will operate as a principal and will not hold itself out as being the agent or contractor of MWRC or purport to bind MWRC under any contract or agreement with third parties or otherwise incur any liability on behalf of MWRC.

6. Visitor Centres

- (a) MWRC will provide the Mudgee Visitors Information Centre at 84 Market Street, Mudgee to MRTI for the delivery of Visitor Information Services under the terms of the Lease.
- (b) MRTI will be responsible for the payment for all services consumed in the operation of the Mudgee, Rylstone, Kandos and Gulgong Visitors Information Centres including electricity and cleaning.
- (c) MWRC's staff will be allowed reasonable access to the Mudgee Visitors Information Centre to maintain computer networking connections for neighbouring buildings as may be required from time to time.

7. Computer Software

- (a) Software on computers in the Mudgee Visitors Information Centre which is licensed to MRTI will be retained by MRTI and MRTI will be responsible for all servicing and updating of software and computers used in the Centre.

8. MRTI reports to MWRC

- (a) It is an essential condition of MWRC continuing to provide funding in accordance with Clause 4 that MRTI must deliver all reporting requirements as provided for under this Clause and Clause 9 without exception and within the time table specified in sub Clause (c) unless otherwise agreed by MWRC.
- (b) MWRC may require changes and additions to the format and content of reports as determined by MWRC from time to time.
- (c) Reports must be presented to MWRC on a quarterly basis by no later than the last day of the month immediately following the end of the relevant quarter after presentation of the report to MRTI's Board and such reports must accurately reflect the true position of MRTI for the relevant quarter.

- (d) A member of the MRTI Board must be present at MWRC's meetings as may be required to respond to any questions from MWRC. MRTI will receive reasonable notice of the scheduling of the meetings.
- (e) MRTI will provide MWRC with such additional operational information as MWRC may reasonably require from time to time.
- (f) MRTI will appoint an independent and qualified company auditor to perform an annual audit for each financial year.
- (g) A copy of the annual audit and of the annual accounts of MRTI will be supplied to the General Manager within one month of the adoption of MRTI's annual accounts.
- (h) MRTI will prepare an annual Budget and ~~Strategic—MarketingDestination Management~~ Plan for the next financial year in consultation with MRTI's members and the community and will submit it to MWRC ~~by 1st April of each year after within 7 days of its~~ approval by the MRTI Board, ~~but no later than 30 June~~. The Budget and Plan will include:
 - (i) an outline of the projects to be undertaken in the next financial year.
 - (ii) a month by month budget for the next financial year.
 - (iii) identified key performance indicators that will provide a measure for the achievement of all projected targets and details of how the outcome of these indicators will be reported to MWRC.
 - (iv) details of services and projects that will specifically promote the LGA and details of the services that will be targeted to promote individual localities in the area including but not limited to Mudgee, Gulgong, Rylstone and Kandos.
- (i) MWRC may use components of the MRTI's Budget and Strategic Management Plan in the MWRC's Management Plan each year.
- (j) MRTI accepts for the General Manager or his/her representative to have full Board Status, should the elected council representative be unable to attend any board meeting as Council's representative.

9. Quarterly report contents

- (a) MRTI must submit its quarterly reports to MWRC with a minimum content of the items listed in Appendix 1.
- (b) The quarterly reports must be approved by the MRTI Board and signed by the Chairperson or Treasurer of the Board.
- (c) MRTI will provide all necessary additional information as may be required to enable MWRC to understand the operations and performance of MRTI in each quarterly report so that MWRC may provide details to its constituents on the use of MWRC expenditure.

10. Liabilities and Indemnity

- (a) MWRC is not liable and will not assume liability or take responsibility for any debts or liabilities whether actual or contingent of MRTI at any time of its operation or on its dissolution.

- (b) MRTI will hold current public and private liability insurance policies at all times during the continuance of this Agreement and will advise MWRC of the policy details and provide an annual currency statement in respect of such policies to MWRC within 7 working days of policy renewals.
- (c) MRTI will indemnify and keep indemnified MWRC from and against all claims demands actions proceedings suits judgements costs and accounts whatsoever that may be made brought or recovered against MWRC whether directly or indirectly arising out of or in relation to the operation by MRTI of the Visitor Information Services AND this obligation will continue notwithstanding the termination of this Agreement.

11. MRTI Dissolution

- (a) MRTI will advise MWRC in writing of its cessation of trading within 7 days of its decision to dissolve and MRTI will return to MWRC any property and any unexpended funding provided by MWRC to it as referred to in Section 65 (4) of the Associations Incorporation Act 2009.
- (b) In the event of the dissolution of MRTI, MWRC may assume responsibility for the provision of Visitor Information Services or provide funding to another entity to assist it to provide Visitor Information Services to meet the needs of tourists and visitors to the LGA.

12. Complaints and Dispute Resolution

- (a) The parties will use their best endeavours to avoid and resolve any disputes in relation to this Agreement.
- (b) MWRC and MRTI will appoint an independent mediator in the event that a dispute cannot be resolved and mediation costs will be equally shared between the parties and kept to a reasonable level.

13. Governing Law

This Agreement is governed by the laws of New South Wales

14. Entire Agreement

This Agreement and the Lease form the entire agreement between the parties in respect of their subject matter for the period from the 1 July ~~2016~~ 2017 to the 30 June ~~2017~~ 2021 and no earlier agreement or understanding, verbal or written in relation to the same subject matter for that period will have any effect from the date of this Agreement unless expressly preserved by this Agreement.

15. Severability

In the event that any part or all of any clause of this Agreement is held to be illegal or unenforceable it will be severed from this Agreement and such severance will not affect the continued operation of the remaining provisions of this Agreement.

16. Goods and Services Tax

- (a) Amounts payable under this Agreement are exclusive of GST. If GST is imposed on any supply made under or in connection with this Agreement then the recipient of the

supply will in addition to any monies payable for such supply pay the GST payable upon receipt of a proper tax invoice.

- (b) For clarity in the event that MRTI is found to be making a supply for GST purposes in the provision of the Tourism and Visitor Information Services in consideration for the funding payable by MWRC, MWRC will upon receipt of a proper tax invoice from MRTI pay the GST payable on the funding.
- (c) GST and tax invoice have the meaning given to those terms under the New Tax System (Goods and Services Tax) Act 1999.

17. Procurement of Goods and Services

In order to ensure MRTI procurement activities are legal, ethical and reflect best value for money, MRTI are to develop a Procurement Policy in line with Councils Procurement Policy, in particular, purchasing requirements for different value contracts. The MRTI Procurement Policy is to be developed and approved by the MRTI Board before 30 September 2017. The Procurement Policy is to be provided to Council within 7 days of approval by the Board. Council's General Manager is to ensure it meets the "spirit" of Councils Procurement Policy, and is tabled at the next Council meeting for transparency.

17.18. Prohibition against assignment

MRTI will not be entitled to assign its interest under this Agreement without the prior written consent of MWRC which consent may be refused at its absolute discretion.

18.19. Prohibition against contracting out Visitor Information Services

MRTI will not be entitled to contract out to third parties the right to provide Tourism and Visitor Information Services within the LGA without the prior written consent of MWRC which consent may be refused at its absolute discretion. ~~and for the purposes of this provision MWRC consents to Gulgong RSL providing Tourism and Visitor Information Services under a sub-contract arrangement between MRTI and Gulgong RSL from The Shanty, 66 Herbert Street Gulgong provided that the terms of the sub-contract are approved by the General Manager.~~

IN WITNESS WHEREOF the parties hereto have hereunto subscribed their hands and affixed their seals the day and year first hereinbefore written.

SIGNED for and on behalf of)
MID-WESTERN REGIONAL)
COUNCIL by its authorised officer)
whose signatures appear below:)

.....
Signature of authorised person

Bradley Allan Cam
Name of authorised person

General Manager
Office held

SIGNED for and on behalf of)

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Commented [U9]: This has not been in place since July 2014.

MUDGE REGION TOURISM)
INC by its authorised officers)
whose signatures appear below:)

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Signature of authorised person

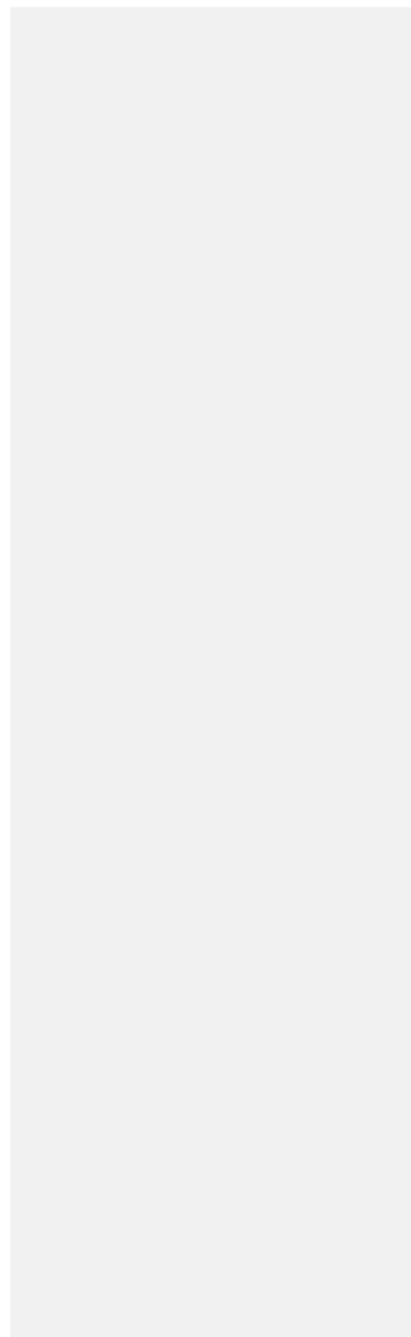
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APPENDIX 1: Contents of quarterly report from MRTI to MWRC

Financial	<ul style="list-style-type: none"> Balance Sheet/Financial Statement approved by MRTI Board and signed by the Chairperson or Treasurer of MRTI. Profit and Loss – reflecting comparison year to date, to budget and compared to the same period in the previous year approved by MRTI Board. Commentary on the financial performance of MRTI and any items that are outside budget or showing significant variance to previous year or to budget and actions as approved by the MRTI Board to address variance. Commentary on financial trends including a revised forecast that may affect MRTI's performance.
Membership Partnership	<ul style="list-style-type: none"> Membership Partnership numbers by type of membershippartnership. Percentage of membership numbers compared to targeted numbers and change on previous quarter and change on Partnership numbers and revenue compared to same quarter in the previous year where available. Number of members partners by industry sector (e.g. motel, B & B, restaurant etc) compared to total numbers sought by sector and change on previous quarter and same period in the previous year.
Projects	<ul style="list-style-type: none"> Outline promotional activities carried out during the quarter to promote the LGA including the locations outside of Mudgee at which the activities are undertaken the type of promotion undertaken for each location and the duration and cost of each promotion. Outline specific projects including participation in tourist trade shows. For each project, project current status and activity and time line assessment with reference to the Key Performance Indicators (KPIs) and milestones established in the MRTI Destination Management Plan and other project plans for each item. Achievement/slippage of itemised milestones in individual projects and commentary provided.
Statistics	<p>All statistics listed below shown compared to previous quarter and the same quarter in the previous year.</p> <ul style="list-style-type: none"> Number of visitors attending each visitors centre and where they were from and how they heard about the LGA. Number of phone enquiries at each centre. Number of web-based enquiries subscribers - loyalty building program. Number of web entries/pages sold to new members Digital media statistics (i.e. unique website visitors, unique page views, social media followers). Responses to advertising campaigns – visitation as a result of the campaigns, occupancy rates of accommodation operators when supplied to MRTI and impact of campaigns on occupancy etc. Responses to web based surveys as required. Responses to loyalty building programs. Supporting information on distribution of Visitor Information guides and other promotional material outside the LGA.
Funding	<ul style="list-style-type: none"> Sources for funding and applications made. Details of applications, funding sought, funding received, projects to be funded. Date when funding applications determined. Follow up of funding applications undertaken in the quarter.

Commented [U10]: Partnership plan now includes targeting sponsors from businesses who benefit from the visitor economy but are not necessarily tourism specific (e.g. real estate, service stations, etc).

Commented [U11]: Reflected in Regional Marketing budget line in financial reports. Can be further itemised if desired by MWRC.

Commented [U12]: 2016: as referenced in the DNSW Co-funded 'Let's Skip Town' campaign reports

Commented [U13]: Now obtaining monthly statistics from 9 accommodation providers who represent around a third of overall inventory across the region, will be available from Q4 2016 report onwards. Was included in 2016 Campaign results.

Communication	<ul style="list-style-type: none"> Copies—All MWRC Councillors to receive of—the monthly communications email to the subscriber database
Public Relations	<ul style="list-style-type: none"> Copies of press releases demonstrating that 15% of total media coverage is focused on Gulgong, Kandos and Rylstone Copies of press releases to demonstrate that 2-3 of the pitches to the media is on new and different businesses in the LGA that have not received media coverage previously. Summary of public relations activity and EAV (estimated advertising value), including press release distributed and coverage for the entire region (both digital + print), showcasing newsworthy stories such as new businesses, innovation in region, campaign activity and towns of Gulgong, Kandos + Rylstone (a minimum of 15% total media coverage must reflect Gulgong, Kandos & Rylstone, and a minimum of 2 pitches to the media must cover new and different businesses per annum).

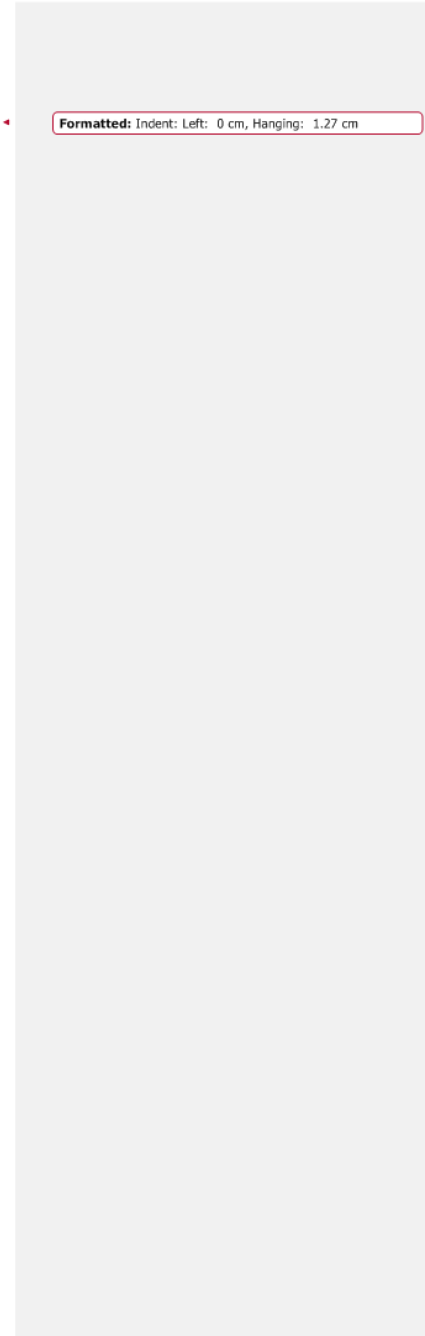
Commented [U14]: All councillors to be added to subscriber database to receive communications as they happen (and any other nominated Council representatives)

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Additional items and reports to be provided:

- Annually updated and Board approved MRTI Budget and ~~Strategic Marketing~~three-yearly Destination Management Plan to be delivered to MWRC ~~by the 1 April~~within 7 days of its approval of each year as described in clause 8(h).
- Copy of the annual audit report and annual accounts for MRTI as specified in Clause 8(g).
- Annual currency statements of insurance policies held and/or as renewed to be supplied to MWRC as specified in Clause 10(b).
- Copies of other policy documents relating to MRTI as may be required by MWRC.

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

Campaign Background

In 2016, MRTI activated a successful Destination NSW co-funded 'Let's skip town' campaign to increase awareness of and visitation to Mudgee Region - boosting short break weekend stays across the region.

- Total campaign investment \$240K
- In market Mar to Dec 16
- Secured an additional 14,108 overnight visitors or \$2,257,280 in visitor spend
- ROI 9.4:1. Calculated as follows:

Destination NSW Funding ROI Calculation

*Total incremental visitor nights during campaign term x NVS average overnight visitor spend \$160**
 Campaign Spend

Please note:

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

2017 MRTI + MWRC Co-funded Campaign Proposal

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

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

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

The campaign will continue to consistently communicate the region's primary offering, Food + Drink, and introduce nature experiences and leisure sports (e.g. golf, bushwalking) as a travel benefit to increase appeal and convert target audiences to engage in regular short breaks mid-week.

Campaign Attribute	Description
Campaign Name	Let's Skip Town (Stage 2)
Why use this campaign?	Maintain momentum from a successful Stage 1 in 2016 campaign, leverage existing awareness of campaign assets and key messages in market
What are we promoting?	Destination: mid-week travel to the Mudgee Region – Food + Drink Tourism and Short Breaks Visitor Economy Segments
Campaign Objectives/KPIs	<ol style="list-style-type: none"> 1. Increase mid-week visitation on previous year for travel period Aug 17 to Mar 18 (target: 5,000 visitor nights or \$785K overnight visitor spend) 2. Increase social media followers by 20% (target: 4,000 new followers) 3. Increase subscriber database by 10% (target: 1,300 new subscribers) 4. Secure accommodation campaign partners with mid-week Stay 3/Pay 2 deals (target: 20 campaign partners) 5. Generate strong EAV from PR investment of \$25K (target: EAV \$100K) 6. Increase unique monthly visitors to website during campaign term (target: >16K)
Booking + travel period	<ul style="list-style-type: none"> • Campaign in market: 01 Aug to 31 Oct 2017 (3 months) • Travel period: 01 Aug 2017 to 28 Feb 2018 (7 months, includes low season)
Who are we talking to?	<ul style="list-style-type: none"> • Sydney (Eastern Suburbs, North Shore, Hills District, Sutherland Shire) and Regional NSW (Newcastle, Wollongong and Central West) • Consumer Segment: Relaxation + Romantic – 'Couples', 'With friends' • Target Markets: Visiting Friends + Relatives and Leading Lifestyles/Retirees

Estimated ROI	<p>5,000 incremental visitor nights x \$157* average overnight visitor spend = \$785K / MWRC investment \$75K</p> <p>MWRC's estimated ROI = 10.5:1</p> <p><i>*as at Dec 16 Tourism Research Australia's NVS Mid-Western Regional LGA profile (attached)</i></p> <p><i><u>Total incremental visitor nights during campaign term x NVS average overnight visitor spend</u></i> <i><u>Campaign Investment/Funding</u></i></p>
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Proposed Campaign Budget			
Budget Item(s)	MRTI Investment (ex GST)	MWRC Funding (ex GST)	Total (ex GST)
Campaign Activity			
- Campaign planning + strategy (Destination Marketing Store – planning workshop with key stakeholders + production of strategy document)	\$6,000	\$6,000	\$12,000
- Campaign creation + execution (media buying, distribution, paid social media, TVC scheduling, digital + print advertising, radio commercials, digital banner ads, reporting).	\$51,250	\$51,250	\$102,500
- Media + PR activity (Klick Communications)	\$12,500	\$12,500	\$25,000
- Creative content development (photography, filming, editing)	\$5,000	\$5,000	\$10,000
- Cost of external audit at end of project	\$250	\$250	\$500
TOTALS	\$75,000	\$75,000	\$150,000



LOCAL GOVERNMENT AREA PROFILES, 2015*

MID-WESTERN REGIONAL (A), NEW SOUTH WALES

AREA POPULATION[^]: 24,191



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

TOP INTERNATIONAL MARKETS

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

KEY TOURISM METRICS FOR MID-WESTERN REGIONAL (A)

	INTERNATIONAL	DOMESTIC OVERNIGHT	DOMESTIC DAY	TOTAL
Visitors ('000)	4	290	232	526
Nights ('000)	73	731	-	804
Average stay (nights)	18	3	-	3
Spend (\$m)	3	123	34	160
Average spend per trip (\$)	818	425	145	305
Average spend per night (\$)	46	168	-	157
Average spend (commercial accommodation) per night (\$)	91	250	-	244

9.8 Community Grants Program Policy

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, FIN300138

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Financial Planning on the Community Grants Program Policy; and**
2. **adopt the revised Community Grants Program Policy.**

Executive summary

A review of the Community Grants Program Policy has been undertaken in order to:

- include a new grant category called Youth Representative Grants, as resolved at the Ordinary Meeting of Council held on 19 April 2107
- improve acquittal procedures to ensure grants are being used by the recipient for the specified purpose, and
- allow staff to collect more financial information from applicants in order to better understand their financial position and budget

A copy of the revised policy is attached to this report with additions highlighted.

Disclosure of Interest

Nil.

Detailed report

As Council approaches a new financial year it is important that the Community Grants Policy be revised to ensure consistent grant conditions and assessment of all applications. With only minor revisions proposed for this policy it is recommended that a public exhibition period is not necessary.

The policy additions include:

- Youth Representative Grants Category. The category is open to Youth selected to represent Australia at any international competition or event, including but not limited to sporting, academic or the arts. Grants are limited to \$1,000 and not subject to other assessment criteria.
- Acquittals for grants over \$2,000 will be required to submit tax invoices where relevant. This is to ensure grants are being spent for the intended purpose.
- Unspent grants over \$200 will be required to be returned to Council.
- Financial information requirements in the application form now requires an explanation if there is a planned budget surplus and a recent bank account balance.

Community Plan implications

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

Financial implications

Not applicable.

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

8 June 2017

Attachments: 1. Revised Community Grants Policy.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



COMMUNITY GRANTS PROGRAM POLICY

*A prosperous
and progressive
community*

COUNCIL MEETING MIN NO	REFERENCE	V2
DATE: 21 JUNE, 2017	REVIEW DATE	MAY 2021
	FILE NUMBER	FIN300138

Objective

The objective of this policy is to:

- establish clear and transparent criteria by which financial assistance requests will be assessed and allocations determined;
- provide a process which allows Council to conduct a meaningful and equitable comparison of requests
- provide guidelines for the submission of applications and assessment process
- inform grantees of the requirements to acquit their funding

Scope

This policy applies to requests for financial assistance from not-for-profit community based organisations, groups and individuals that meet community needs and benefit residents in our community.

The purpose of the Community Grants Program is to enable Council to support local projects and activities put forward by those organisations that offer a significant contribution to community outcomes and goals as provided in the Towards 2030 Community Plan. In doing so, financial assistance is to be provided in a consistent, equitable and transparent manner.

Legislative requirements

The Community Grants Program is governed by the following legislative framework.

The Local Government Act 1993, Section 356, states:

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.
- (3) However, public notice is not required if:
 - (a) the financial assistance is part of a specific program, and
 - (b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

POLICY: COMMUNITY GRANTS PROGRAM |

The Local Government Act 1993, Section 377, states:

(1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:

(q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,

Related policies and plans

- Sponsorship Acknowledgement Policy
- Conflict of Interest Policy
- Towards 2030 Community Plan

Policy

General Eligibility Criteria

To be eligible for assessment all applicants must:

- Be an incorporated not-for-profit organisation or Individual. Unincorporated community groups are eligible to apply provided they are auspiced by an incorporated not-for-profit organisation
- Have met any previous Mid-Western Regional Council grant acquittal requirements
- Have no outstanding debts of any kind to Mid-Western Regional Council
- Complete the online application form by the applicable cut-off time and date

Mid-Western Regional Council does not provide grants under this policy for:

- Events that are eligible to apply for the Events Assistance Program, excluding the Mudgee, Gulgong and Rylstone Shows'

In-kind support for the waiver of rates, fees and charges is considered financial assistance within this policy and therefore eligible for applications. The waiver of a bond or security deposit is not considered financial assistance, however if any damage should arise as a result of the event, the applicant will be liable for the cost.

Youth Representative Grants Category

Youth representative grants are open to:

- Persons that meet the eligibility criteria to represent on Youth Council
- Are selected to represent Australia at any international competition or event, including but not limited to sporting, academic or the arts.

This grant is limited to \$1,000, and will be excluded from the requirements of the Community Grants Assessment Criteria.

Grants Management Process

APPLICATIONS

All grant applications are to be completed online, accessed from the Mid-Western Regional Council website. If you are unable to access the internet, facilities are available for lodgement at Council’s Customer Service locations.

ASSESSMENT

All applications (except Youth Representative Grants) received are assessed by a panel of at least three relevant staff members. If considered relevant, some applications may be assessed by external parties who have skills and professional expertise that benefit the assessment process.

The application will be assessed against the following criteria relative to the amount of funding requested:

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

Unsuccessful applicants are encouraged to seek feedback from staff on their application. Even though an application may meet the criteria it may not be competitive against other applications.

APPROVAL

Only Council has authority to approve grants for financial assistance. Council will be provided with a report on a quarterly basis to consider the assessment panel’s recommendations for which applications will be funded and to what amount.

ACQUITTAL REQUIREMENTS

To ensure financial assistance is used by the recipient for the specified purpose all grantees must submit reports back to Council in accordance with the below requirements depending on the type of activity.

Grant Amount	Project	All other activities
<\$2,000	Brief report on the outcomes achieved at the end of the project	Brief report on the outcomes achieved at the end of the financial year
>\$2,000	In addition to the above a financial report with copies of invoices attached where relevant	In addition to the above annual financial statements with copies of invoices attached where relevant

UNSPENT GRANTS

Where unspent grants are reported in the acquittal that exceeds \$200, the grantee will be required to return to Mid-Western Regional Council. Following review of the acquittal a tax invoice will be issued if payment is required.

POLICY: COMMUNITY GRANTS PROGRAM |

TIMETABLE

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Applications open online via MWRC website	1st May	1 st July	1 st October	1 st January
Applications close	6 weeks after opening	6 weeks after opening	6 weeks after opening	6 weeks after opening
Report to Council meeting (month)	July	October	February	May

**These dates are based on anticipated Council meeting dates, if a Council meeting is moved or cancelled - applications will be submitted at the next available meeting date.

PRIVACY

Applicants should be aware that copies of applications for financial assistance may be included in a report to Council which will be published in the Council Business Paper and will be publicly available as well as being published on Council's website.

Definitions

Term	Meaning
Acquittal	An acquittal is a written report submitted after the funded project is complete or at end of financial year. It details how the grantee administered the grant funds and met the outcomes in the funding application.
Auspice	An auspice is an incorporated not-for profit organisation who receives, administers and acquits the funding on behalf of an unincorporated grant applicant. Unincorporated groups seeking funding must apply for funding under an auspice.
Financial Assistance	Payments given to individuals or organisations which are not commensurate with a reciprocal benefit received by Council. It should be noted the following examples are not considered financial assistance and are therefore outside this policy: Payments made in exchange for the provision of a service which Council may otherwise provide itself. Statutory contributions such as SES, Rural Fire Service and NSW Fire Brigades. Waiver of a bond or security deposit.
Grant	Cash provided to applicants for the specified purpose as outlined in the application. A grant is given with conditions that it must be administered for that purpose identified with requirement for acquittal.
In-kind	Refers to an arrangement whereby Council foregoes revenue on things for which they would normally charge a fee.
Not-for-profit organisation	A not-for-profit organisation is an organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to implement the organisation's purpose and must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up.
Project	A Project is a temporary organisation that is created for the purpose of delivering one or more business products according to an agreed Business Case

The online application form requires the below information.

POLICY: COMMUNITY GRANTS PROGRAM |

APPLICATION FORM – COMMUNITY GRANTS

Applicants Details

- Name of organisation
- Contact person
- Address
- Phone
- Email
- ABN
- Bank Account

Project/Activity Details

- Name of project/activity
- Amount of funding requested
- Start and finish date
- Briefly describe project/activity

Address Criteria

- Degree of benefit to the community aligned with the community plan
- Amount of resident participation
- Level of consultation and collaboration with other local groups
- Organisational capacity to deliver the project/activity

Financial Information

- Income
- Expenditure
- Net budget. If the application shows a budget surplus there must be an explanation provided to justify why surplus funds are required and how they are to be used. For example a charitable donation or organisation fund raising towards a major purchase
- Most recent bank account balance, from either bank statement or treasurers report

Attachments

- Certificate of incorporation or letter from auspicing body

APPLICATION FORM – YOUTH REPRESENTATIVE GRANTS

Applicants Details

- Name
- Date of Birth
- Address
- Phone
- Email
- ABN
- Bank Account

Project/Activity Details

- Name of project/activity
- Amount of funding requested
- Start and finish date
- Briefly describe project/activity

9.9 Delivery Program 2017/21 and Operational Plan 2017/18

REPORT BY THE MANAGER, FINANCIAL PLANNING
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, FIN300117

RECOMMENDATION

That Council:

1. receive the report by the Manager, Financial Planning on the Delivery Program 2017/21 and Operational Plan 2017/18;
 2. receive all public submissions to the draft 2017/18 Operational Plan as listed below, with the General Manager required to respond to each submission as follows:
 - 2.1 Mudgee Regional Music Centre – be thanked for their submission, and advise that Council decline their request for funding to provide rent payment for the establishment of Mudgee Regional Music Centre;
 - 2.2 Cultural Development Committee – be thanked for their submission, and advise that Council decline the request for funding to provide rent payment for the establishment of Mudgee Regional Music Centre;
 - 2.3 Nathan Davis– be thanked for his submission, and advise that a new fee is to be placed on public exhibition for drainage diagrams that do not require verification of services;
 - 2.4 Nathan Davis – be thanked for his submission, and be advised that Council decline his request to fund stub-ins to the water main and building of the spine road at Caerleon Estate, water reservoir works are currently planned for the 2024/25 financial year, increased funding of \$60,000 has been added to the Parks and Gardens budget in order to maintain increasing amounts of open space across the region including Caerleon Estate, and the streetlighting expense budget has been increased to allow for increased lighting across the region and pricing increases;
 - 2.5 Robert Stein Vineyard – be thanked for their submission, and be advised that their request to have Quarry Lane sealed be declined;
 - 2.6 Hugh Bateman - be thanked for his submission, and be advised that his request to install a water pump station for Broadview Estate be declined;
 - 2.7 Crudine Ridge Wind Farm – be thanked for their submission, and be advised their request that Council consider the allocation of VPA funding to the local Pyramul community and hall be noted;
 - 2.8 Gulgong Sports Council – be thanked for their submission, and decline changes proposed to install new fencing at Billy Dunn Oval as opposed to Victoria Park Gulgong;
 - 2.9 The Community Charity Shop Kandos – be thanked for their submission, and be advised that a grant of land is included in the Operational Plan
-

2017/18

2.10 Gulgong MADS Inc. (late submission) – be thanked for their submission and advised that Council has supported the Gulgong Holtermann Museum by way of a loan for the purchase of the building, included in the Operational Plan 2017/18.

3. receive all public submissions to the draft Revenue Policy, with the General Manger required to respond to each submission as listed below and advise that the rate model for 2017/18 is based on the full 1.5% IPART increase, with no increase to the Farmland category, and the 1.5% increase spread over the remaining categories:

3.1 Denise Taylor – be thanked for her submission requesting support for low-income earners;

3.2 Robyn Andrews - be thanked for her submission in support of the recommended rate model;

3.3 Joyce Purtle - be thanked for her submission in support of the recommended rate model;

3.4 NSW Farmers Association – be thanked for their submission in support of the recommended rate model;

3.5 Mitchell & Daryl Clapham - be thanked for their submission in support of the recommended rate model;

3.6 John Webb - be thanked for his submission in support of the recommended rate model;

3.7 Glencore - be thanked for their submission which proposes a 1.5% increase across all categories;

3.8 Moolarben Coal Operations – be thanked for their submission which proposes a 1.5% increase across all categories;

3.9 Peabody, Wilpinjong Coal Pty Ltd – be thanked for their submission which proposes a 1.5% increase across all categories;

4. make the following changes to the Operational Plan 2017/18 and Delivery Program 2017-2021 as exhibited, and detailed in the report below:

4.1 Public Submissions

4.1.1 Mudgee Region Tourism – be thanked for their submission, and that Council will consider additional funding of \$75,000 in 2017/18 towards a new tourism campaign;

4.1.2 Peter Monaghan (late submission) – be thanked for his submission and advised that a new action item has been included in the Delivery Program 2019-21 to “Maintain the 2017-2019 Heritage Strategy and implement the actions identified in the strategy”, under Strategy 1.2.1.

4.2 Management Submissions

- 4.2.1 \$1,788 in 2017/18 and \$1,672 in 2018/19 additional contribution towards local heritage grant budgets, funded from unrestricted cash;
 - 4.2.2 \$90,000 in 2017/18 towards water and sewer system enhancements for Cudgegong Waters Caravan Park, funded from unrestricted cash;
 - 4.2.3 \$80,589 each year for 2017-2021 for increased Councillor Fees, funded from unrestricted cash;
 - 4.2.4 \$20,000 in 2017/18 and \$45,000 each year for 2018/19-2020/21 for increased street lighting costs, funded from unrestricted cash;
 - 4.2.5 \$12,000 in 2017/18 and \$20,000 each year for 2018/19-2020/21 for increased general fund electricity costs, funded from unrestricted cash;
 - 4.2.6 \$53,000 in 2017/18 and \$106,000 each year for 2018/19-2020/21 for increased water infrastructure electricity costs, funded from water fund unrestricted cash;
 - 4.2.7 \$40,000 in 2017/18 and \$80,000 each year for 2018/19-2020/21 for increased sewer infrastructure electricity costs, funded from sewer fund unrestricted cash;
 - 4.2.8 \$50,000 in 2017/18 for Lawson Creek dredging, funded from unrestricted cash;
 - 4.2.9 \$10,000 in 2017/18 and \$15,000 each year for 2018/19-2020/21 for increased audit fees, funded from unrestricted cash;
 - 4.2.10 \$200,000 reduction to local unsealed road resheeting in 2017/18, funding returned to unrestricted cash;
 - 4.2.11 \$100,000 reduction to local sealed rural road rehabs budget in years 2018/19-2020/21, funding returned to unrestricted cash;
 - 4.2.12 \$1,645 in 2017/18 for increase to Emergency Services Levy, funded from unrestricted cash;
 - 4.2.13 \$59,000 in 2017/18 for Cricket wicket equipment at Glen Willow, funded from Capital Program Reserve;
 - 4.2.14 \$80,845 each year for 2017/18-2020/21 for increased employee expenses in Corporate Support and Governance, funded from unrestricted cash;
 - 4.2.15 \$63,000 increase to rating revenue each year for 2017/18-2020/21 as a result of part year rating adjustments;
 - 4.2.16 \$8,500 increase to water annual charges income each year for 2017/18-2020/21 as a result of part year rating adjustments;
 - 4.2.17 \$48,500 increase to sewer annual charges income each year for 2017/18-2020/21 as a result of part year rating adjustments;
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- 4.2.18 \$22,500 increase to waste annual charges income each year for 2018/19-2020/21 as a result of part year rating adjustments;
 - 4.2.19 \$7,545 increase income in 2017/18 for contribution towards Golf Course Fence;
 - 4.2.20 increase to rating revenue from supplementary valuations of \$64,089 in 2017/18, \$65,326 in 2018/19, \$71,472 in 2019/20 and \$70,002 in 2020/21;
 - 4.2.21 amend the Delivery Program to include the Project to “Investigate and consult with the community on high priority projects as defined in the community consultation report for the Community Strategic Plan”, under Strategy 5.2.2.
- 4.3 March 2017 Quarterly Budget Review Statement rolled budgets – amendments to the 2017/18 Operational Plan (funding splits provided in the body of the report)
- 4.3.1 \$100,000 Mudgee Administration Building Solar
 - 4.3.2 \$500,000 Youth Infrastructure
 - 4.3.3 \$970,000 Henry Lawson Bridge
 - 4.3.4 \$3,500 Local Road Rehab Angus Avenue
 - 4.3.5 \$200,000 Triamble Road Access
 - 4.3.6 \$870,000 Ulan Road Capital Church Lane to Overtaking Lane
 - 4.3.7 \$230,000 Ulan Road Capital Wattlegrove Lane to Midblock
 - 4.3.8 \$390,000 Real Estate Development Saleyards Lane
 - 4.3.9 \$120,000 Commercial Property Mortimer Precinct
 - 4.3.10 \$70,000 Bent Street Drainage
 - 4.3.11 \$500,000 Sewer Augmentation Rylstone and Kandos
 - 4.3.12 \$30,000 Sewer Pump Station Caerleon
 - 4.3.13 \$1,574,295 Water Augmentation Ulan Road Extension
 - 4.3.14 \$50,000 Water Pump Station Capital Renewals
 - 4.3.15 \$43,000 Remote Security Cameras at Waste Transfer Stations
 - 4.3.16 \$50,000 Alternate energy strategy
 - 4.3.17 \$30,000 Section 94 plan development
 - 4.3.18 \$570,467 Domestic Waste Organics Collection System
- 4.4 April 2017 Monthly Budget Review rolled budgets – amendments to the
-

2017/18 Operational Plan (funding splits provided in the body of the report)

- 4.4.1 \$235,000 Triamble Road Access;**
- 4.4.2 \$300,000 Cycleway Link Lawson Park to Pitts Lane;**
- 4.4.3 \$39,500 Mudgee Wash Bay Upgrades;**
- 4.4.4 \$221,000 Airport Capital Upgrades Installation of Services and Fencing;**
- 4.4.5 \$7,650 Playground Upgrade ANZAC Park;**
- 4.4.6 \$120,000 Cudgegong Waters Caravan Park Upgrade Fire Services;**
- 4.4.7 \$100,000 Gulgong Depot Wash Bay;**
- 4.4.8 \$32,000 Glen Willow Walkway;**
- 4.4.9 \$10,000 Drainage Capital Bent Street;**
- 4.4.10 \$35,000 Drainage Capital Bombira Avenue;**
- 4.4.11 \$10,000 Drainage Capital Dunn Street;**
- 4.4.12 \$10,000 Drainage Capital Court Street;**
- 4.4.13 \$21,500 IT Corporate Software Payroll Upgrades;**
- 4.4.14 \$50,000 Waste Transfer Station Upgrade Hargraves;**
- 4.4.15 \$30,000 Waste Transfer Station Upgrade Bylong.**

5. make the following changes to the 2017/18 Fees and Charges as exhibited:

- 5.1 Financial Services – Maximum rate of interest on overdue rates for 2017/18 rating year will be 7.5% as per Office of Local Government circular 17-09;**
 - 5.2 Financial Service – Section 603 Certificates, increased rate to \$80.00 as per Office of Local Government circular 17-09;**
 - 5.3 Sewerage Services – Liquid Trade Waste Non-Compliance pH, remove this fee from 2017/18 budget due to staged approach for Liquid Trade Waste;**
 - 5.4 Building Approvals & Certificates – Drainage Diagrams (Council Sewer Mains), add the words “Requiring verification of services”;**
 - 5.5 Waste Management – Bulk collection of Recycling Materials Cardboard or Co-mingled Level 1 – Fee to be amended to \$429.00 per Quarter;**
 - 5.6 Waste Management – Bulk collection of Recycling Materials Cardboard or Co-mingled Level 2 – Fee to be amended to \$214.50 per Quarter;**
 - 5.7 Waste Management – Bulk collection of Recycling Materials Cardboard or Co-mingled Level 3 – Fee to be amended to \$107.25 per Quarter;**
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- 5.8 **Waste Management – Bulk collection of Recycling Materials Cardboard or Co-mingled Level 4 – Fee to be amended to \$49.50 per Quarter;**
- 5.9 **Sewerage Services – Location of Existing Sewer Junction, rounding of fee amount \$267.50 to \$270.00 for ease of administration;**
6. **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 **Tourism & Economic Development – General Merchandise sale fee, calculation based on ‘Rate of Return’. Price on application;**
 - 6.2 **Building Approvals & Certificates – Drainage Diagrams (Council Sewer Mains) \$29.50 per certificate;**
 - 6.3 **Sewerage Services – After Hours Fee discharge of septic tank waste and portable toilet waste at Mudgee Sewage treatment works, \$133.00 per load, *In addition, the discharge fee per kL will be charged;***
7. **hereby makes the following rates and charges for the 2017/18 financial year:**
 - 7.1 **A Residential Rural Rate of 0.639177 cents in the dollar on the land value as at 1 July 2017 of all land so categorised as Residential, with a minimum rate of \$644.64;**
 - 7.2 **A Residential Urban Rate of 0.639177 cents in the dollar on the land value as at 1 July 2017 of all land so categorised as Residential and further subcategorised as Residential Urban, with a minimum rate of \$644.64;**
 - 7.3 **A Farmland Rate of 0.600666 cents in the dollar on the land value as at 1 July 2017 of all land so categorised as Farmland, with a minimum rate of \$644.64;**
 - 7.4 **A Business Rate of 0.960363 cents in the dollar on the land value as at 1 July 2017 of all land so categorised as Business, with a minimum rate of \$644.64;**
 - 7.5 **A Business Rylstone Aeropark Rate of 0.960363 cents in the dollar on the land value as at 1 July 2017 of all land so categorised as Business and further subcategorised as Business Rylstone Aeropark, with a minimum rate of \$211.62;**
 - 7.6 **A Mining Rate of 8.253132 cents in the dollar on the land value as at 1 July 2017 of all land so categorised as Mining, with a minimum rate of \$644.64;**
 - 7.7 **A Mining Coal Rate of 8.253132 cents in the dollar on the land value as at 1 July 2017 of all land so categorised as Mining and further subcategorised as Mining Coal, with a minimum rate of \$644.64;**
 - 7.8 **A Hunter Valley Catchment Special Rate of 0.011 cents in the dollar on the land value as at 1 July 2017 of all land within the catchment contribution area that has a land value in excess of \$300 and is rateable for the time being under the Local Government Act 1993.**

Council contributes to the provision of watercourse management in the

area controlled by Hunter Local Land Services. A Hunter Valley Catchment Special Rate, which is determined by the authority, is to be applied for the purposes of the Local Land Services Regulation 2014.

- 7.9 The extra charges to be charged on overdue rates and charges shall be calculated at a rate of 7.5% per annum, on a daily simple interest basis;
- 7.10 A Domestic Waste Management Charge of \$176 for all rateable and non-rateable properties within the service areas. Where there is more than one service the annual charge will be multiplied by the number of services;
- 7.11 A General Waste Disposal Charge of \$206.80 inclusive of GST for all rateable and non-rateable properties with the exception of certain Farmland properties that can identify in the manner required by Council that they have a landholding comprised of multiple adjoining assessments with a lesser number of residences than assessments; they will be charged for the number of residences. Where there is more than one service the annual charge will be multiplied by the number of services;
- 7.12 A Business Waste Management Charge of \$203 for all rateable and non-rateable Business category properties where a service is rendered. Where there is more than one service the annual charge will be multiplied by the number of services;
- 7.13 Water charges for rateable and non-rateable properties within the water supply area of:

Charge Type	Detail	Amount
Service availability	20mm meter	\$151
	25mm meter	\$236
	32mm meter	\$387
	40mm meter	\$604
	50mm meter	\$944
	80mm meter	\$2,416
	100mm meter	\$3,775
	150mm meter	\$8,494
Usage – per kL	Residential	\$2.97
	Business	\$2.97
	Raw Water	\$0.64

In relation to strata units, each unit will be levied with a 20mm service availability charge. In relation to Torrens Title residential units, each unit will be levied with a 20mm service availability charge. In relation to vacant land where a water meter is not connected, each property will be levied with a 20mm service availability charge;

- 7.14 Sewer charges for rateable and non-rateable properties within the sewer service area of:

Charge Type	Detail	Amount
Service availability	Residential	\$814
	Non Residential	\$454
Usage – Non	Based on kLs of water used	\$2.60

Residential	that would reasonably be deemed to enter MWRC sewer schemes	
	Category 1 Discharger	\$92
	Category 2 Discharger	\$184
Liquid Trade Waste – Annual Charge	Large Discharger	\$617
	Industrial Discharger	\$184 to \$617
	Re-inspection Fee	\$86

Executive summary

Council has been through an extensive planning process over the past few months to determine which projects and initiatives would be undertaken across the next four financial years, culminating in the Draft Operational Plan 2017/18 and Delivery Program 2017-21.

Following the public exhibition, this report seeks to consider submissions to the Draft plans and make recommended changes based on those submissions.

It is recommended Council adopt the Operational Plan 2017/18 and Delivery Program 2017-2021, including the Fees and Charges Schedule.

Disclosure of Interest

Nil.

Detailed report

At its meeting of 19 April 2017, Council endorsed the draft Operational Plan 2017/18 and Delivery Program for 2017-2021 to be placed on public exhibition for a period of 28 days. The exhibition period closed on Friday 19 May 2017, with nineteen submissions received. Each submission made by a member of the public is presented to Council (refer to Attachment 1) and summarised below. Council also received two late submissions shown in attachment 2.

In addition to community submissions, management submissions are also discussed below. These include:

- management initiatives and updated costing
- the carrying forward of projects deferred at the March 2017 Quarterly Business Review
- the carrying forward of projects deferred at the April 2017 Monthly Budget Review
- recommended changes to the Fees & Charges schedule
- new Fees and Charges recommended

The above recommended changes have been incorporated into the Operational Plan 2017/18 and Delivery Program 2017-21 shown as attachment 3.

PUBLIC SUBMISSIONS

The following list provides a summary of public submissions.

2.1 Mudgee Regional Music Centre – have requested Council provide rent payment for 12 months for the establishment of Mudgee Regional Music Centre, in the amount of \$26,000. Unfortunately, with budgetary constraints, the cost of providing this facility is prohibitive.

2.2 Cultural Development Committee – have shown their support towards the Mudgee Regional Music Centre.

2.3 Nathan Davis – has requested Council review the current fee for drainage diagrams as the Caerleon Development has previously submitted drainage documentation in electronic format. Nathan has also provided a table of comparative fees to other Council and Sydney Water. Staff have reviewed this request and recommend to introduce a new fee for drainage diagrams of \$29.50 where diagrams do not require on site verification of services.

2.4 Nathan Davis – during the budget process has requested the following items:

- a) funding of the stub-ins to the water main through Caerleon Estate
- b) council build a reservoir to service land to be submitted as part of the next DA releasing larger lots located higher in Caerleon Estate
- c) funding to build the spine road through Caerleon Estate
- d) ensure there is adequate Council funding for ongoing irrigation and maintenance of open space
- e) ensure there is adequate funding for ongoing costs of operating lighting in open space

Council's response to each of these requests is detailed below:

- a) the funding and timing of installation of the stub-ins to the water main is the responsibility of the developer. The request is recommended to be declined.
- b) based on projected timing of development and the reliance on construction of related infrastructure council has budgeted within the 30 Year Plan for Water Network to construct a reservoir in 2024/25. The request to bring forward this project timing is recommended to be declined.
- c) the funding of spine road construction is the responsibility of the developer. The request is recommended to be declined.
- d) council has increased its Parks and Gardens budget by \$60,000 in order to maintain increasing amounts of open space across the region including Caerleon Estate. It should be made clear this increase in funds is not solely to maintain Caerleon Estate.
- e) Council has increased the street lighting expense budget by \$20,000 in 2017/18 and \$45,000 in 2018/19-2020/21 to allow for increased lighting across the region and pricing increases. As street lighting is unmetered there will not be separate invoicing or budgeting for Caerleon Estate lighting costs.

2.5 Robert Stein Vineyard – has requested that Quarry Lane be upgraded and sealed up to the entrance into Robert Stein Vineyard. It is estimated that sealing Quarry Lane would cost about \$90,000. It is not recommended that Quarry Lane be sealed due to the fact that Council has placed a hold on extending the sealed road network.

2.6 Hugh Bateman – has requested Council fund the installation of a water pump station for Broadview Estate. It is estimated the cost would be \$250,000. The funding of this type of infrastructure is the responsibility of the developer. The request is recommended to be declined.

2.7 Crudine Ridge Wind Farm – has requested council consider the allocation of VPA funding to the local Pyramul community and hall.

2.8 Gulgong Sports Council – has requested Council reconsider the budget allocation for sporting facilities in the Gulgong area, propose Victoria Park be constructed as a first priority instead of construction of Billy Dunn fencing. Council decline this amendment and note that the current budget includes repairs to Victoria Park fencing of \$12,000 in 2018/19 and \$97,000 in 2019/20 to replace the post and rail fence. This funding pattern is based on affordability.

2.9 Community Charity Shop Kandos – has requested support in order to purchase a building to house the Charity Shop. Council officers recommend in the budget that a grant of land is included in the Operational Plan 2017/18.

4.1.1 Mudgee Regional Tourism – Following the success of the ‘Let’s skip town together’ Campaign Mudgee Regional Tourism has requested that Council provide an additional \$75,000 in 2017/18 towards a new tourism campaign. At the time of writing this report, Council officers were still waiting on additional information from MRTI to complete a cost benefit analysis on this additional contribution. As such, an amount has been included for consideration, however, the campaign request is being assessed and a recommendation will be made in a separate report to Council.

4.1.2 Peter Monaghan (late submission) – has requested inclusion of the Heritage Strategy 2017-2019 in the Delivery Program outcomes, as such it is recommended an action be included in the Delivery Program 2019-21 to “Maintain the 2017-2019 Heritage Strategy and implement the actions identified in the strategy”, under Strategy 1.2.1.

SUBMISSIONS TO DRAFT REVENUE POLICY

Further discussion on rating is covered below under the section “Rates Model”, however, Council staff feel that the rating model should be selected by the Councillors and at this stage recommend that Council retains the model that was resolved at Councils meeting in April 2017.

The following submission has requested a reduction in the residential rating.

3.1 Denise Taylor

The following submissions have supported the current revenue policy, reduction to farmland rating.

3.2 Robyn Andrews

3.3 Joyce Purtle

3.4 NSW Farmers Association

3.5 Mitchell and Daryl Clapham

3.6 John Webb

The following submissions have requested Council considers an even distribution of rating across all categories.

3.7 Glencore

3.8 Moolarben Coal

3.9 Wilpinjong Coal

MANAGEMENT SUBMISSIONS

4.2.1 Local Heritage Grants Contribution

Following confirmation of Local Heritage Places and Local Heritage Advisor grants from the Office of Environment, the budget has been amended to reflect an increased council contribution of \$1,788 in 2017/18 and \$1,672 in 2018/19, funded from unrestricted cash.

4.2.2 Cudgegong Waters Caravan Park

The Cudgegong Waters Caravan Park Water and Sewer systems are in poor condition and both require upgrading. \$90,000 is recommended, funded from unrestricted cash.

4.2.3 Increased Councillor Fees

Following re-categorisation of Mid-Western Regional Council as a Regional Rural Council the fees fixed in accordance with the Local Government Remuneration Tribunal requires an annual increase to the budget of \$80,589.

4.2.4 Increased Streetlighting Costs

Due to significant increases in the market price of electricity and following acceptance of new tendered rates to come in 1 January 2018, Council must increase the expenditure budget for streetlighting across the Region by \$20,000 in 2017/18 and \$45,000 for each year after.

4.2.5 to 4.2.7 Increased Electricity Costs

Due to significant increases in the market price of electricity and following acceptance of new tendered rates to come in 1 January 2018, Council must increase the expenditure budget for electricity by \$105,000 in 2017/18 and \$206,000 for each year after. These amounts are spread across general, water and sewer fund as shown in the recommendation.

4.2.8 Lawson Creek Dredging

Following the recent storm events it is proposed to clear and dredge sections of Lawson Creek.

4.2.9 Increased Audit Fees

As a result of new auditing arrangement with the NSW Audit Office audit fees have increased. It is recommended to increase the budget in 2017/18 by \$10,000 and years 2019-2021 by \$15,000 each.

4.2.10 Local Unsealed Road Resheeting Reduction

4.2.11 Local Sealed Road Rehabs Reduction

4.2.12 Emergency Service Levy Increase

Following confirmation of the Emergency Services Levy for 2017/18 the budget for NSWRFSS is required to be increased by \$7,211, offset by a reduction in contribution to the SES by \$5,566.

4.2.13 Glen Willow Cricket Wicket Equipment

With the new turf cricket wicket set to be installed at Glen Willow early in 2017/18 it is essential that Council has appropriate equipment to maintain the wicket. The \$59,000 includes a pitch roller, mower, groomer/sweeper/scarifier, boom sprayer, marking and watering equipment.

4.2.14 Employee Expenses Corporate and Governance

Within Corporate Support an additional staff member is required in the Revenue and Property department, offset by a reduction in corporate administration hours, with the net effect being a \$38,200 increase. Within Governance and Public Order there a proposed full time administration officer and upgrade to a Senior Law Enforcement Officer role, offset by reduction in casual hours, with the net effect being a \$42,645 increase.

4.2.15 to 4.2.18 Rating and Annual Charges Revenue for Part Year Rating

It is recommended that where properties become rateable part way through the year that Council rate for a part year, as opposed to commencing from the next annual levy. This is anticipated to increase revenue in the following areas:

Revenue type	Amount
Ordinary Rates	\$63,000
Water annual charges	\$8,500
Sewer annual charges	\$48,500
Waste annual charges	\$22,500
Total	\$142,500

4.2.19 Contribution to Golf Course Fencing

The contribution towards new golf course fencing is not anticipated until 2017/18.

4.2.20 Rating Supplementary Valuations

The increase to rating revenue from supplementary valuations is as follows. This is discussed in further detail with the rates model.

Year	Amount
2017/18	\$64,089
2018/19	\$65,326
2019/20	\$71,472
2020/21	\$70,002

4.2.21 Investigation of Top 20 Community Projects

During the consultation period, the community contributed their “wish list” projects for the region. Further investigation and feasibility studies need to be completed to follow through with this community request. As such, it is recommended that an amendment to the Delivery Program be included for an additional Project/Service: to “Investigate and consult with the community on high priority projects as defined in the community consultation report for the Community Strategic Plan”, under Strategy 5.2.2.

MARCH QUARTERLY BUDGET REVIEW STATEMENT ADJUSTMENTS

Listed below are description of the budgets approved for deferral to 2017/18 in the March Quarterly Budget Review Statement. The table shows the expenditure and funding incorporated into the 2017/18 Operational Plan.

4.3.1 Mudgee Administration Building Solar

Further planning is required before undertaking this project including the development of an alternate energy strategy.

4.3.2 Youth Infrastructure

This project is proposed to be 50% grant funded. It is important that applications for grant funding show Councils commitment to its contribution. This project has therefore been included in 2017/18 budget.

4.3.3 Henry Lawson Bridge

Aboriginal and environmental assessments delayed the commencement of this project in 2016/17.

4.3.4 Local Road Rehab Angus Avenue

The 2016/17 budget for this project was for pavement testing before construction in 2017/18. Due to small cost savings it is recommended to roll this budget 2017/18.

4.3.5 Triamble Road Access

This project was not able to be completed in 2016/17. It is recommended to roll the budget so that work can continue in 2017/18.

4.3.6 Ulan Road Capital Church Lan to Overtaking Lane

This part of the Ulan Road project was not able to be completed in 2016/17. It is recommended to roll the budget so that work can continue in 2017/18.

4.3.7 Ulan Road Capital Wattlegrove Lane to Midblock

This part of the Ulan Road project was not able to be completed in 2016/17. It is recommended to roll the budget so that work can continue in 2017/18.

4.3.8 Real Estate Development Saleyards Lane

Land matters delayed the development and proposed sale of land in 2016/17. It is recommended to roll the budget so that work can continue in 2017/18.

4.3.9 Commercial Property Mortimer Precinct

Planning and development costs must be deferred until a tenant is secured.

4.3.10 Bent Street Drainage

This project was not able to be completed in 2016/17. It is recommended to roll the budget so that work can continue in 2017/18.

4.3.11 Sewer Augmentation Rylstone and Kandos

Due to review of the existing design it is recommended to roll the budget so that work can continue in 2017/18.

4.3.12 Sewer Pump Station Caerleon

This budget is set aside for fencing and has been deferred until Council takes responsibility for the assets in the subdivision in July.

4.3.13 Water Augmentation Ulan Road Extension

Model calibration has been delayed to 2017/18 summer period due to equipment malfunction. It is recommended to roll the remaining budget to 2017/18. Commencement of construction works to coincide with pedestrian bridge construction.

4.3.14 Water Pump Station Capital Renewals

This budget is required to be rolled for Mudgee River Pump Station renewal.

4.3.15 Remote Security Cameras at Waste Transfer Stations

A review of project scope is being undertaken and it is recommended to roll the budget to 2017/18.

4.3.16 Alternate Energy Strategy

This budget is required to be rolled to 2017/18 to continue with strategy development.

4.3.17 Section 94 Plan development

This budget is required to be rolled to 2017/18 to continue with strategy development.

4.3.18 Domestic Waste Organics Collection System

Council has been awaiting tendering outcomes before proceeding any further with this project. This budget is required to be rolled to 2017/18 to continue.

Project	Capital (C) /Operating (O)	Expenditure	Funding			Specific Source Revenue
			Unrestricted Cash	Reserves	S94/S64	
GENERAL FUND						
Mudgee Administration Building Solar	C	100,000	100,000			
Youth Infrastructure	C	500,000	250,000			250,000
Henry Lawson Drive Bridge	C	970,000	109,834			860,166
Rehab - Angus Avenue Kandos	C	3,500	3,500			
Triamble Road Access	C	200,000				200,000
Ulan Road - Church Lane to Overtaking Lane 14.5	C	870,000				870,000
Ulan Road - Wattlegrove Lane to Midblock 19.999	C	230,000				230,000
Real Estate Development, Property - Ex Saleyards Stage 1	C	390,000				390,000
Commercial Property - Mortimer Precinct	C	120,000		120,000		
Bent Street Drainage Reserve	C	70,000		70,000		
TOTAL GENERAL FUND		3,453,500	463,334	190,000	-	2,800,166
SEWER FUND						
Sewer Augmentation Rylstone and Kandos	C	500,000		500,000		
Sewer Pump Station - Caerleon	C	30,000		30,000		
TOTAL SEWER FUND		530,000	-	530,000	-	-
WATER FUND						
Water Augmentation - Ulan Road Extension	C	1,574,295		600,000	974,295	
Water Pump Station - Capital Renewals	C	50,000		50,000		
TOTAL WATER FUND		1,624,295	-	650,000	974,295	-

Project	Capital (C) /Operating (O)	Expenditure	Funding			
			Unrestricted Cash	Reserves	S94/S64	Specific Source Revenue
WASTE FUND						
Remote Security Cameras at Waste Transfer Stations	C	43,000		43,000		
TOTAL WASTE FUND		43,000	-	43,000	-	-
CAPITAL TOTAL		5,650,795	463,334	1,413,000	974,295	2,800,166
GENERAL FUND						
Alternate Energy Strategy	O	50,000	50,000			
Section 94 Plan development	O	30,000			30,000	
TOTAL GENERAL FUND		80,000	50,000	-	30,000	-
WASTE FUND						
Domestic Waste Organics Collection System	O	570,467				570,467
TOTAL OTHER FUNDS		570,467	-	-	-	570,467
OPERATING TOTAL		650,467	50,000	-	30,000	570,467
GRAND TOTAL		6,301,262	513,334	1,413,000	1,004,295	3,370,633

APRIL MONTHLY BUDGET REVIEW ADJUSTMENTS

Listed below are description of the budgets recommended for deferral to 2017/18 in the April Monthly Budget Review. The table shows the expenditure and funding incorporated into the 2017/18 Operational Plan.

4.4.1 Triamble Road Access

This project was not able be completed in 2016/17. It is recommended to roll the budget so that work can continue in 2017/18.

4.4.2 Cycleway Link Lawson Park to Pitts Lane

Due to tendered costs being over budget Council has had to secure additional grant funding, causing delays to project commencement. Part of this project budget is recommended to roll 2017/18.

4.4.3 Mudgee Wash Bay Upgrades

The wash bay upgrades are required to be redesigned to meet EPA requirements. This will delay commencement until 2017/18.

4.4.4 Airport Capital Upgrades Installation of Services and Fencing

Installation of electrical and relocation of fencing will not commence until 2017/18.

4.4.5 Playground Upgrade ANZAC Park

Contractor delays require that this playground upgrade is delayed until 2017/18.

4.4.6 Cudgegong Water Caravan Park Upgrade Fire Services

The requirement to tender for this project has caused it to be delayed until 2017/18.

4.4.7 Gulgong Depot Wash Bay

The project will not be fully complete in 2016/17 and therefore budget must be rolled to 2017/18.

4.4.8 Glen Willow Walkway

Land matters have delayed extension of the pathway. The remaining budget is recommended to roll to 2017/18 for the project to continue.

4.4.9 Drainage Capital Bent Street

This project was not able be completed in 2016/17. It is recommended to roll the budget so that work can continue in 2017/18.

4.4.10 Drainage Capital Bombira Avenue

This project was not able be completed in 2016/17. It is recommended to roll the budget so that work can continue in 2017/18

4.4.11 Drainage Capital Dunn Street

This project was not able be completed in 2016/17. It is recommended to roll the budget so that work can continue in 2017/18

4.4.12 Drainage Capital Court Street

This project was not able be completed in 2016/17. It is recommended to roll the budget so that work can continue in 2017/18

4.4.13 IT Corporate Software payroll Upgrades

The consulting for payroll software upgrades is delayed due to amendments required to the application environment. It is recommended to roll the budget so that work can continue in 2017/18

4.4.14 Waste Transfer Station Upgrade Hargraves

Due to supplier specification changes this project is required to be deferred for redesign in 2017/18.

4.4.15 Waste Transfer Station Upgrade Bylong

Due to supplier specification changes this project is required to be deferred for redesign in 2017/18.

Project	Capital (C) /Operating (O)	Expenditure	Funding			
			Unrestricted Cash	Reserves	S94/S64	Specific Source Revenue
GENERAL FUND						
Triamble Road Access	C	235,000	45,000			190,000
Cycleway Link Lawson Park to Pitts Lane	C	300,000	-		150,000	150,000
Mudgee Wash Bay Upgrades	C	39,500	-	39,500		
Airport Capital Upgrades	C	221,000	-			221,000
Playground ANZAC Park	C	7,650	-		7,650	
Cudgegong Waters Caravan Park Upgrades	C	120,000	-	120,000		
Gulgong Depot Wash Bay	C	100,000	-	100,000		
Glen Willow Walkway	C	32,000	-	32,000		
Drainage Capital Bent Street	C	10,000	-	10,000		
Drainage Capital Bombira Avenue	C	35,000	-	35,000		
Drainage Capital Dunn Street	C	10,000	-	10,000		
Drainage Capital Court Street	C	10,000	-	10,000		
IT Corporate Software	C	21,500	-	21,500		
TOTAL GENERAL FUND		1,141,650	45,000	378,000	157,650	561,000
WASTE FUND						
Waste Transfer Station Upgrade Hargraves	C	50,000	-	50,000		
Waste Transfer Station Upgrade Bylong	C	30,000	-	30,000		
TOTAL WASTE FUND		50,000	-	50,000	-	-
CAPITAL TOTAL		1,191,650	45,000	428,000	157,650	561,000

CHANGES TO THE FEES AND CHARGES AS EXHIBITED

Recommended changes to the fees and charges after exhibition are listed below.

5.1 and 5.2 The maximum rate of interest and 603 Certificate

The Office of Local Government (OLG) has issued circular 17-09 setting the maximum charge for interest on overdue rates at 7.5%. It is recommended Council adopt the maximum rate. The Section 603 certificate fee has also been increased from \$75 to \$80 by the OLG.

5.3 Liquid Trade Waste Non-Compliance pH

The implementation of liquid trade waste fees is to be staged over 4 years. This fee will not be charged in 2017/18 and hence is recommended to be removed from the fees and charges.

5.4 Drainage diagrams

In response to public submission it proposed to have two types of drainage diagram fees. The existing fee proposed of \$128 has added the wording 'Requiring verification of services'. This fee is to be charged where Council does not have on record a reliable drainage diagram and requires Council staff to present on site to verify the location of services, causing additional costs. A new fee is proposed at \$29.50 where Council can reliably produce a drainage diagram from computerised records.

5.5 to 5.8 Bulk Collection of Recycling

In order to offer different levels of service to customers the business recycling collection fees have been amended to allow for four options. Charges moving to quarterly will increase efficiency with invoicing and certainty with revenue.

5.9 Locating existing sewer junction

Rounding of fee to ease administration.

NEW 2017/18 FEES AND CHARGES TO BE EXHIBITED

There are three new fees recommended to be placed on public exhibition for a period of 28 days, and if no submissions are received be automatically adopted.

6.1 General merchandise sales for events and tourism

This fee allows the sale of various types of merchandise at events such as Flavours of Mudgee. Prices will be calculated based on the rate of return methodology.

6.2 Drainage diagram

As discussed above at 5.4 a drainage diagram fee of \$29.50 is recommended where Council does not have to present on site to verify services and produce an accurate diagram.

6.3 After Hours discharge of septic waste

This type of work is currently being quoted as individual private works jobs. In order to streamline administration and improve transparency it is recommended that Council establish a standard fee at full cost recovery to meet these after hours requirements of customers.

RATES MODEL

The total income that can be raised from levying rates on property is capped by the State Government via IPART, which has determined that Council's may increase general income from rates by a maximum of 1.5% in 2017/18. Mid-Western Regional Council's budget is based on the full 1.5% increase, with no increase in the Farmland category, and the 1.5% increase spread over the remaining categories. This results in a 2.0% increase in Mining and Residential, and 1.90% increase in Business.

Changes arising from supplementary valuations

The ad valorem amounts and the estimated yields cited in the Rates component of the draft Revenue Policy were compiled from the land values of the properties recorded by Council as at January 2017. The estimated yield from Ordinary rates was stated as being:

Category	Sub Category	Minimum Amount	Ad Valorem c in \$	Estimated Yield
Farmland		\$644.64	0.600087	\$4,509,206
Residential	Rural	\$644.64	0.639107	\$3,708,531
Residential	Urban	\$644.64	0.639107	\$6,034,107
Business		\$644.64	0.960266	\$1,414,373
Business	Rylstone Aeropark	\$211.62	0.960266	\$13,103
Mining		\$644.64	8.253103	\$37,015
Mining	Coal	\$644.64	8.253103	\$2,126,772
Estimated Total Yield from Ordinary rates				\$17,843,107

Since this time, Council has been issued with additional valuations as a result of recent subdivision activity which has increased the estimated yield from Ordinary rates for 2017/2018 to:

Category	Sub Category	Minimum Amount	Ad Valorem c in \$	Estimated Yield
Farmland		\$644.64	0.600666	\$4,527,837
Residential	Rural	\$644.64	0.639177	\$3,732,947
Residential	Urban	\$644.64	0.639177	\$6,050,126
Business		\$644.64	0.960363	\$1,419,387
Business	Rylstone Aeropark	\$211.62	0.960363	\$13,104
Mining		\$644.64	8.253132	\$37,015
Mining	Coal	\$644.64	8.253132	\$2,126,780
Estimated Total Yield from Ordinary rates				\$17,907,196

Accordingly, it is proposed to amend the advertised ad valorem amounts for each category/subcategory to raise the additional \$64,089 in estimated yield due to natural growth. These amendments are not considered significant enough to warrant the readvertising of the Revenue Policy. There are no changes to the Minimum amounts proposed for each category/subcategory.

Community Plan implications

Theme	Good Governance
Goal	Strong civic leadership
Strategy	Provide clear strategic direction through the Community Plan, Delivery Program and Operational Plans

Financial implications

The body of the report includes all financial implications to the Operational Plan 2017/18 and Delivery Program 2017-21. Long Term Financial implications are provided in the Long Term Financial Plan, included as a separate report in this Business Paper.

NEIL BUNGATE
MANAGER, FINANCIAL PLANNING

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

8 June 2017

Attachments:

1. Submission Letters Received. (separately attached)
2. Operational Plan 2017/18 Delivery Program 2017-21. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.10 Long Term Financial Plan 2017-2028

REPORT BY THE
TO 21 JUNE 2017 ORDINARY MEETING
GOV400054, F000000

RECOMMENDATION

That Council:

1. **receive the report by the Chief Financial Officer on the Long Term Financial Plan 2017-2028; and**
 2. **adopt the Long Term Financial Plan 2017-2028**
-

Executive summary

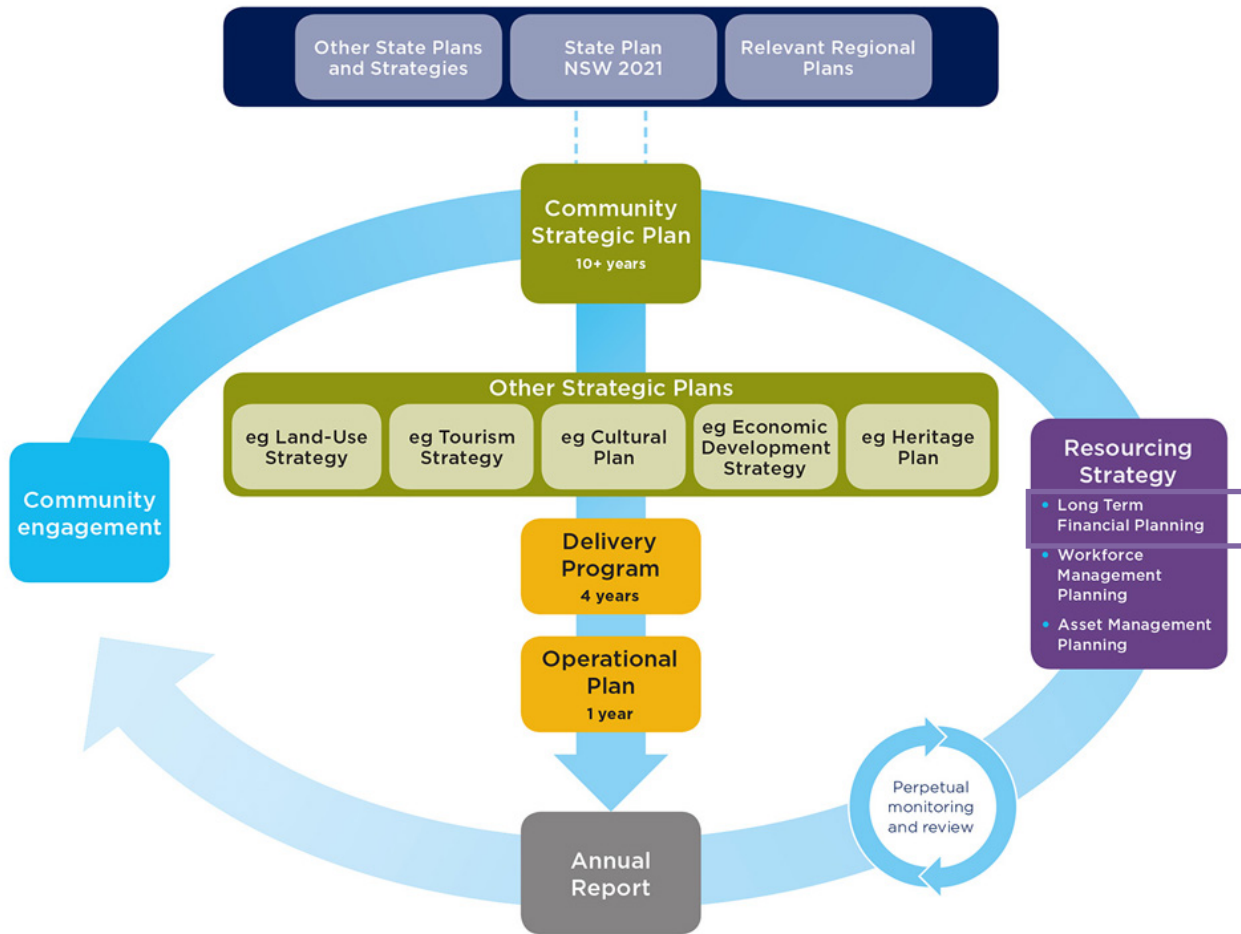
Following completion of the Operational Plan 2017/2018 and Delivery Program 2017/2021, the Long Term Financial Plan has been updated and is presented to Council for adoption.

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 as part of the development of 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 be structured to include:

- projected income and expenditure, a balance sheet and cash flow statement
- planning assumptions that were used in the Plan’s development
- a sensitivity analysis which highlights the factors and assumptions most likely to impact on the Plan
- financial modelling for at least three different scenarios, for example the planned scenario, an optimistic scenario and a conservative scenario
- methods of monitoring financial performance.

Community Plan implications

Theme	Good Governance
Goal	Strong civic leadership
Strategy	Provide clear strategic direction through the Community Plan, Delivery Program and Operational Plans

Financial implications

The Operational Plan 2017/18 sets out Council's planned activities, major projects and strategic direction for 2017/18. The Long Term Financial Plan 2017-2028 identifies Council's planned financial path for the next ten years, as well as providing an improvement blueprint to become Fit for the Future.

LEONIE JOHNSON
CHIEF FINANCIAL OFFICER

13 June 2017

Attachments: (Late Separately Attached Attachment Pending)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 10: Operations

10.1 RFT 2016/09 Wollar Road Construction Stage 2 - Realignment Section

REPORT BY THE DIRECTOR OPERATIONS
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, COR400125

RECOMMENDATION

That Council:

1. **receive the report by the Director Operations on the RFT 2016/09 Wollar Road Construction Stage 2;**
 2. **accepts the tender submitted by Central West Civil Pty Ltd for the Wollar Road Construction, Stage 2, in accordance with clause 178 of the Local Government (General) Regulation 2005 at a tendered price of \$_____ excluding GST;**
 3. **authorise the General Manager to finalise and execute the contract on behalf of Council with Central West Civil Pty Ltd for the Wollar Road Construction, Stage 2, RFT 2016/09;**
 4. **grant delegation to the General Manager to approve variations to the contract up to a cumulative total of 10% of the original contract sum; and**
 5. **notify other tenderers that their tenders were unsuccessful.**
-

Executive summary

Tenders were called on 1 May 2017 for the Wollar Road upgrade Stage 2, and closed 1 June 2017. Advertisements for the tender were placed in the Local Government Tender section of the Sydney Morning Herald, the Mudgee Guardian and on Council's website.

The tendering process was initiated and a Procurement Plan and Tender Evaluation Plan were developed. A Tender Assessment Panel was formed, comprising representatives from the most relevant departments within Council. Members of the Tender Assessment Panel used the Evaluation Plan and methodology to determine which tenderers offered the best value for money for this stage of the project.

The upgrade of the Wollar Road has an allocation of \$15M. This report recommends that Council accept the tender submitted by Central West Civil for the Construction of stage 2 (realignment section) of the Wollar Road.

Disclosure of Interest

All panel members signed a declaration prior to tender evaluation indicating no disclosure of interest.

Detailed report

Tenders were called 1 May 2017 for the construction of Stage 2 of the Wollar Road Upgrade, and closed 1 June 2017. Advertisements for the tender were placed in the Local Government Tender section of the Sydney Morning Herald, the Mudgee Guardian and on Council's website.

The tendering process was initiated and a Procurement Plan and Tender Evaluation Plan were developed. A Tender Assessment Panel was formed, comprising representatives from the most relevant departments within Council. Members of the Tender Assessment Panel used the Evaluation Plan and methodology to determine which tenderers offered the best value for this stage of the project.

The budget for Stage 2 Reconstruction forms part of the Restart Funding provided for the Wollar Road upgrade. This report recommends that Council accept the tender submitted by Central West Civil as the preferred option for Council.

The three tenders received were as follows:

Central West Civil Pty Ltd
Shearer Contracting
St Hilliers Pty Ltd

Tenders were assessed against pre-determined price (70%) and non-price (30%) components of their submissions.

Conforming Tenders

All tenders received were assessed as conforming and included in the evaluation process. No late submissions were received.

Evaluation Methodology

The objective of the evaluation was to select the tenderer offering the best value for money in a rational and defensible way which is fair to all tenderers and provides the lowest risk to Council. The evaluation criteria and weightings were identified in the Request for Tender documentation.

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

Assessment Panel

Garry Hemsworth	Director Operations
Sally Mullinger	Manager Works
Leonie Johnson	Chief Financial Officer
Matt Lee	Project Manager (LGES)

Evaluation Findings

All tenderers were assessed and scored against the evaluation criteria listed in the tender document and weightings, to determine the Total Weighted Score. The application of the Local Preference Policy was not applicable in the evaluation.

Evaluation of tenderers against the specified evaluation criteria indicates the following tenderer has submitted the most superior tender representing the best value and lowest risk to Council for the construction of Stage 2 of the Wollar Road Upgrade. It is therefore recommended that Council accept the following tender: Central West Civil Pty Ltd

Community Plan implications

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

Financial implications

The budget for Stage 2 Construction is part of the Restart Funding provided for the Wollar Road upgrade, which has a total budget of \$15 million. All submitted prices are reported as a confidential attachment to this report.

GARRY HEMSWORTH
DIRECTOR OPERATIONS

23 May 2017

Attachments: 1. RFT 2016/09 Evaluation Scoresheet. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

10.2 Drainage Improvements - Mudgee Racecourse and Sportsground

REPORT BY THE MANAGER DEVELOPMENT ENGINEERING
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, P1197011

RECOMMENDATION

That Council:

1. **receive the report by the Manager Development Engineering on the Drainage Improvements - Mudgee Racecourse and Sportsground; and**
2. **Council authorise the Mayor and General Manager to affix the common seal of Council to the Short Term Licence with NSW Department of Industry – Lands;**

Executive summary

Council has received a request from the Mudgee Memorial Combined Sports Ground Trust to undertake works to improve stormwater drainage along the north western boundary of Lot 194, DP824099 to a discharge point along the entry road to the Racecourse.

Disclosure of Interest

Nil

Detailed report

Council has received a request from the Mudgee Memorial Combined Sports Ground Trust to undertake works to improve stormwater drainage along the north western boundary of Lot 194, DP824099 to a discharge point along the entry road to the Racecourse. The works are required to channel water in an appropriate manner to minimise damage to the internal entry road and the entry to the stables and prevent water flowing onto the track.

Both Lot 194, DP824099 and Lot 7300, DP1163793 being the Mudgee Racecourse and Sportsground are Crown Land held in trust by the Mudgee Memorial Combined Sports Ground Trust. Prior to commencing onsite works Council has been dealing with the NSW Department of Industry - Lands to resolve land tenure and necessary approvals.

A Short Term Licence Application has been approved by NSW Department of Industry – Lands to undertake the proposed works which include the reshaping of the existing grass lined swale along the north western boundary of Lot 194, DP824099, creation of a shallow detention basin, installation of surface inlet pits which will be piped across the entry to the stables and discharge via a headwall into the existing swale of the northern side of the Racecourse entry road and the reestablishment of grass within the swale and basin.

The Short Term Licence is yet to be executed and is awaiting a resolution of Council to approve a budget for the works to proceed and the authority to affix the common seal of Council to the Short Term Licence Agreement.

During dealings with NSW Department of Industry – Lands regarding land tenure the following comment has been provided in regard to the requirement for an easement.

“Easements are primarily registered on title to protect the interests of the Authority that has ownership or interest in the infrastructure. Essentially the easement is there to benefit the Authority and to provide security of access for that Authority.

The registration of easements on title in most instances requires payment of compensation by the Authority benefiting from the easement.

In this case, we have existing earthen drainage infrastructure for overland flow that is not secured by an easement. It would be preferable for Council to agree to an easement, however, given the minor extent of works required and minimal on-going maintenance, it would be acceptable to the Department that the proposed new works (see Appendix 2 - Design in Council's REF approved 25 November 2016), be undertaken without the need for a easement.”

Community Plan implications

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

Financial implications

The Short Term Licence fees is \$479.00 per annum and subject to CPI increase. Capital cost of the works is estimated at \$25,000.00. Should Council wish to acquire an easement the estimated cost in association with the easement creation including compensation payable to NSW Department of Industry – Lands is \$15,000.00. NSW Department of Industry – Lands have advised that they cannot provide an estimate on the cost of compensation payable and have advised that the acquisition compensation is determined as at the time of gazettal and is determined by the Valuer General. The estimate provided is based on the current land value per hectare and is provided to give an indication of potential cost.

Currently no budget for this work exists in the 2017/18 budget, however the works will be funded out of the existing stormwater capital allocation – which will be split into projects in the first quarter of the 2017/18 financial year.

DANIEL BUCKENS
MANAGER DEVELOPMENT ENGINEERING

GARRY HEMSWORTH
DIRECTOR OPERATIONS

1 June 2017

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

10.3 Drinking Water Quality Policy

REPORT BY THE SENIOR WATER ENGINEER
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, WAT500007

RECOMMENDATION

That Council:

1. **receive the report by the Senior Water Engineer on the Drinking Water Quality Policy;**
2. **endorse public exhibition of the Drinking Water Quality Policy for a period of twenty eight (28) days; and**
3. **adopt the Drinking Water Quality Policy, if no submissions are received after the exhibition period.**

Executive summary

The Drinking Water Quality Policy states Mid-Western Regional Council's commitment to the sustainable management and supply of safe, high quality drinking water. The policy provides a basis for the operation of Council's water supply involving catchments, storages, water treatment facilities and the distribution system.

Disclosure of Interest

Nil

Detailed report

The Australian Drinking Water Guidelines (the ADWG) are intended to provide a framework for good management of drinking water supplies that will assure safety at point of use. The ADWG have been developed after consideration of the best available scientific evidence. They are designed to provide an authoritative reference on what defines safe, good quality water, how it can be achieved and how it can be assured. They are concerned both with safety from a health point of view and with aesthetic quality.

The ADWG encourages the endorsement of a Drinking Water Quality Policy to ensure organisation support and long term commitment by senior management. This is the foundation to the implementation of an effective system for drinking water quality management within the organisation.

Community Plan implications

Theme	Protecting Our Natural Environment
Goal	Provide total water cycle management
Strategy	Maintain and manage water quantity and quality

Financial implications

Not applicable

ENRIQUE CASTILLO
SENIOR WATER ENGINEER

GARRY HEMSWORTH
DIRECTOR OPERATIONS

1 June 2017

Attachments: 1. Drinking Water Quality Policy.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY

Drinking Water Quality

*A prosperous
and progressive
community*

ADOPTED	REFERENCE	1.0
COUNCIL MEETING MIN NO	REVIEW DATE	01/02/2020
DATE: 7 JUNE, 2017	FILE NUMBER	WAT

Objective

To provide a commitment to the sustainable management and supply of safe drinking water to our customers.

Legislative requirements

The Public Health Act 2010 requires water utilities to develop and implement a quality assurance program for drinking water quality. Implementing a Drinking Water Management System in line with the NSW Guidelines for Drinking Water Management Systems (NSW Health, NSW DPI 2013) satisfies this requirement. Commitment to a drinking water quality policy is a key element of the NSW Guidelines for Drinking Water Management Systems.

Related policies and plans

- Mid-Western Regional Council Risk-Based Drinking Water Management System - Mudgee, Gulgong and Rylstone Water Supply Systems (2014)
- Mid-Western Regional Council Drinking Water Quality Management Plan Progress Report Number 1 (January 2016)
- Australian Drinking Water Guidelines (2011) - Updated November 2016
- Public Health Act (2010) NSW

Policy

To achieve the sustainable management and supply of safe drinking water to our customers, Mid-Western Regional Council will:

- Manage water quality at all points along the delivery network from the source water to the customer's tap.
- Use a risk based approach in which potential risks to water quality are identified and managed to minimise any threat to drinking water quality.
- Deliver water to our customers that complies with the health related criteria in the Australian Drinking Water Guidelines
- Promote community participation in decision making processes and ensure that community expectations are considered.
- Implement a Drinking Water Quality Management Plan and review on a periodic basis in line with the NSW Guidelines for Drinking Water Management Systems.
- Continually improve our management practices by assessing performance against corporate commitments and stakeholder expectations

POLICY: DRINKING WATER QUALITY | 1.0, 7 JUNE, 2017

- Continually improve the capability of staff by encouraging and supporting participation in training and professional development and ensure all employees are aware of and actively seek to achieve the aims of this policy.

All managers, employees, and contractors of Mid-Western Regional Council that are involved in the supply of drinking water are responsible for understanding, implementing, maintaining and continuously improving the Drinking Water Quality Management System.

10.4 Flying-fox Camp Management Plan

REPORT BY THE ENVIRONMENT OFFICER
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, ENV200033

RECOMMENDATION

That Council:

1. **receive the report by the Environment Officer on the Flying-Fox Camp Management Plan;**
2. **place the draft Plan of Management on public exhibition for 28 days; and**
3. **adopt the Plan of Management if no public submissions are received during the exhibition period**

Executive summary

The NSW Government Office of Environment and Heritage (OEH) has developed the *Flying-fox Camp Management Policy 2015*, which provides guidance and regulation for activities to manage Flying-fox camps located in close proximity to residential and community areas. Council was successful in late 2016 to receive funding from Local Government NSW under Stream 1 of the Flying-Fox Grant Program to produce a Flying-fox Camp Management Plan to address concerns regarding the Flying-Fox camp along the Cudgegong River in Mudgee.

Using the OEH Policy and Template MWRC commissioned Eco Logical Australia (ELA) to undertake ecological surveys of the camp and flying-fox population, to prepare the management plan and to facilitate the associated community consultation.

A Flying-fox Camp Management Plan has been produced which discusses the nature of the camp, the issues and community concerns and proposes future management actions which can be considered if the camp changes in nature or there is an increase in community complaints.

Disclosure of Interest

Nil

Detailed report

Flying-fox activity has been noted seasonally in the Mudgee region for many years, however the Cudgegong River camp first came to prominence in early 2016 when occupation occurred in a residential area to the east of the Mudgee town centre. Flying-fox numbers at the 2016 camp were not recorded, however its presence was evidenced through community complaints made to Mid-Western Regional Council (MWRC). In 2017, flying-foxes returned to occupy a camp situated slightly east of the 2016 camp location, along Oaky Creek at Moufarrige Park, Mulgoa Way. Oaky Creek is a tributary of the Cudgegong River, both of which run along the northern town boundary of Mudgee.

MWRC commissioned Eco Logical Australia (ELA) to undertake ecological surveys of the camp and flying-fox population, to prepare this management plan and to facilitate the associated

community consultation. This management plan was prepared using the NSW Office of Environment and Heritage (OEH) template and developed in accordance with the NSW Flying-fox Camp Management Policy (OEH 2015b).

The 2017 camp was surveyed by ELA ecologists in February 2017, which included a static count conducted during the day, and survey of the population during evening fly-out. Numbers were estimated at between 1000 to 1500 individuals, with a mix of *Pteropus poliocephalus* (Grey-headed Flying-fox (GHFF)) and *Pteropus scapulatus* (Little Red Flying-fox) were observed. A further survey and static count were undertaken in March 2017, which indicated that the camp size had reduced to approximately 550 individuals, with only GHFF in occupation.

Community consultation was undertaken as part of the development of this management plan, to gain an understanding of the history of the camp and flying-fox activity in the region, understand community concerns, provide educational material and information, and to develop appropriate management strategies. Community consultation activities targeted both identified stakeholders and the wider community and included:

- direct contact with residents including letters, brochures and emails;
- telephone conversations to record issues and complaints;
- media including radio interviews and MWRC's social media channels;
- brochures and other educational material;
- website pages and links; and
- a public information session held by MWRC and ELA.

The community engagement outcomes identified a range of community issues with the camp, including:

- noise as flying-foxes depart or return to the camp;
- noise from the camp during the day;
- flying-foxes overhanging residential properties;
- smell;
- reduced general amenity;
- concerns related to spread of disease and risk of infection;
- health and/or wellbeing impacts associated with impacts to amenity, including anxiety; and
- property devaluation.

No actions are proposed to be taken with the current size of the camp and given its dynamic nature. Management strategies have been included in the management plan for consideration in the event that future camps in the Mudgee region differ significantly from the 2016 or 2017 camps, for example, significant increases in flying-fox populations or duration of occupation. Management actions to address the community response to the camp are based on strategies approved by OEH consistent with the NSW Flying-fox Camp Management Policy (OEH 2015b). Management actions include:

- education and awareness programs;
- property modification;
- routine camp management; and
- appropriate land-use planning.

The plan is to be placed on public display for 28 days and if no submissions are received adopt the draft plan as the final.

Community Plan implications

Theme	Protecting Our Natural Environment
Goal	Protect and enhance our natural environment
Strategy	Raise community awareness of environmental and biodiversity issues

Financial implications

Council has not committed to an annual budget for Flying-fox management. There is a small annual environmental education budget which may be used partially for flying-fox community education if community enquires and complaints increase.

The camp will be monitored for three years by Council staff and Office of Environment and Heritage and if deemed necessary will decide on what management options listed in table 4 of the Plan will be the most appropriate to implement.

Council will apply for relevant grant funding to carry out management actions when grant funding is available. Grant funding for management of Flying-fox camps can only be received once Council has an adopted Flying-Fox Camp Management Plan.

CASSIE LINEY
ENVIRONMENT OFFICER

GARRY HEMSWORTH
DIRECTOR OPERATIONS

2 June 2017

Attachments: 1. Flying-Fox Camp Management Plan. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 11: Community

11.1 Payment of Expenses and Provision of Facilities to Councillors Policy

REPORT BY THE MANAGER GOVERNANCE
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, A0110001

RECOMMENDATION

That Council:

1. **receive the report by the Manager Governance on the Payment of Expenses and Provision of Facilities to Councillors Policy;**
2. **place the amended Payment of Expenses and Provision of Facilities to Councillors Policy on public exhibition for 28 days to seek comment from the community; and**
3. **adopt the amended policy titled Payment of Expenses and Provision of Facilities to Councillors, if no submissions from the public are received during the exhibition period.**

Executive summary

The Council during the first 12 months of its term must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and the other Councillors in relation to discharging the functions of civic office.

The policy has been reviewed giving consideration to the Office of Local Government Guideline (October 2009) for the payment of expenses and the provision of facilities for Mayors and Councillors and; recent statutory amendments under the Local Government Amendment (Governance and Planning) Bill 2016 relating to the role of a Councillor and; also gave consideration to communication technologies that are currently available to Councillors.

Disclosure of Interest

Nil

Detailed report

The changes being proposed take account of the Local Government Amendment (Governance and Planning) Bill 2016 and also to take advantage of the ongoing advances and changes within communication technologies.

In regard to the statutory changes s. 232 now states that the role of a councillor includes for them to take all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor. To support this amendment and to assist Councillors in achieving in their councillor roles the policy has been changed introducing Council's commitment in meeting the costs of councillor induction programs and ongoing professional development activities during their term. These changes are made in the section titled Specific Expenses for Mayor and Councillors commencing on page 2 of the policy.

The Policy also contains a proposed amendment providing councillors with the option of receiving mobile communication devices (iPhone and iPad or Notepads) that are paid for by the council instead of utilising private devices and making claims for costs. This option allows for these devices to be configured with Councillor email accounts and the use of drop box communication of councillor information including meeting business papers. Council has a buying power to negotiate cost effective plans to support these devices. These changes are reflected in the section titled Communication expenses commencing on page 4 of the policy.

Other changes proposed include the "optional" clause in relation to councillor official email accounts under Part 3: provision of facilities section (g) page 7 becoming a mandatory requirement. Each councillor will be assigned a council email account that will be the sole source of electronic email correspondence from council. Councillors can have this official councillor email account synchronised to their private email accounts. The proposed policy changes include the option for the provision of communication devices by the council, this includes the further provision of facsimile or recording devices (answer services) being phased out. Councillors currently with these devices provided under prior policy will retain these devices whilst a councillor.

It is the intention of the proposed changes to this policy to move councillors from having fixed services in councillor's residences to council supplied mobile communication devices. This will only occur as broadband connectivity coverage achieves reasonably speeds throughout the Mid-Western LGA.

Community Plan implications

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

Financial implications

Council provides financial resources within councils Delivery program and Operational plan to meet projected expenditures under this policy.

TIM JOHNSTON
MANAGER GOVERNANCE

SIMON JONES
DIRECTOR COMMUNITY

3 March 2017

Attachments: 1. Payment of Expenses and Provision of Facilities to Councillors.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

POLICY

Payment of Expenses and Provision of Facilities to Councillors

ADOPTED

Minute No. 367/15

DATE: 21 OCTOBER 2015

REFERENCE

REVIEW DATE **OCTOBER 2016**

FILE NUMBER **A0110001**

PART 1: INTRODUCTION

PURPOSE

The purpose of this policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by councillors and that the facilities provided to assist Councillors to carry out their civic duties are reasonable.

OBJECTIVES AND COVERAGE

The objective of this policy is to provide a guide to Councillors' expenses and facilities, and the process for paying expenses in a way that can be properly recorded, reported and audited.

The policy applies to all Councillors. The Mayor is entitled to specific additional facilities.

REPORTING REQUIREMENTS

This policy will be included in the Council's Annual Report. In addition, the total amount of money spent during the relevant financial year through the application of this policy will be reported to the Council quarterly and in the Annual Report.

LEGISLATIVE PROVISIONS

Local Government Act 1993

The relevant provisions of the Local Government Act 1993 are set out in Appendix 1.

PRIVATE BENEFIT

Councillors should not obtain private benefit from the provision of equipment or facilities, nor from travel bonuses such as 'frequent flyer' schemes or any other such loyalty programmes while on Council business. However, it is acknowledged that some incidental private benefit from the use of Council equipment and facilities may occur from time to time. Incidental private use should be limited to an amount of cost to Council of no more than \$10 per month per Councillor. In situations where more substantial private benefit occurs, the full cost of the benefit should be reimbursed to Council.

USE OF COUNCIL RESOURCES FOR POLITICAL PURPOSES

Council facilities, equipment and services are not to be used to produce election material or for any other political purpose. As outlined in Council's Code of Conduct, a Councillor's re-election is considered to be a personal interest, as is fundraising activities for political parties and political events. Council will not pay expenses or provide facilities to Councillors in relation to supporting and/or attending such events and activities.

APPROVAL ARRANGEMENTS

Approval for attendance at conferences, seminars and the like under this policy will, subject to other decisions of Council, where possible, be approved by Council. On those occasions where this is not possible the approval will be given jointly by the Mayor and General Manager (in cases where this relates to the Mayor, the approval will be given jointly by the Deputy Mayor and General Manager) – following which a report will be presented to the next Council Meeting to confirm the action taken.

PART 2: PAYMENT OF EXPENSES

GENERAL PROVISIONS

Payment of expenses generally

Allowances and expenses

Council does not provide general allowances to councillors.

Councillors are entitled to the expenses set out in this policy provided that they satisfy the stated requirements.

Reimbursement and reconciliation of expenses

Before Council will pay for an expense under this policy, Councillors must seek reimbursement in a formal written claim lodged not later than six (6) months after the expense was incurred.

Each claim must include original receipts, or tax invoices (where GST applies), to be considered for reimbursement.

Claims will generally be paid within 14 days of receipt.

Payment in advance

Council will not make advance payments to Councillors.

SPECIFIC EXPENSES FOR MAYOR AND COUNCILLORS

Civic Business

a) Scope

Expenses will be paid for Councillors to attend:

┆ Meetings of the Council and Committees;

┆ Meetings of other committees, bodies, organisations or groups to which those Councillors are Council delegates or representatives;

┆ **ADD:** Other meetings or inspections which are authorised by the Council, the Mayor or the General Manager; and

┆ **DELETE:** Training courses, seminars or conferences authorised by the Council (except in

those circumstances where there is insufficient time for a Council decision and in those cases the Mayor has the authority to approve the attendance and report back at the next Council meeting for endorsement of that decision);

1.

REPLACE WITH: Professional Development Program: A professional development program will be developed during the first year of the elected council and presented to the council for consideration and adoption. The program will be funded by council and expenses incurred by councilors attending approved councilor professional development activities can be claimed in accordance with this policy.

2.

ADD: Conference attendance approved by the Council will be funded by council and expenses incurred by councilors attending approved conferences can be claimed in accordance with this policy, and

3.

provided that the claim is made no later than six (6) months after the expenses were incurred.

Note: Any claims submitted later than six (6) months after the expenses were incurred will not be eligible for reimbursement.

b) Categories of Payment / Reimbursement

(i) Travel

Where Council vehicles are unavailable, Councillors may use their private motor vehicle. Councillors should check with the Executive Secretary to ascertain whether a Council vehicle is available and should make arrangements to collect the vehicle (vehicles will not generally be delivered to Councillors).

Alternatively, Councillors are entitled to be reimbursed for the use of their private vehicle for travel to and from meetings.

Payment will be based on the relevant kilometre rate in the staff award.

The allowable distance claimed will be for travel, by the most practicable route from the Councillor's usual place of residence or other place where the Councillor might be (whichever is the lesser), immediately prior to the meeting.

Where it is necessary for travel to be undertaken by air, this will be arranged by the Executive Secretary.

(ii) Meals

Arrangements will be made for a meal to be provided at the conclusion of the meeting at a venue, in proximity to where the meeting is held, of which Councillors and staff in attendance may partake.

(iii) Accommodation

Council may by resolution in advance of the event approve to meet all reasonable accommodation costs on the evening of the meeting for a Councillor when, in the opinion of the Council, travelling home would introduce undue risk to the Councillor. Accommodation will generally be booked by

Council staff.

On “one-off” occasions where in the opinion of the Mayor it would be impractical or introduce undue risk for the Councillor to travel home after the meeting accommodation will be provided at Council’s expense. If the Mayor is required to approve such expenses then that is to be reported to the Council in open meeting at the next Council meeting.

(iv) Registration

Includes registration fees for attendance at conferences, seminars etc as well as associated official luncheons, dinners and tours.

(v) Spouses/Partners

In those cases where the function is of such a nature that the Councillor’s spouse/partner would normally be expected to accompany the Councillor, any costs associated with the attendance of the spouse/partner will be met by Council.

Care and other related expenses

Councillors can claim up to \$100 per month for reimbursement of carer expenses that were incurred while attending Council business. This may include childcare expenses and the care of immediate family members of Councillors who are elderly, have a disability and/or are sick. Reimbursement of childcare expenses will be made for children under 16 years of age only.

Expenses will be paid on production of receipts.

Communications expenses

ADD: As at June 2017 there are still areas within the Mid-Western LGA that do not have satisfactory Internet Protocol (IP) services available. The limited band width available in those areas does not provide adequate internet service for modern telephony devices to be deployed. Councillors who may reside in those areas will require communication arrangements that may not involve IP.

Councillors who have received telephone/facsimile/answering service devices and internet connections at their private residence under prior policies can retain those facilities and services whilst holding the office of a Councillor. Those facilities are now being replaced with mobile internet accessible telephony devices.

Telephone

DELETE Subject to the wishes of individual Councillors:

] Council will install a dedicated duet/additional line at a location designated by the Councillor and will meet the installation costs of a combined Telephone/Facsimile/Answering Machine. Council will maintain the machine and will meet the cost of line rental and network charges as well as providing consumables for official purposes; or

] Alternatively, a Councillor may use his/or her own equipment (including mobile). In this instance Council will meet the line rental costs and network charges and will provide consumables for official purposes.

4.

] **ADD Council will provide councillors with an iPhone and iPad that is configured to Council mobile and internet plans.**

DELETE: Internet

Subject to the wishes of individual Councillors:

] Council will provide Broadband internet access in accordance with Council's current internet plan; or

] Alternatively, a Councillor may use his/her own internet facilities and Council will reimburse an amount equivalent to Council's current internet plan.

DELETE: Ongoing costs

Council will meet the cost of official calls and usage.

Provision for payment and monetary limits

Council will only pay claims for reimbursement of communications expenses upon production of original receipts or tax invoices and completion of Council's claim form which is to be lodged not later than six (6) months after the expense was incurred.

In respect of official calls and usage, subject to the provision of the relevant receipts or invoices, Council will reimburse Councillors up to a maximum of \$100 per month or \$200 per month in the case of the Mayor.

Councillors will be responsible for all expenses above this amount.

Exceptional circumstances

Should a situation arise where the strict application of this section of the policy would adversely affect and/or cause undue hardship to a Councillor, the Council may, by resolution, increase the maximum quantum available to that Councillor.

Administrative Expenses

It is recognised that Councillors may, from time to time, incur expenses of an administrative nature (such as the purchase of stationary, computer and printing supplies) in carrying out their civic duties. While it is expected that Councillors would obtain such items from Council (as provided in the section of this policy entitled "Provision of Facilities", it is acknowledged that there may be occasions where this is not practicable.

Council will reimburse those administrative expenses incurred upon lodgement of an appropriate claim form accompanied by relevant receipts.

Any reimbursements or supplies obtained from Council will be limited to a maximum of \$600 per annum for each Councillor.

Insurance Expenses and obligations

Councillors will receive the benefit of insurance cover for:

Personal injury while on Council business. The cover does not include medical expenses for illness in Australia.

Professional indemnity for matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors provided the performance or exercise of the relevant civic duty is, in the opinion of Council, in good faith or proper. This is subject to any limitations or conditions set out in the policy of insurance that is taken out from time to time.

Public liability for matters arising out of Councillors' performance of civic duties or exercise of their functions under the Local Government Act. This is subject to any limitations or conditions set out in the policy of insurance that is taken out from time to time.

Councillors and Officers liability. This policy provides protection in respect of actions against the individual Councillors in addition to legal costs incurred by them in defending an allegation of a wrongful act made in the course of their duties as Councillors. This is subject to any limitations or conditions set out in the policy of insurance that is taken out from time to time.

Legal expenses and obligations

Council may by resolution indemnify or reimburse the reasonable legal expenses of:

A Councillor defending an action arising from the performance in good faith of a function under the Local Government Act 1993 and providing there are no adverse findings against the Councillor; or

A Councillor defending an action in defamation provided the statements complained of were made in good faith while exercising a function under the Local Government Act 1993; or

A Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal, or an investigative body, provided the subject of the proceedings arises from the performance in good faith or a function under the Local Government Act 1993 and the Tribunal or investigative body makes no adverse finding against the Councillor.

Council will not:

Meet expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term of office; or

Meet the costs of an action in defamation taken by a Councillor as plaintiff in any circumstances; or

Meet the costs of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

PART 3: PROVISION OF FACILITIES

Councillors

The Councillors are to receive the benefit of the following Council facilities:-

- a) Meeting Meals and Refreshments - provision of meals and refreshments associated with Council, Committee and Working Parties/Special Committee meetings.
- b) Transportation - provision of Council motor vehicle transportation (when available) for travel to conferences, seminars, etc when on official Council business.
 - ┆ Where a Council vehicle is provided to a Councillor for use on official business, the vehicle may:
 - ┆ With the consent of the Councillor, be driven by the Councillor's spouse or partner as long as that person is legally licensed to drive the Council vehicle; or
 - ┆ Provided the Councillor is in the vehicle at the time, be driven by any other fully licensed driver.
- c) Meeting Rooms - Provision of meeting facilities in the Mudgee Administration Building for the purpose of Council, Committee and Working Parties/Special Committee meetings, and for meeting with constituents.
- d) Photocopiers - provision of photocopying facilities generally for official purposes.
- e) **DELETE:** Combined Telephone/Facsimile/Answering Machine – for official purposes.
- f) At the discretion of the individual Councillor, Personal **DELETE desktop or** laptop computer with access to the internet and appropriate Council software to a maximum value of \$5,000 – for official purposes. Council will arrange associated training and software support if required.
- g) Provision of an Email address for Councillors, **DELETE as requested**, to facilitate access to Council's electronic mail.
- h) Business Cards for his/her role as an elected representative.
- i) A suitable name badge.
- j) Protective apparel, including (where appropriate), hard hat, safety vest, safety footwear and sunscreen for on-site inspections.
- k) Reimbursement for expenses related to administrative supplies (such as stationary, and supplies for computers and printers) or the provision of such administrative supplies by Council staff to a maximum of \$600 per annum per Councillor.

Mayor

In addition to those facilities provided to the Councillors, the Mayor is to receive the benefit of:

a) Council Vehicle - (Ford Fairlane Ghia or equivalent) for official purposes. The vehicle to be used at the discretion of the Mayor for Mayoral, Councillor or Council purposes. A fuel card will be provided for use only with the Mayoral vehicle.

When the Mayor or another Councillor is using the Mayoral vehicle on official business, the vehicle may:

] With the consent of the Mayor or Councillor, be driven by the spouse or partner of the Mayor or Councillor as long as that person is legally licensed to drive the Council vehicle; or

] Provided the Mayor or Councillor is in the vehicle at the time, be driven by any other fully licensed driver.

b) ~~DELETE: Mobile Telephone with a car kit - for official Council purposes.~~

Council will meet the ~~telephone~~ costs of service charges and official usage costs, with the Mayor to reimburse Council in respect of any private expenses incurred.

c) Corporate Credit Card, to facilitate payment of official Council business expenses.

d) Official stationary incorporating Mayoral letterhead for official Council correspondence issued under the hand of the Mayor.

e) Business Cards for his/her role as Mayor.

f) Secretarial Services - word-processing and administrative support provided by the Executive Secretary.

g) Administrative Support - assistance with functions, organisations, meetings, and the like.

h) Office Refreshments - as provided in the Mayoral Office for entertainment purposes.

i) Where practicable, provision of an appropriate office, suitable for interviews and small civic receptions.

j) Use of ceremonial clothing including Mayoral Robes and chains of office.

k) A suitable name badge.

Deputy Mayor

In addition to those facilities provided to the Councillors, the Deputy Mayor is to receive the benefits of the Mayor when acting in the Office of Mayor.

Councillors with Disabilities

In addition to other clauses on this policy regarding the provision of facilities to Councillors, in the event of a Councillor having a disability that would prevent them from performing their civic duties without the provision of additional facilities, where necessary, and with the agreement of the Mayor and General Manager, additional appropriate facilities will be made available to that Councillor.

PART 4: OTHER MATTERS

ACQUISITION AND RETURNING OF FACILITIES AND EQUIPMENT BY COUNCILLORS

All equipment issued to Councillors remains the property of Council and shall be returned on a Councillor ceasing to hold office.

CLAIMS FOR REIMBURSEMENT OF EXPENSES

Expenses claim forms to facilitate claims for reimbursement of travel, meals, registration, accommodation and out-of-pocket expenses and the communications reimbursement claims will be provided to Councillors at each Council meeting.

Completed and signed claim forms will be processed by staff in accordance with this policy and will be submitted monthly to the General Manager for approval.

APPENDIX 1

LEGISLATIVE PROVISIONS

Local Government Act 1993

The relevant provisions of the Local Government Act 1993 are set out below:

Section 252 Payment of expenses and provision of facilities

- (1) Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- (4) A council may from time to time amend a policy under this section.
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

Section 253 Requirements before policy concerning expenses and facilities can be adopted or amended

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (4) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director- General:
 - (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and
 - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and

(c) a copy of the notice given under subsection (1).

(5) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

Section 254 Decision to be made in open meeting

The council or a council committee all the members of which are councillors must not close to the public that part of its meeting at which a policy for the payment of expenses or provision of facilities is adopted or amended, or at which any proposal concerning those matters is discussed or considered.

Section 12 (What information is publicly available) provides that the public is able to inspect during office hours at the council, and at no charge, the current version and the immediately preceding version of the council's expenses and facilities policy. The public are also entitled to a copy of the policy either free of charge or on payment of a reasonable copying charge.

Section 23A (Director General's guidelines) makes provision for the Director-General of the Department of Local Government to prepare, adopt or vary guidelines that relate to the exercise by a council of any of its functions. It also requires that a council must take the relevant guidelines into consideration before exercising any of its functions.

Section 428(2)(f) (Annual Reports) requires a council to include in its annual report:

The total amount of money expended during the year on mayoral fees and councillor fees, the council's policy on the provision of facilities for use by councillors and the payment of councillors' expenses, together with a statement of the total amount of money expended during the year on the provision of such facilities and the payment of such expenses.

In addition **Section 428(r)** requires that councils must report on any other information required by the regulations.

Local Government (General) Regulation 2005

The relevant provisions of the Local Government (General) Regulation 2005 are set out below:

Clause 217 (Additional information for inclusion in annual reports) states in part:

(1) For the purposes of section 428(2)(r) of the Act, an annual report of a council is to include the following information:

(a) details (including the purpose) of overseas visits undertaken during the year by councillors, council staff or other persons representing the council (including visits sponsored by other organisations).

(a1) details of the total cost during the year of the payment of the expenses of, and the provision of facilities to, councillors in relation to their civic functions (as paid by the council, reimbursed to the councillor or reconciled with the councillor), including separate details on the total cost of each of the following:

(i) the provision during the year of dedicated office equipment allocated to councillors on a personal basis, such as laptop computers, mobile telephones and landline telephones and facsimile machines installed in councillors' homes (including equipment and line rental costs and internet access costs but not including call costs),

- (ii) telephone calls made by councillors, including calls made from mobile telephones provided by the council and from landline telephones and facsimile services installed in councillors' homes,
- (iii) the attendance of councillors at conferences and seminars,
- (iv) the training of councillors and the provision of skill development for councillors,
- (v) interstate visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
- (vi) overseas visits undertaken during the year by councillors while representing the council, including the cost of transport, the cost of accommodation and other out-of-pocket travelling expenses,
- (vii) the expenses of any spouse, partner (whether of the same or the opposite sex) or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the *Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors for Local Councils in NSW* prepared by the Director-General from time to time,
- (viii) expenses involved in the provision of care for a child of, or an immediate family member of, a councillor, to allow the councillor to undertake his or her civic functions,

Clause 403 (Payment of expenses and provision of facilities) states:

A policy under section 252 of the Local Government Act 1993 must not include any provision enabling a council:

- (a) to pay any councillor an allowance in the nature of a general expense allowance, or
- (b) to make a motor vehicle owned or leased by the council available for the exclusive or primary use or disposition of a particular councillor other than a mayor.

OTHER GOVERNMENT POLICY PROVISIONS

DLG guidelines for payment of expenses and provision of facilities

- ┆ This policy takes into account the following Circulars:
- ┆ Circular 11-27 – Findings of Review of Councillor Expenses and Facilities Policies
- ┆ Circular 09-36 – Release of Revised Councillor Expenses and Facilities Guidelines
- ┆ Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (Division of Local Government October 2009)
- ┆ Circular 05108 - Legal assistance for councillors and council employees.
- ┆ Circular 02134 - Unauthorised use of council resources.

Model Code of Conduct

This is consistent with the Model Code of Conduct for Local Councils in NSW, Department of Local Government, and Council's Code of Conduct which implements the Model Code.

The part of the Model Code headed 'Use of Council resources' is particularly relevant to s252 policies, and is implemented by the Council's Code of Conduct.

ICAC publications

Councillors should also be aware of and take account of the Independent Commission Against Corruption (ICAC) publication No Excuse for Misuse, preventing the misuse of council resources (Guidelines 2), November 2002.

This publication is available on the ICAC website at www.icac.nsw.gov.au.

11.2 Commonwealth Home Support Program

REPORT BY THE MANAGER, COMMUNITY SERVICES

TO 21 JUNE 2017 ORDINARY MEETING

GOV400064, A0060030; COS300013; COS300025; COS300023; COS300026

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the Commonwealth Home Support Program;**
2. **note the successful transfer of the auspices of funding for the Home Modification and Maintenance Service and Host Family Respite Care Service to other agencies from 1 July 2017; and**
3. **rescind the Home Modifications and Maintenance Service Policy and the Host Family Respite Service Policy from 1 July 2017.**

Executive summary

This report seeks to inform Council about matters relating to the Commonwealth Home Support Program funded services, as well as the Host Family Respite Service.

Disclosure of Interest

Nil.

Detailed report

At the November 2017 meeting of Council, decisions were reached for Council to relinquish auspice of the Home Modifications and Maintenance and Host Family Respite Services. Following on from discussions with the Commonwealth Department of Health and the New South Wales Department of Ageing Disability and Home Care, permissions were granted to transition the Home Modifications and Maintenance Service and the Host Family Respite Service to Live Better (formerly CareWest) and Lifeskills Plus Inc, respectively. The transition of these services is expected to be completed on 30 June 2017. Accordingly, Council policies for these two services will be made redundant after that date.

Council continues to auspice the Community Transport and Meals on Wheels Services and on 10 May 2017 notice was received that the funding arrangements under which these two services substantially operate (i.e., the Commonwealth Home Support Program) have been extended until 30 June 2020 to provide certainty to the sector and pave the way for further home care reform. The outcome is that Meals on Wheels will remain funded through Council until 2020. Community Transport is subcontracted through Transport for NSW to the Commonwealth and will require that contract to be extended to ensure continuation of funding and service.

Arrangements are underway to certify the Meals on Wheels and Community Transport services in order for them to be eligible to operate under the National Disability Insurance Scheme. This will see a gradual reduction in block funding for the services' under 65's clientele, as a move within the community services industry continues towards promotion of consumer choice.

Community Plan implications

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

Financial implications

Council will no longer be funded for its Home Modifications and Maintenance and Host Family Respite Services after 30 June 2017 and arrangements will be put in place to complete final acquittals and return any surplus funds from 1 July 2017.

Funding for Meals on Wheels aged care clients will continue until 30 June 2020 and funding for Community Transport aged care clients is expected to do likewise.

Block funding for Meals on Wheels and Community Transport clients that was previously received through the Department of Ageing Disability and Home Care will gradually decrease over the 2017/18 year and clients will be given the opportunity to choose whether or not to purchase from those services or engage alternate providers within the community.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

SIMON JONES
DIRECTOR COMMUNITY

23 May 2017

Attachments:

1. Letter from FaCS confirming re-auspice of HMMS.
2. Email from Dept. of Health confirming re-auspice of HMMS.
3. Letter from FaCS confirming re-auspice of HFR.

APPROVED FOR SUBMISSION:

BRAD CAM
General Manager



Ms Fiona Turner
Manager, Community Services
Mid-Western Regional Council
PO Box 15
MUDGEES NSW 2850

REF:AT17/18756

16 May 2017

Dear Ms Turner

Re: Re-auspice of Home Modification and Maintenance Service from Mid-Western Regional Council

I am writing to advise that Western NSW District has now completed the process in respect to the re-auspice of the Home Modification and Maintenance Service effective 30 June 2017. As of 1 July 2017, the following funding will be transferred from Mid-Western Regional Council to CareWest. DofS 02048-04-001 will be closed.

Service Type	Funding	Outputs	End date
Home Modification	\$15,165.09	\$15,165.09	30 June 2017
Home Maintenance	\$2,174.84	52 hours	30 June 2017

If you would like more information, please contact Raymond Quigley, Service Support and Development Officer on (02) 6373 2900.

Yours sincerely

Linda Walsh
Director Disability, Far West/Murrumbidgee/ Western NSW Districts

Western NSW District
Department of Family and Community Services
Level 1, 130 Brisbane Street, DUBBO NSW 2830
W www.facs.nsw.gov.au |
T (02) 6841 1500 | TTY (02) 8270 2167 | F (02) 6841 1555



Fiona Turner

From: CLIFFORD, Laurence <Laurence.CLIFFORD@health.gov.au>
Sent: Tuesday, 16 May 2017 5:11 PM
To: Fiona Turner
Cc: 'Colin.kjoller@livebetter.or.au'
Subject: Decision regarding your request to relinquish Commonwealth Home Support Programme Services [SEC=UNCLASSIFIED]

Hi Fiona,

This email concerns your Commonwealth Home Support Programme (CHSP) Agreement Schedule ID 4-214QZK2.

The Department has reach a decision regarding your request to relinquish some of your CHSP Services and is happy to inform it has been granted. As of 1 July 2017, Mid-Western Regional Council will no longer be responsible for the following CHSP service types :

- Home Maintenance – Activity ID 4-23SRA49
- Home Modification - Activity ID : 4-214QZK2

A Letter for Variation reflecting these changes will be sent to your organisation shortly, please note that after 1 July 2017 LiveBetter will take on the responsibility for these services.

If your have further questions regarding this decision please don't hesitate to contact me on 02 9263 3927

Kind regards

Laurence Clifford
Departmental Officer

Aged Care Programs | NSW/ACT
Australian Government Department of Health
T: 02 9263 3927 | E: Laurence.Clifford@health.gov.au
Departmental Officer
Location: 260 Elizabeth St. Surry Hills
PO Box 9848, Sydney NSW 2001, Australia

The Department of Health acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

"Important: This transmission is intended only for the use of the addressee and may contain confidential or legally privileged information. If you are not the intended recipient, you are notified that any use or dissemination of this communication is strictly prohibited. If you receive this transmission in error please notify the author immediately and delete all copies of this transmission."

PRIVATE AND CONFIDENTIAL - MIDWESTERN REGIONAL COUNCIL

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Ms Fiona Turner
 Manager, Community Services
 Mid-Western Regional Council
 PO Box 15
 MUDGEE NSW 2850

AT17/26819

Dear Ms Turner

Re-auspice of HACC respite (exc. HNP) from Mid-Western Regional Council

I am writing to advise that Western NSW District has now completed the process in respect to the re-auspice of the HACC respite (exc. HNP) effective 30 June 2017. As of 1 July 2017, the following funding will be transferred from Mid-Western Regional Council to Lifeskills Plus. DofS 03046-04-001 will be closed.

Service Type	Funding	Outputs	End date
HACC respite (exc. HNP)	\$103,845.27	2,020 hours	30 June 2017

If you would like more information, please contact Raymond Quigley, Service Support and Development Officer on 02 6373 2900.

Yours sincerely

Linda Walsh
 Director, Disability
 Western NSW District

Western NSW District
 Department of Family and Community Services
 Level 1, 130 Brisbane Street, DUBBO NSW 2830
 W www.facs.nsw.gov.au |
 T (02) 6841 1500 | TTY (02) 8270 2167 | F (02) 6841 1555
 FAX (02) 507 000 070

11.3 Art Collection Policy

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, REC800019

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community Services on the Art Collection Policy;**
2. **rescind the Ceramic Art Collection Policy; and**
3. **adopt the Art Collection Policy.**

Executive summary

The Ceramic Art Collection Policy is overdue for review and it has been deemed that a more holistic approach to Council's art collection is necessary. The draft Art Collection Policy, therefore, is considered more appropriate.

Disclosure of Interest

Nil.

Detailed report

Council's Ceramic Art Collection Policy was adopted in March 2011 and deals solely with ceramic art. Whilst Council has a Public Art Policy that is directed to works installed at outdoor locations across the region, there exists no policy that handles the balance of works (other than its ceramic art collection).

The draft Art Collection Policy addresses considerations to be had by Council in terms of commissioning, selection, maintenance, protection and de-accessioning of collection items.

The draft policy was presented to Council's Cultural Development Committee at its meeting on 8 May 2017 and the Committee assessed it as being appropriate for adoption.

Community Plan implications

Theme	Looking After Our Community
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Goal	Meet the diverse needs of the community and create a sense of belonging
------	---

Strategy	Support arts and cultural development across the Region
----------	---

Financial implications

Nil currently, but implications will fluctuate when considering purchases, installations, maintenance and so forth of items comprising the collection.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

30 May 2017

Attachments: 1. Draft Art Collection Policy.

APPROVED FOR SUBMISSION:

SIMON JONES
DIRECTOR COMMUNITY



POLICY Art Collection

*A prosperous
and progressive
community*

ADOPTED	VERSION NO
COUNCIL MEETING MIN NO	REVIEW DATE
DATE: 16/3/11	FILE NUMBER REC800019

Objective

To provide a set policy for Council's art collection, including works commissioned, purchased, acquired or gifted to Council.

Legislative requirements

Nil.

Related policies and plans

- Public Art Policy.
- Public Art Plan.

Policy

Scope of policy

This policy relates to Council's art collection displayed or stored indoors. It does not relate to public art works displayed or installed at external locations, such as parks, gardens, squares and other public areas.

For art works displayed or installed at external locations, reference should be had to Council's Public Art Policy.

Role of the collection

Council holds its art collection on behalf of the Mid-Western Regional Council community.

Benefits of an art collection

Council recognises the following benefits of an art collection:

- 1 It identifies the region's heritage.
- 2 It honours creative work in a range of media.
- 3 It assists in building a community identity.
- 4 It regularly exposes the community to quality art.
- 5 It reflects the culture and interests of the community.
- 6 It provides an educative function.
- 7 It is a valuable drawcard for cultural tourism.

POLICY: ART COLLECTION | , ERROR! REFERENCE SOURCE NOT FOUND.

Cultural Development Committee

The Cultural Development Committee is a section 355 committee of Council that is charged with providing advice to Council on matters relating to arts and cultural development, including the commissioning, selection, maintenance, protection and de-accessioning of collection items.

Gifts and donations

Whilst Council recognises that, from time to time, works are offered as gifts to it with the intention that they be placed on permanent public display, this is not always possible and offers of gifts are not always to be accepted. In the circumstance of an offer of works as a gift (both bequests and donations), the Cultural Development Committee will provide advice on acceptance (see below – Selection guidelines).

Conditional gifts are discouraged and should be refused where unreasonable or inappropriate restrictions are placed on either the display or storage of the proposed gift.

Selection guidelines

The Cultural Development Committee will consider works (whether commissioned, purchased, acquired or gifted) as appropriate for inclusion in the collection having regards to the following factors:

- 1 The work shows aesthetic merit, quality and skill.
- 2 The work shows competence in the use of materials.
- 3 The work will fill a gap or build upon strengths within the existing collection.
- 4 There is an appropriate Council location for the work to be displayed or stored.
- 5 Council has an existing, and anticipates an ongoing, budget suitable for the storage, maintenance, conservation, security and insurance of the work.

Other factors

- 1 The work and/or artist may emphasise some regional reference.
- 2 The work collected may be of regional, national and/or international significance.
- 3 Selection should also consider the value of proposed work in relation to the existing collection.

Collection catalogue

Work collected must be documented by way of an art register in order to:

- 1 Safeguard aspects of the collection.
- 2 Encourage greater understanding of the collection.
- 3 Develop an educational role for the collection.

The art register will be maintained through Council's Corporate Asset Management System.

11.4 Mudgee Sports Council Meeting Minutes 30-05-17

REPORT BY THE DIRECTOR COMMUNITY
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, A0360013

RECOMMENDATION

That Council:

1. receive the report by the Director Community on the Mudgee Sports Council Meeting Minutes 30-05-17; and
2. note the minutes for the Mudgee Sports Council Meeting held 30th May, 2017.

Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Mudgee Sports Council meeting held 30th May, 2017.

Disclosure of Interest

Nil.

Detailed report

The Mudgee Sports Council receives an updated Works Request and Matters in Progress report together with updated financial details each month prior to their meeting.

There are no further matters arising that require consideration by Council at this time, noting that specific requests/recommendations are forwarded to Council under separate cover providing detailed information and requirements. Operational matters raised will be dealt with in due course when staff receive additional information.

Community Plan implications

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

Financial implications

Not Applicable.

SIMON JONES
DIRECTOR COMMUNITY

7 June 2017

Attachments: 1. Mudgee Sports Council Meeting Minutes 30-05-2017.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Mudgee Sports Council Meeting

Mudgee Netball clubhouse

30th May 2017 18:04.

Present: P. Mitchell, T. Kane (MWRC Staff), J. O'Neill (MWRC Councillor), R. Smith, A. Whale, K. Marshall, G. Robinson, N. Cavangah, K. Lang, B. Martin, & J. Johnson.

Apologies: M. Collins, N. Richards, G. Bartrim, S. Jones (MWRC Staff). Moved apologies be accepted. Moved J. O'Neill, seconded G. Robinson.

Minutes read as true and correct from previous meeting, Moved K. Marshall, seconded G. Robinson.

Business arising from previous meeting:

1. Discussion about Sports Awards held to general business.
2. Gas Cylinders for Glen Willow BBQ area- working on how to install at present moment.
3. Grant application update- still awaiting news, sporting bodies can apply for grants, but sports council cannot as it's a sub branch of council.

Secretary Report:

1. Letter from Aus Kick for usage of Victoria Park, need certificate of currency, attempting to contact Aus Kick organiser in Orange to no avail, will apply for membership to sport council and affiliation, await update at next meeting.
2. Letter of application from Harrison Lee, is representing Open (U/18's) NSWCCC Rugby league.

Motion: That Mudgee Sports Council provide a sporting grant to Harrison Lee of \$450 as per Mudgee Sports Council guidelines. Moved G. Robinson seconded K. Marshall.

Treasurer's Report:

1. At time of meeting \$97,833.06 in account with \$25,000 still to come out for lighting.
2. Question asked about Materials and stores- this is on costing for the storing and issuing of line marking paint.
3. Clubs that have paid fee's, Little A's, Junior Cricket, Mudgee Touch, and AFL has paid last season.
4. **All Winter Sports are reminded Sports Council Fees are due end of June.**

Work's Request Updates:

1. Netball light towers fixed, except 1 which the cherry picker got bogged on.
2. South western towers at Cahill Park fixed all but 1 which requires cherry picker, also found circuit breaker turned off.
3. User groups leaving meeting areas dirty- Netball was unaware of hiring of room, no Netball secretary at moment, all correspondence to Liz O'Brien please.
4. Irrigation was turned off at Cahill Park, now turned on.
5. Raised garden bed for Netball court area- waiting funding.
6. Sprinklers Glen Willow- the filling up of sprinkler holes with dirt is causing problems, need to advise Tracey if holes noticed or cap.
7. Concreting Netball- still to be completed.

8. Jubilee- fencing completed.
9. Lift Glen Willow- Council chasing installer.
10. **Key Register- all clubs are required to provide information on who has keys who to contact in an emergency, Tracey will again email to all contacts of sports council email LIST for completion ASAP.**
11. Lights field s 3&4 Glen Willow- waiting for a crane.
12. Cahill Park- Storm Water work being carried out.
13. West End- Water entering clubhouse- gravel drain in future works for West End.

Works Requests:

1. Netball- Netball rings on grass courts sideways.
2. Sponsorship signage at Netball clubhouse- needs to be removed, Kylie to confer with Tracey.
3. Victoria Park- Gates near amenities block, wire broken needs replacing.
4. Touch/Soccer clubhouse- canteen area 3 lights out, and 1 in clubhouse, Lock broken again in disable toilet, when will the bollards be replaced after City Country match.
5. Illuminators not working on field 2 at Glen Willow, wires vibrating out of circuit board, will need replacing.
6. Main Stadium- replacement of toilet roll holders, one's there at moment make confetti and huge clean up.
7. Netball- no soap in external toilets, Tracey to sort.
8. Touch/Soccer- Change room, soap dispenser hanging off wall, and others need checking.
9. Glen Willow- Hand dryers .

General Business:

1. Clubs can reapply to have signage erected at Glen Willow.
2. Lights starting at carpark Glen Willow week of the 5th June.
3. Communication issues with bookings at Glen Willow- bookings clashed between Rugby League and soccer on Sunday need better communication with council bookings.
4. The Rugby club would like to replace the portable grandstands at Jubilee, Hugh Bateman donated the stands and has offered to take the stands for Mudgee Polo, Rugby need to organise a meeting with Mr Bateman for removal of stands. Mudgee Rugby seeking approval to replace stands, has 2 quotes, seating will cost %17,000, second quote was for \$24,000, and are now requesting grant for \$3000 to assist with costs, the remainder will be put in by Mudgee Rugby. The stands will be available to other user groups as they will be on wheels. **Motion: That Mudgee Wombat is given a grant of \$3000 as per grant application for portable grandstands at Jubilee oval.** Moved R. Smith seconded K. Marshall carried. 3 of the grandstands are fixed at Jubilee and are owned by Rugby League need to discuss moving same, will need to move the grandstands ASAP as new stands are ready to be installed.
5. Glen Willow Toilets- need an extra clean from Saturday to Sunday with local club games Saturday and rep games Sunday, booking admin officer should liaise with cleaning staff, so that amenities are clean before big days.
6. Pedestrian crossing at Glen Willow- the speed humps are not slowing the traffic making it dangerous to cross the road to carpark, could the speed humps be moved closer together, perhaps the traffic committee could investigate.

Meeting closed 19:10

Next meeting

Tuesday 27th June 6pm at Mudgee Netball Clubhouse.

11.5 Perry Street Hotel Request for Financial Assistance

REPORT BY THE DIRECTOR COMMUNITY

TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, FIN300040

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the Perry Street Hotel Request for Financial Assistance; and**
2. **decline to provide financial assistance for the Perry Street Hotel entrance upgrade.**

Executive summary

There has been an approach from the owner of the Perry Street Hotel for financial assistance to improve the driveway at the premises.

Disclosure of Interest

Nil.

Detailed report

The email attached to this report highlights a request from the owner of the Perry Street Hotel to improve the driveway at the premises on Perry Street. While it is recognised that part of this rectification work would include work on the road reserve including the footpath, this is not something that Council would generally consider, particularly for a commercial premises.

Council has an Access to Properties Policy that clearly states that responsibility for driveway improvements rests with the property owner.

In similar circumstances, requests such as these would be managed through the Community Grants Program and the relevant applications would be made through this process. However, it is noted that as this request is from a private business, it would not meet the requirements of the Community Grants Program.

As such, the staff recommendation is to decline the request in line with the adopted Council policy and the Community Grants Program guidelines.

In the event that Council determined to provide any level of financial support to a commercial entity, there would be a requirement that this intention be advertised for twenty-eight days to seek community feedback prior to making a final decision.

A preliminary investigation of the potential works has been carried out with a rough estimate of \$15,000 being offered. Apart from the removal of the existing concrete driveway and reshaping and re-installation of the footpath, the works would most likely need to involve the lifting of numerous

bricks from the driveway and relaying of these after earthworks had taken place to reshape the driveway.

While a contribution to this work could be offered on the basis of supporting the economic development of the town and the tourism trade, this is not recommended by staff and would set a precedent which would be difficult to contain in the future.

Community Plan implications

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

Financial implications

Not applicable, although in the event that funds were allocated to this, it would be from Council's Community Grants Program.

SIMON JONES
DIRECTOR COMMUNITY

7 June 2017

Attachments: 1. Perry Street Hotel - Drive Way.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

From: [Simon Jones](#)
To: [Marilyn Frost](#)
Subject: FW: Perry Street Hotel - Drive Way
Date: Wednesday, 7 June 2017 3:29:24 PM

From: Stuart Faulkner [REDACTED]
Sent: Tuesday, 30 May 2017 3:46 PM
To: Brad Cam [REDACTED]
Cc: Kersti Faulkner [REDACTED]
Subject: Perry Street Hotel - Drive Way

Dear Mr Brad Cam

I am writing to you today to ask for councils assist in repairing the entrance to the car park at Perry Street Hotel

The entrance is on too great a drop going into the car park – the main drama on the entrance is on public land

Given Perry Street Hotels prestige as a provider of accommodation in Mudgee, most of the guests of the hotel have low European cars which bottom out on the entrance – this causes no end of complaints

I greatly appreciate your assistance here

stuart

Stuart & Kersti Faulkner
Pepper Tree Hill Group

[REDACTED]
[REDACTED]
[REDACTED]

“Relax Escape Unwind”

PRIVATE AND CONFIDENTIAL - MIDWESTERN REGIONAL COUNCIL

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Item 12: Reports from Committees

12.1 Gulgong Sports Council Meetings, April and May 2017

REPORT BY THE DIRECTOR COMMUNITY
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, A0360003

RECOMMENDATION

That Council:

1. receive the report by the Director Community on the Gulgong Sports Council Meetings, April and May 2017; and
2. note the minutes of the Gulgong Sports Council meetings held on 10 April 2017 and 5 May 2017.

Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Gulgong Sports Council Meetings held on the 10th April and the 5th May, 2017.

Disclosure of Interest

Nil.

Detailed report

The Sports Council receives an updated Works Request and Matters in Progress report together with updated financial details each month prior to their meeting.

There are not further matters arising that require consideration by Council at this time, noting that specific requests/recommendations are forwarded to Council under separate cover providing detailed information on requirements. Operational matters raised will be dealt with in due course when staff receive additional information.

Community Plan implications

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

Financial implications

Not applicable.

SIMON JONES
DIRECTOR COMMUNITY

29 May 2017

Attachments: 1. Gulgong Sports Council Meeting Minutes- April 2017.
2. Gulgong Sports Council Meeting Minutes - May 2017.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

**Gulgong Sports Council
Monthly Meeting
Monday 10th of April, 2017 @ Gulgong Bowling Club.**

Meeting Opened; 6.30 pm

Apologies; L.Hawkins, D.Morrison, C.Holden, M.Freestone.

Present; B.Gudgeon, , P.Thompson, M.Gaudry,T.Kane,C.Rae T.Papworth

Minutes; Minutes from last meeting be adopted dated 13th of March, 2017.

Moved P.Thompson 2nd C.Rae. Carried

Council Business;

1. Council budget – draft copy completed, open for discussion until June 30, 2017.
2. Billy Dunn oval open for use as from 10th of April, 2017.
3. Speed humps need marking again for instalment.
4. Tracey to contact M.Freestone regarding rails at billy Dunn Oval.
5. Gulgong Tennis club – Contractors 1st week in May to start work.
6. Letter required from sports council regarding change to new rails, Billy Dunn then Vic Park.
7. No phone number to contact cleaners.
8. Leaky sprinklers to fixed at Vic Park near grandstand and toilets suggest removal not needed.

Moved P.Thompson 2nd T.Papworth. Carried.

Finance;

Balance; \$7103.53

Income; Touch Football Gulgong \$3873.80 Players Fees
Rylstone Pony Club \$40.00 PA Hire

Expenditure; Gulgong Timber & H'ware \$17.10
Gulgong Bowling & Sporting Club \$500.00 assistance for Junior Bowls.

Moved B.Gudgeon 2nd M.Gaudry Carried

General Business;

1. Tracey informed that council has set a Affiliation fee for sports councils of \$20.00.
Council will invoice clubs sports council to collect payers and ground fees.

Next Meeting Monday 8th May, 2017.

President Craig Holden.



Gulgong Sports Council

Request for Cheque(s) to be drawn Where no Invoice will be received

To Finance Department:- Mid-Western Regional Council.

At the meeting of the Committee of the Gulgong Sports Council, held on 10th April 2017 (copy attached), it was agreed that the following cheques be drawn.

Payee	Amount	Invoice	Reason	Folio
Gulgong Bowling & Sporting Club	\$500.00		Accommodation & entry fee for Junior Bowlers at	R50750.5123.000
			Australian Championships in QLD	
Please send cheque to PO Box 45 Gulgong 2852 as Sports Council would like to present it. Thank you			The 2 boys are Lachie & Jordan Thompson	
Total	\$500.00			

The above cheques were duly authorised for payment:



President

Date:

Craig Holden
President
16 Lynne Street
Gulgong NSW 2852



Treasurer

Brian Gudgeon
Treasurer
401 Barneys Reef Road
Gulgong NSW 2852

**Gulgong Sports Council
Monthly Meeting
Monday 5th of May, 2017 @ Gulgong Bowling Club.**

Meeting Opened; 6.30 pm

Apologies; T.Kane MWRC, B.Gudgeon, P. Thompson MWRC, C.Holden

Present; C.Rae, M.Gaudry, L.Hawkins, M.Freestone, G.Lillist, J.O'neill MWRC

Minutes; Minutes from last meeting be adopted dated 10th April, 2017.

Moved C.Holden 2nd C.Rae. Carried

Council Business;

1. Council budget – draft copy completed, open for discussion until June 30, 2017.
2. Speed humps need marking again for instalment, Craig will remark again.
4. Tracey to contact M.Freestone regarding rails at Billy Dunn Oval.
5. Gulgong Tennis club – Contractors, work has commenced.
6. Letter required from sports council regarding change to new rails, Billy Dunn then Vic Park.
7. No phone number to contact cleaners.
8. Leaky sprinklers to fixed at Vic Park near grandstand and toilets suggest removal not needed.

Moved C.holden 2nd C.Rae Carried.

Finance;

Balance; \$7103.53

Income;

Expenditure; R & J Andrews \$660.00 See Invoice for Details.

R & J Andrews \$187.00 Long Jump Vic pk.

Moved C.Holden 2nd M.Gaudry Carried

General Business;

1. Tracey informed that council has set a Affiliation fee for sports councils of \$20.00. Council will invoice clubs sports council to collect payers and ground fees. Further to this does council keep the \$20.00 plus \$2.00 GST or is it passed onto sports councils as Sports Councils has retained this income previously.
2. It has come to my attention that the bookings for fields is to be done direct to council from sports bodies and schools is this correct if so this is fine with me, but I will not accept being accused of bookings not being actioned on time prior to the event when the booking forms have been accepted at council office prior to the event and not passed onto the departments that it has to be advised of bookings, also when bookings are done online and not passed back to sports council if assistance is required (eg Gulgong High School I had one days notice to have things put in place for their athletics carnival). Please advise if I have this wrong Craig Holden President Gulgong Sports Council.

Bookings;

Mudgee Dog Obedience; Victoria Park, 10, 11, 12, 13th of August, 2017
Comment; Grounds to be mowed prior to these dates.

Next Meeting Monday 5th June, 2017.

President Craig Holden.

A handwritten signature in black ink, appearing to read 'Craig Holden', with a horizontal line underneath.

12.2 Heritage Committee Meeting Minutes 23 May 2017

REPORT BY THE MANAGER, STRATEGIC PLANNING
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, DEV700020

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Strategic Planning on the Heritage Committee Meeting Minutes 23 May 2017; and**
2. **note the minutes of the May 2017 Heritage Committee Meeting.**

Executive summary

The purpose of this report is to advise Council of the considerations of the Heritage Committee meeting held on 23 May 2017.

Disclosure of Interest

Nil.

Detailed report

There were no recommendations from the May Heritage Committee Meeting.

Community Plan implications

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

Financial implications

Nil.

SARAH ARMSTRONG
MANAGER, STRATEGIC PLANNING

JULIE ROBERTSON
DIRECTOR DEVELOPMENT

30 May 2017

Attachments: 1. Heritage Committee Minutes 23 May 2017.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

HERITAGE COMMITTEE MEETING
 UNCONFIRMED MINUTES
 RYLSTONE COUNCIL CHAMBERS

TUESDAY 23RD MAY 2017

1. WELCOME and PRESENT - Cllr Paine, Barbara Hickson, Virginia Hollister
 Peter Monaghan, David Mort, John Bentley
 Staff: Krystie Baker, Sarah Armstrong.

 APOLOGIES – Cllr Holden, Graham Hall (Heritage Advisor), Chris Pearson and David Warner
2. Confirmation of previous minutes (April Minutes – Moved: Peter Monaghan Second: David Warner
3. MATTERS IN PROGRESS

Matter	Responsible	Date Commenced / Matter Raised	Progress
Local Heritage Grants.	Development Directorate Committee consideration	October 2016	SA explained the acquittal has been submitted to the Heritage Division. Next year all grants will be delivered and to be applied for online. VH asked if we could advertise some of the works completed, SA explained that she has spoken with our Communications Officer on the matter. Great opportunity for good news stories.
Heritage Conservation Fact Sheet.	Development Directorate	September 2016	VH Fact Sheet suggestions have been included and is currently with our communications officer for updating
Heritage Advisor.	Development Directorate	Expression of interest advertised 16 September, close 30 September 2016	Waiting on the Office of Environmental and Heritage regarding grant offer. Council has allocated \$7000 in the budget.

Matter	Responsible	Date Commenced / Matter Raised	Progress
Presentation from the Governance Coordinator on the Footpath Dining Policy and the role of Council's Rangers.	Development Directorate	September 2016	SA advised the presentation from Council staff on the matter of compliance is outside the committee's Terms of Reference.
John Bentley suggested a Review of the Community Based Heritage Study (specifically to include sites not presently listed).	Committee	September 2016	<p>SA advised that there is a grant currently underway (in very early stages) in conjunction with the library. It would fund preparing statements of significance.</p> <p>VH asked if the Heritage Advisor could spend time of preparation of Statements of Significance. SA advised that it is possible.</p> <p>VH will email 3 items and find the minute number for items that were meant to be listed under a previous LEP.</p>
Barbara Hickson suggested to sample one block of a street (Rylstone or Gulgong) with a panel.	Committee Members Operations Directorate	September 2016	Committee members walking around Rylstone today after meeting.

Matter	Responsible	Date Commenced / Matter Raised	Progress
DCP Review – inclusion of Heritage Conservation provisions.	Development Directorate Committee Members	September 2016	<p>Where we are heading and what council want from it. It will look very different structurally to what it is now, similar to the anticipated standard DCP prepared by the Department of Planning and Environment. First review will include heritage conditions.</p> <p>PM suggested that there be separate sections for the specific Heritage Conservation Areas (HCA). PM suggested the consideration of a HCA for Kandos.</p> <p>What would be the process of deciding, can Committee recommend/community suggestion.</p> <p>Moved: BH that committee members look at Kandos and its history and is there a potential conservation area and what size it is. What is the purpose of having a conservation area. Seconded: PM.</p>

4. GENERAL BUSINESS

4.1. Additional Items for Listing

The items recommend for listing in the LEP when it was a draft 7/12/2011. Virginia will forward the minute number via email

4.2. Draft Heritage Strategy

Committee to review Draft Heritage Strategy, on public exhibition for a month.

Moved by VH that the committee make a 2 year plan based upon the heritage study.
 Seconded by PM

4.3 Fact Sheet

Discussion around the fact sheet. Best way of delivery - covering letter specifically to heritage conservation areas and listed properties. Within the next 7 days all suggestions for the fact sheet be emailed in.

PM presented an article that was run in the community news.

JB requested that we put an article in community news regularly.

PM suggested that all 3 documents be linked together (community plan 2020 -2030, draft operation plan etc)

4.4 Bylong Coal Porject Update

Barbara talked about Byong and advised the GML did an independent assessment and presented a copy of the report to the committee

4.5 Interim Heritage Order for 'Hawkins Store' Louee Street Rylstone

PM mentioned Hawkins store, and asked can we recommend getting a heritage item order placed on a building, BH explained the process to him.

5. CORRESPONDENCE - Nil

Meeting Closed – 11am

Date of next meeting: Tuesday 27 June 2017

Mudgee Committee Meeting Room

12.3 Local Traffic Committee Meeting Minutes - May

REPORT BY THE MANAGER DEVELOPMENT ENGINEERING
TO 21 JUNE 2017 ORDINARY MEETING
GOV400054, A0100009

RECOMMENDATION

That Council:

1. **Approve the event – ‘Windeyer Qualifier Ride’ 10 & 11 June 2017 –as a Class 2 Event under the “Guide to Traffic and Transport Management for Special Events Version 3.4” and proceeds with the following conditions:**
 - a. **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 3.3 and submitted to and approved by Council prior to the event;**
 - b. **Events are to be undertaken in accordance with the requirements of the NSW Police Service with their approval documentation forwarded to Council for notation;**
 - c. **Controlling noise as required by the Protection Of The Environment Operations (Noise Control) Regulation 2000;**
 - d. **Reimbursing Council for the cost of damage repairs;**
 - e. **Complying with any of Council’s Law Enforcement Officers’ reasonable directives;**
 - f. **Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;**
 - g. **A Traffic Control Plan (TCP) certified by a person with a ‘Worksite Traffic Control Certificate’ be included in the TMP;**
 - h. **Any person directing traffic on a public road is required to possess an appropriate traffic controller’s certificate;**
 - i. **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 and NSW Police is indemnified against any possible action as the result of the event;**
 - j. **The event convener is to consult with all affected businesses and residents adjacent to the proposed closure, in writing, indicating the period during which their accesses will be affected;**
 - k. **Maintain a four-metre wide emergency vehicle lane;**
 - l. **Advertise the proposed event in local newspapers with relevant information at least two weeks prior to the date; and**
-

- m. **The organiser is to debrief Council and Police with all traffic control documentation and controls tabled for review.**
- 2. Install 'No Stopping' signs on the northern and western legs of Anzac Ave and Ilford Rd Kandos intersection**
- 3. relocate the 'give way' sign and line marking from White Street to Robinson Street, Gulgong; and**
- 4. note the General Business discussion items.**

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) meeting held 19 May 2017.

Disclosure of Interest

There are no disclosures of interest associated with this report.

Detailed report

The Local Traffic Committee meeting was held 19 May 2017.

There were three events tabled for consideration with two recommended for approval by Council:

- Windeyer Qualifier Ride – June
- 1000KS4Kids Cycle Event Camp Quality

Mudgee running festival was considered and will be amended per committee recommendations for inclusion in the next Council meeting.

There were four non-event traffic considerations presented to the committee. These were on the following issues:

- Anzac Ave and Ilford Road Intersection (Kandos) 'No Stopping' Signage
- White and Robinson Street Give Way Signage (Gulgong)
- Request For 'No Stopping' Zone at Horatio and Lewis Streets Intersection
- Bruce & Sawpit Road Intersection

This report recommends the considerations given by the LTC on the above issues.

The minutes and discussion notes for the LTC meeting held 19 May 2017 are attached.

Community Plan implications

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

Financial implications

Recommendations include minimal costs for signage and line marking. These costs will be covered from existing operational budgets in the Operational Plan.

DANIEL BUCKENS
MANAGER DEVELOPMENT ENGINEERING

GARRY HEMSWORTH
DIRECTOR OPERATIONS

30 May 2017

Attachments: 1. LTC 19 May Meeting Minutes.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Minutes of the Local Traffic Committee

Held at the Committee Room, 86 Market Street, Mudgee
on 19 May 2017.

Present	Daniel Buckens (MWRC), Phillip Blackman (Members Representative), Inspector Mark Fehon (NSW Police), Prue Britt (RMS), Cr Alex Karavas (MWRC)
Apologies	Chief Inspector Jeff Boon (NSW Police) , William Hopcroft (MWRC), Cr John Weatherly (Councillor)
Secretary	Monica Pett (MWRC)

The LTC meeting commenced at 9:36am.

MINUTES OF PREVIOUS MEETING

MOTION: Councillor Alex Karavas / Daniel Buckens

That the Minutes of the previous Local Traffic Committee held on 21 April 2017 be taken as read and confirmed.

MATTERS IN PROGRESS

SUBJECT	RES NO. & DATE	RESOLUTION	ACTION
Yellow Line Methodology	29 Jan LTC Meeting		Council convert no stopping zones to yellow line methodology. Conversion will be continued by Council progressively. Council to conduct educational campaign as the changes occur.
Douro Street Pedestrian Crossing	15 Jul LTC Meeting	Council to look at the warrants for a pedestrian crossing at Douro Street	Counts undertaken. Report will be presented at April meeting. Removed from next meeting- report given at last meeting
Corner Puttabucca and Tinja Lane	15 Jul LTC Meeting	Council install signage indicating right of way for Putta Bucca Road and renew line marking	Works request raised 1 September SI0029/2017 Signage installed, linemarking still to be undertaken within the next couple weeks
Mudgee Town Pedestrian Crossings	20 Jan LTC Meeting	Council conduct an audit on all crossings, place counts on Market and Church Street and provide a report to the committee with findings and suggestions for improvements	To be completed. Lewis street added by Phillip Blackman. Bad lighting. Daniel Buckens said all crossings are being looked at.

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SUBJECT	RES NO. & DATE	RESOLUTION	ACTION
Caravans on Mayne Street Gulgong	20 Jan LTC Meeting	Council provide a proposal of what options may be available. Council to table an item at Gulgong Access Committee with the proposal	Council has a study that was undertaken in 2007 that was never reviewed by the committee or endorsed by Council.
Sawpit and Bruce Road Intersection	20 Jan LTC Meeting	Council inspect and provide report back to LTC for treatment options	
Pedestrian crossing Douro Street	28 April 2017	Council provide a response to the state member for Dubbo on the outcome once minutes passed through Council.	Been to council. Will respond with resolution.
Disabled parking Kandos IGA	28 April 2017	RMS and Council to meet onsite and discuss viable options. Provide report to June meeting.	Still outstanding
'No Stopping' Zone Horatio and Lewis Street	28 April 2017	Install 10m long 'No Stopping' zone along Horatio Street at the intersection of Lewis Street in accordance with the Australian Road Rules	Endorsed by Council on Wednesday works request to be added to the system to be actioned
Gladstone Street Stop Sign	28 April 2017	Stop sign to be installed from the laneway behind Services NSW coming onto Gladstone Street	Endorsed by Council on Wednesday works request to be added to the system to be actioned

PAST EVENT DEBRIEF

EVENT	
Can Cruise	Council make contact leading up to event (March 2018) to address traffic control requirements.

CALENDAR OF EVENTS

MAY	Date	Comments
City v Country Rugby League	7 May 2017	Approved April Meeting
Mudgee Endurance Ride	13 & 14 May 2017	Approved April Meeting
JUNE	Date	Comments
Heritage Harness Annual Drive	4-10 June 2017	20 January Meeting
Central Ranges Endurance Ride	10-11 th June 2017	Report included in this agenda
Henry Lawson Festival	10-11 th June 2017	
JULY	Date	Comments
Mudgee Small Farm Field Days	14 & 15 July 2017	Approved February 2017
AUGUST	Date	Comments
Mudgee Running Festival	20 August 2017	Report included in this agenda
SEPTEMBER	Date	Comments
Flavours Festival	23 September 2017	Approved April Meeting
Camp Quality Cycle	14-15 th September 2017	

OCTOBER	Date	Comments
Day on the Green	Dates TBA	Catchup wanted with Committee regarding event Ogden's have issue with last event. To confirm dates
NOVEMBER	Date	Comments
DECEMBER	Date	Comments

Red = Unapproved

Green = Approved

17/019 MUDGEE RUNNING FESTIVAL 2017

- Inspector Fehon had issues with the suspension bridge and its structural issues. Will need to have people on either side monitoring use and the amount of people on the bridge. Leave as per current course and come up with a contingency plan. Still waiting on an independent report for the bridge for Council.
- Phillip Blackman raised concerns re St Fillans needing better signage possibly electronic signage and also the single lane creek bridge.

RECOMMENDATION

That the event – “Mudgee Running Festival 2017 (Marathon Weekend)” Sunday 20 August 2017 – be classified as a Class 2 event under the “Guide to Traffic and Transport Management for Special Events Version 3.4” and proceeds with the following conditions:

- Special Events Transport Management Plan (TMP), is to be prepared in accordance with the Guide to Traffic and Transport Management for Special Events Version 3.4 and submitted to and approved by Council prior to the event;
- Events are to be undertaken in accordance with the requirements of the NSW Police Force with their approval documentation forwarded to Council for notation;
- Controlling noise as required by the *Protection Of The Environment Operations (Noise Control) Regulation 2000*;
- Reimbursing Council for the cost of damage repairs;
- Complying with Council's Law Enforcement Officers' reasonable directives;
- Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;
- A Traffic Control Plan (TCP) certified by a person with a 'Select & Modify' or a 'Design & Audit' certificate be included in the TMP;
- Any person directing traffic on a public road is required to possess an appropriate traffic controller's certificate;
- 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, NSW Police and the RMS are indemnified against any possible action as the result of the event;
- 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;
- Maintain a four-metre wide emergency vehicle lane;

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MID-WESTERN REGIONAL COUNCIL | LOCAL TRAFFIC COMMITTEE - 19 MAY 2017

- l. Advertise the proposed event in local newspapers with relevant information at least two weeks prior to the date; and**
- m. The organiser is to have a debrief with Council and Police with all traffic control documentation and controls tabled for review.**

MOTION: Councillor Alex Karavas / NSW Police

- Defer approval until matters of suspension bridge are addressed and we commenced discussion with event organiser. Contingency and alternate route need to be organised.
- Daniel Buckens to amend Intersection Maps for next meeting for the speed signs

That the above recommendation be accepted and approved.

17/021 WINDEYER QUALIFIER RIDE- 10 & 11 JUNE 2017

RECOMMENDATION

That the event – ‘Windeyer Qualifier Ride’ 10 & 11 June 2017 – be classified as a Class 2 Event under the “Guide to Traffic and Transport Management for Special Events Version 3.4” and proceeds with the following conditions:

- a. 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 3.3 and submitted to and approved by Council prior to the event;**
- b. Events are to be undertaken in accordance with the requirements of the NSW Police Service with their approval documentation forwarded to Council for notation;**
- c. Controlling noise as required by the Protection Of The Environment Operations (Noise Control) Regulation 2000;**
- d. Reimbursing Council for the cost of damage repairs;**
- e. Complying with any of Council’s Law Enforcement Officers’ reasonable directives;**
- f. Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;**
- g. A Traffic Control Plan (TCP) certified by a person with a ‘Worksite Traffic Control Certificate’ be included in the TMP;**
- h. Any person directing traffic on a public road is required to possess an appropriate traffic controller’s certificate;**
- i. 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 and NSW Police is indemnified against any possible action as the result of the event;**
- j. The event convener is to consult with all affected businesses and residents adjacent to the proposed closure, in writing, indicating the period during which their accesses will be affected;**
- k. Maintain a four-metre wide emergency vehicle lane;**
- l. Advertise the proposed event in local newspapers with relevant information at least two weeks prior to the date; and**
- m. The organiser is to have a debrief with Council and Police with all traffic control documentation and controls tabled for review.**

MOTION: Ms Prue Britt / Alex Karavas

That the above recommendation be accepted and approved.

17/022 ANZAC AVE AND ILFORD RD KANDOS INTERSECTION- INSTALLATION OF NO STOPPING SIGNAGE

RECOMMENDATION

- 1 That Council Install 'No Stopping' signs on the northern and western legs of Anzac Ave and Ilford Rd Kandos intersection**

MOTION: Mr Phillip Blackman / NSW Police

That the above recommendation be accepted and approved.

17/023 RELOCATION OF GIVE WAY SIGN - WHITE AND ROBINSON STREET - GULGONG

- Inspector Fehon recommended that 2 give way signs be put on Tom Sanders Road
- Daniel Buckens to provide diagrams with proposed changes.

RECOMMENDATION

That Council relocate the 'give way' sign and linemarking from White Street to Robinson Street, Gulgong

MOTION: NSW Police / Phillip Blackman

Relocate existing sign from Robinson to the western side of White street. Additional give way signs to be provided eastern side of Robinson Street and further or additional give way sign and marking be provide on Tom Sanders Road.

That the above recommendation be accepted and approved.

17/024 GENERAL BUSINESS

- Noted and accepted

1000KS4KIDS CYCLE EVENT FOR CAMP QUALITY

Council received an email from Camp Quality with details of a cycling event which will travel through the following towns; Albury, Wagga, Cootamundra, Cowra, Parkes, Wellington, Gulgong, Merriwa, Muswellbrook and then finishing in Warners Bay Newcastle.

KANDOS

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MID-WESTERN REGIONAL COUNCIL | LOCAL TRAFFIC COMMITTEE - 19 MAY 2017

- Prue Britt (RMS) brought up the primary school/high school the disabled park sign –and that the access has a lip
- Age care facility disabled access forces them to use driveway

BRUCE AND SAW PIT ROAD

- Prue Britt (RMS)- Main traffic on Bruce Road. Road narrows at intersection so people are cutting the corner coming through intersection on to a blind crest. Stop/ give way needed. Investigate due to development. Long-term solution would be to straighten up the road. Short term resolution may be alert signage. Query to install Curve Alignment and Narrow Road ahead signs. Prue Britt (RMS) recommendation is to straighten up the road and trim up the vegetation that obscures the view.
- Road has washouts after rain due to 2 adjacent dams and no pipes to drain away excess water.

Nil

CLOSURE

There being no further business the meeting concluded at 10.45am.
Cr Alex Karavas left meeting at 10.30am

12.4 Cultural Development Committee

REPORT BY THE MANAGER, COMMUNITY SERVICES
TO 21 JUNE 2017 ORDINARY MEETING
GOV400064, REC800019

RECOMMENDATION

That Council:

1. receive the report by the Manager, Community Services on the Cultural Development Committee; and
2. note the minutes of the meetings convened on 6 February and 8 May 2017.

Executive summary

The Cultural Development Committee meets to highlight and promote cultural issues within the region. The next meeting is due to be held on Monday, 6 June 2017 at 4.30pm.

Disclosure of Interest

Nil.

Detailed report

The main focus of the Cultural Development Committee is currently the establishment of a Regional Gallery in the Mid-Western Region. The Director, Community and Manager, Community Services have been providing the Committee with ongoing updates on progress towards a gallery and, at the most recent meeting, committee members were provided with a draft business case for comment. Discussions around the establishment of a regional gallery also highlighted the need for Council to employ a Cultural Development Officer to assist in progressing the gallery project.

Community Plan implications

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

Financial implications

Funds for the construction and/or development, and ongoing operation, of a regional gallery will need to be considered within Council budget deliberations and in light of any successful applications for grant funding.

FIONA TURNER
MANAGER, COMMUNITY SERVICES

23 May 2017

- Attachments:*
1. CDC Minutes - 6 February 2017.
 2. CDC Minutes - 8 May 2017.

APPROVED FOR SUBMISSION:

SIMON JONES
DIRECTOR COMMUNITY

CULTURAL DEVELOPMENT COMMITTEE**MINUTES****6th February 2017**

Meeting commenced 4.10pm

PRESENT: Scott Etherington, Melanie Trethowan, Councillor Sam Paine, Lizzy Galloway, Robyn Munro, Simon Jones, Virginia Handmer

APOLOGIES: Fiona Turner, Kylie Yates, Denise Faulkner

MOTION OF ACCEPTANCE OF APOLOGIES

Moved: S Etherington Seconded Clr Paine Carried

MOTION OF ACCEPTANCE OF MINUTES OF DECEMBER 2016 MEETING

Moved: Scott Etherington Seconded: Clr Paine Carried

1. Business arising*Regional Gallery*

Discussion re CDC's recommendation, at the last meeting, that Council begin formatting a business plan to justify a Regional Gallery.

Council is looking into Building Better Regions Funding, however as mentioned at the last meeting the application requires a confirmed budget which we don't have at this stage.

The Commonwealth has just finished the process by which they declared the building at 90 Market Street, Mudgee surplus to needs. Once valued, Council can negotiate a suitable price or consider other options. This will be sorted out in the coming weeks.

Troy Grant is across the situation.

If the Cudgegong Building is not available within Council's budget the original 2015 LGA precinct plan will be put to Council for further consideration.

Scott asked the committee to bring any further comments (pros and cons) regarding all the proposals to the next meeting (ACTION copies of LGA proposals to be redistributed to committee).

Staff have also suggested that having a budget set by Council will enable CDC and staff to have a point of discussion. The suggested amount is \$4M which could be spread over more than one financial year.

Robyn Munro suggested a design be developed over a longer period (in stages) could be a solution.

5.

2. Public Art Advisory Panel Sub-Committee

6.

Two sculptures in Lawson Park are damaged. One has been damaged a number of times and both further damaged in the severe storm in Mudgee and few weeks ago. While working with the artist to resolve this issue, it is important to emphasise that works selected from Rosby must be robust and suitable for outdoors. This must be stated on the selection form and Rosby representatives need to be aware of problems as they have done the short listing selection prior to CDC and Council.

3. Correspondence

Nil.

4. Waste to Art

Fiona has suggested a date at the end of May for the competition as judging needs to be completed by then prior to the Regional Competition. It was agreed that Saturday 20th May is suitable with a 12noon official opening. The plan is to promote this exhibition at Famers Markets (and other markets in the region)

Scott asked who will co-ordinate media etc - still to be arranged.

Discussion re CDC involvement. Sam told the meeting that WTA is a large community exhibition with low entry barrier and is welcoming to all.

5. Scope of CDC

7.

8. Robyn asked what the scope of CDC is to which Simon replied that the CDC is a section 355 Committee of Council whose Terms of Reference including advising Council on the implementation of the Cultural Plan.

9.

10. The 3 tenets of the Cultural Plan are

11.

12. 1 Join a Regional Arts Organisation (Orana Arts)

13.

14. 2 Employ a cultural officer

15.

16. 3 Create spaces for culture

Further to the above, with strong interest in public art, PAAP was formed as a sub-committee of CDC. PAAP developed a Public Art Plan and oversaw Rylstone Sculptures Wood Sculpture Symposium in 2015.

Due to the lack of quorums at both meetings, both groups meet together now.

6. Performing Arts

Robyn asked about the level of support for arts other than visual arts; Simon explained that CDC has tried to support areas with less support such as visual arts. Robyn suggested an audit be done on what arts/cultural activities/events are available.

Melanie suggested that having a cultural calendar on Council's webpage would assist in better co-ordination of information and promotion of events.

Council staff have proposed a budget initiative for Council to employ a cultural officer numerous times but, to date, this has not been taken up.

7. Membership

The nominations of Robyn Munro and Kylie Yates will go to the Council meeting on Wednesday 15th February.

Motion of Endorsement of Robyn Munro's membership to CDC

Put S Etherington Seconded M Trethowan Carried

8. General Business

Orana Arts; V Handmer told the meeting that Orana Arts is in the process of moving towards a skills based board as directed by Arts NSW (all regional arts boards have been directed to do this) . At a recent workshop with David Sharpe in Narromine on the 20th January, it was decided that a board of six members consisting of: a Lead Artist Advocate, an Entrepreneur/social enterprise representative, a lead cultural institution in the region representative, a lead Government expert (LGA association), a major partnerships representative and an Aboriginal Elder would constitute good representation of the region. There was also a list of desirable attributes such as what representatives would give OA, commitment to attend meetings and actively work for OA over the region.

Discussion was had as to concern in the event that Councils not have representation on the Board.

Meeting closed at 5pm

Next meeting: 4pm: 3 April 2017.

CULTURAL DEVELOPMENT COMMITTEE

MINUTES

8 MAY 2017

Meeting commenced 4pm

PRESENT: Councillor Sam Paine, Cameron Anderson, Scott Etherington, Denise Faulkner, Lizzy Galloway, Virginia Handmer, Alicia Leggett, Portia Lindsay (for Orana Arts), Robyn Munro, Melanie Trethowan, Fiona Turner (Council staff), Alex Wisser.

APOLOGIES: Simon Jones

1.

1. Regional Gallery

2.

By way of update, in February 2017, 90 Market Street was attended for valuation. No value has been communicated to Council yet.

Feedback was invited for the draft Regional Gallery business case circulated with the agenda.

- Potential income streams should be noted (eg, ticket and shop sales).
- Names of specific funding opportunities should be listed (eg, through Create NSW).
- Is the timeframe of two years for construction too long? If the twin building idea proceeds, would there be opportunities for one building to operate whilst the second is constructed?
- The draft business case does not identify the form of the building – are we talking about renovations or construction? The draft also fails to budget for a potential purchase price (however, listing this in a public document could be detrimental to the cause).
- Statistics, such as visitors' numbers, should be updated to be more reflective of the current economy.
- Is the budget too conservative if Council wants the facility to be comparable with similar regional facilities?
- Concerns raised that MRTI be expected to staff the gallery. General discussion about the possibility of a co-existence and historically how this came to be considered as part of the original Council arts precinct concept by C Anderson.
- Concerns raised that a multi-activity site may take the focus away from the gallery and the arts in general. General agreement amongst the committee that the argument to Council should be for a stand alone facility at the outset (ie, remove 'in conjunction' concept of initial case). If Councillors appear reluctant to proceed along these lines, than some kind of partnership should to be considered.

- Stressed that adequate storage should be accounted for in design scope.
- 3.

If 90 Market Street is not available within Council's budget, the original 2015 Council arts precinct plan will be put to Council for further consideration. Discussion around other venues investigated previously. Copies of the analysis and proposals done by Cameron Anderson and Andrew Donaldson were provided to the group.

2. Public art installations

Confirmation that major piece, Taking the Plunge, recently installed in Lawson Park West. Budget for art purchases, installation (including transportation) and maintenance is close to exhaustion for 2016/17.

Discussion around how to manage budget given it is not just limited to Sculptures in the Garden acquisition prize and installation of the three prizes awarded. Suggestions include only one major acquisition from the event and the other prizes be money awarded to the artists themselves. Discussion concerning the potentially negative reaction to this idea by the various stakeholders (Rosby, Moolarben Coal and Friends of SIG).

Unanimous decisions to nominate Alicia Leggett and Melanie Trethowan as the respective arts community and CDC representatives for the 2017 SIG selection panel.

The selection criteria will also be further amended to account for budget and installation restrictions shortly.

3. Policy review – Art Collection Policy

No comments received on draft Art Collection Policy. Will be presented to the June 2017 Council meeting for endorsement.

4. Orana Arts update

Orana Arts AGM was held on 10 March 2017. Anne-Louise Cappell was elected Chair for the next 2 years, with V Handmer as Deputy Chair. Councillor Paine is the Councillor representing Mid-Western Regional Council.

Orana Arts is coming to Mudgee on 17 May with Create NSW to consult with groups about possible funding opportunities. Create NSW will be addressing Councillors in briefing at 3.00pm regarding arts funding opportunities at 3.00pm and then there will be a general public open session held in The Stables from 3.30pm. One-on-one consultations will be conducted for the remainder of the afternoon.

Addendum: P Lindsay may from time-to-time attend meetings on behalf of Orana Arts in A Leggett's absence.

5. Membership

R Munro officially welcomed to the Committee.

6. Review – Terms of Reference

No comments received on draft amended Terms of Reference. Will be presented to the June 2017 Council meeting for endorsement.

7. General business

7.1 Mudgee Music Centre

Mudgee Regional Music Centre Committee is a sub-committee of Mudgee Arts Council, who have approached Council for assistance to establish a dedicated music teaching and rehearsing venue. The committee has been in talks with Council on a few occasions and the nature of their request has not yet been finalised (ie, they may be requesting financial assistance to fit out a venue, to lease a venue, to purchase musical instruments, etc). The committee appears to be very proactive in seeking support and undertaking due diligence for the project.

Discussion as to why a new facility is required when the high schools already have music rooms available for private hire. The dedicated space would be fit for purpose and be more readily accessible (despite rooms in high schools offering after hours access).

The Cultural Development Committee unanimously agreed to provide a letter of support for the project.

7.2 Next library exhibition

The next library exhibition will be the William Tatlow collection. V Handmer will arrange a suitable date for taking down of current exhibition and hanging of the new one. Volunteers will be sought from the Committee for this task (possibly a Sunday or a weeknight evening).

Meeting closed 5.00pm.

Next meeting: 4.30pm **[Please note change of start time]**, 5 June 2017.

Item 13: Urgent Business Without Notice

URGENT BUSINESS WITHOUT NOTICE

As provided by Clauses 19 & 20 of Council's Code of Meeting Practice (Clause 14 LGMR).

GIVING NOTICE OF BUSINESS

19. (1) The Council must not transact business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business in writing at least two (2) days prior to the day on which the agenda and business paper is prepared and delivered to Councillors; and
 - (b) unless notice of the business has been sent to the Councillors in accordance with Clause 6 of this Code. (see Section 367 LGA & Clause 14(1) LGMR)
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
- (a) is already before, or directly relates to a matter that is already before the Council (see Clause 14(2)(a) LGMR); or
 - (b) is the election of a chairperson to preside at the meeting as provided by Clause 12(1) (see Clause 14(2)(b) LGMR); or
 - (c) is a matter or topic put to the meeting by the chairperson in accordance with Clause 21 (see Clause 14(2)(c) LGMR); or
 - (d) is a motion for the adoption of recommendations of a committee of the Council; (see Clause 14(2)(d) LGMR); or
 - (e) relates to reports from officers, which in the opinion of the Chairperson or the General Manager are urgent;
 - (f) relates to reports from officers placed on the business paper pursuant to a decision of a committee that additional information be provided to the Council in relation to a matter before the Committee; and
 - (g) relates to urgent administrative or procedural matters that are raised by the Mayor or General Manager.

BUSINESS WITHOUT NOTICE

20. (1) Despite Clause 19 of this Code, business may be transacted at a meeting of the Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency. Such a motion can be moved without notice. (see Clause 14(3) LGMR)
- (2) Despite Clause 30 of this Code, only the mover of a motion referred to in subclause (1) can speak to the motion before it is put. (see Clause 14(4) LGMR)

Item 14: Confidential Session

Nil

CONFIDENTIAL
SESSION

Item 15: Urgent Confidential Business Without Notice

Item 16: Open Council

Item 17: Closure