

## **Business Papers** 2022

MID-WESTERN REGIONAL COUNCIL

**ORDINARY MEETING**WEDNESDAY 18 MAY 2022

## SEPARATELY ATTACHED ATTACHMENTS

A prosperous and progressive community we proudly call home



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# Procedures for the Administration of

# The Model Code of Conduct

for Local Councils in NSW

2020





## PROCEDURES FOR THE ADMINISTRATION OF THE MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

2020

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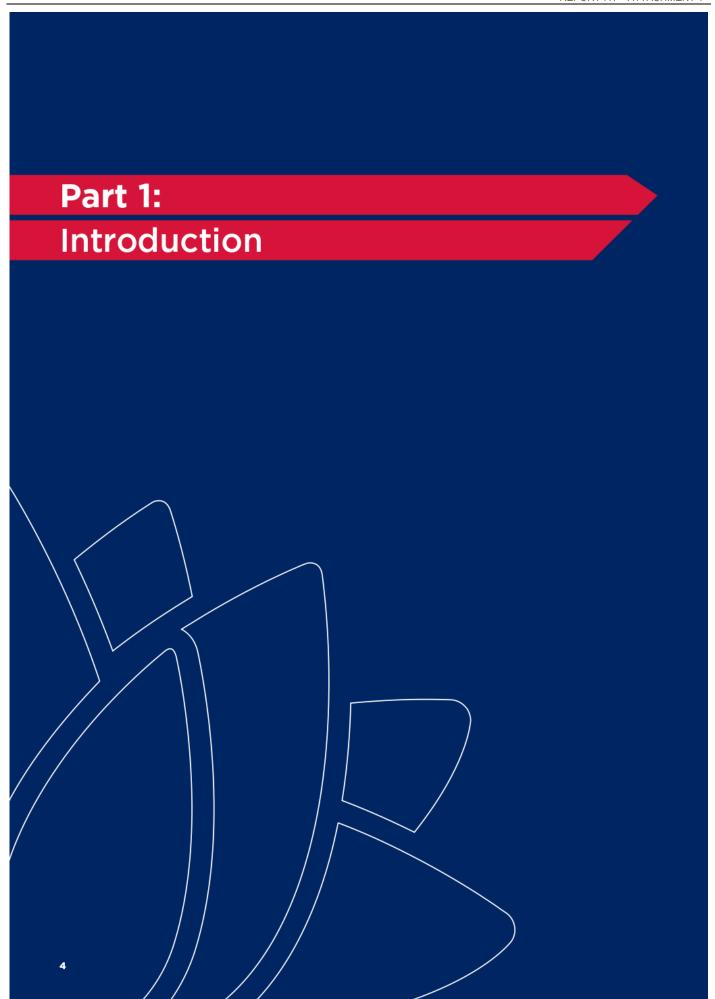
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Introduction

These procedures ("the Model Code Procedures") are prescribed for the administration of the *Model Code of Conduct* for Local Councils in NSW ("the Model Code of Conduct").

The Model Code of Conduct is made under section 440 of the Local Government Act 1993 ("the LGA") and the Local Government (General) Regulation 2005 ("the Regulation"). Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.

The Model Code Procedures are made under section 440AA of the LGA and the Regulation. Section 440AA of the LGA requires every council (including county councils) and joint organisation to adopt procedures for the administration of their code of conduct that incorporate the provisions of the Model Code Procedures.

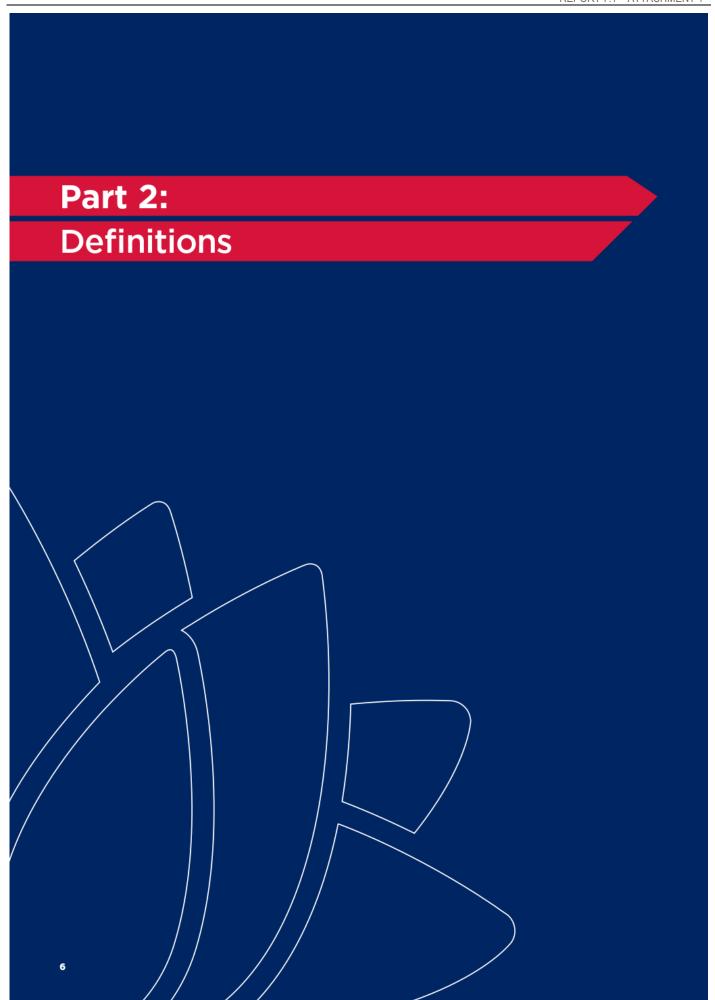
In adopting procedures for the administration of their adopted codes of conduct, councils and joint organisations may supplement the Model Code Procedures. However, provisions that are not consistent with those prescribed under the Model Code Procedures will have no effect.

**Note:** References in these procedures to councils are also to be taken as references to county councils and joint organisations.

**Note:** In adopting the Model Code Procedures, joint organisations should adapt them to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

**Note:** In adopting the Model Code Procedures, county councils should adapt them to substitute the term "chairperson" for "mayor" and "member" for "councillor".

**Note:** Parts 6, 7, 8 and 11 of these procedures apply only to the management of code of conduct complaints about councillors (including the mayor) or the general manager.



**Definitions** 

In these procedures the following terms have the following meanings:

administrator an administrator of a council appointed under the LGA

other than an administrator appointed under section 66

code of conduct adopted under section 440 of the LGA

code of conduct complaint a complaint that is a code of conduct complaint for the

purposes of clauses 4.1 and 4.2 of these procedures

complainant a person who makes a code of conduct complaint

complainant councillor a councillor who makes a code of conduct complaint

complaints coordinator a person appointed by the general manager under these

procedures as a complaints coordinator

conduct reviewer a person appointed under these procedures to review

allegations of breaches of the code of conduct by

councillors or the general manager

council includes county councils and joint organisations

council committee a committee established by a council comprising of

councillors, staff or other persons that the council has delegated functions to and the council's audit, risk and

improvement committee

council committee member a person other than a councillor or member of staff of a

council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council's audit, risk and

improvement committee

councillor any person elected or appointed to civic office, including

the mayor, and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations

council official any councillor, member of staff of council, administrator,

council committee member, delegate of council and, for the purposes of clause 4.16 of the Model Code of Conduct,

council adviser

delegate of council a person (other than a councillor or member of staff of a

council) or body, and the individual members of that body,

to whom a function of the council is delegated

external agency a state government agency such as, but not limited to, the

Office, the ICAC, the NSW Ombudsman or the police

general manager includes the executive officer of a joint organisation

### Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

ICAC the Independent Commission Against Corruption

joint organisation a joint organisation established under section 4000

of the LGA

LGA the Local Government Act 1993

mayor includes the chairperson of a county council or

a joint organisation

members of staff of a council includes members of staff of county councils and

joint organisations

the Office the Office of Local Government

investigator a conduct reviewer

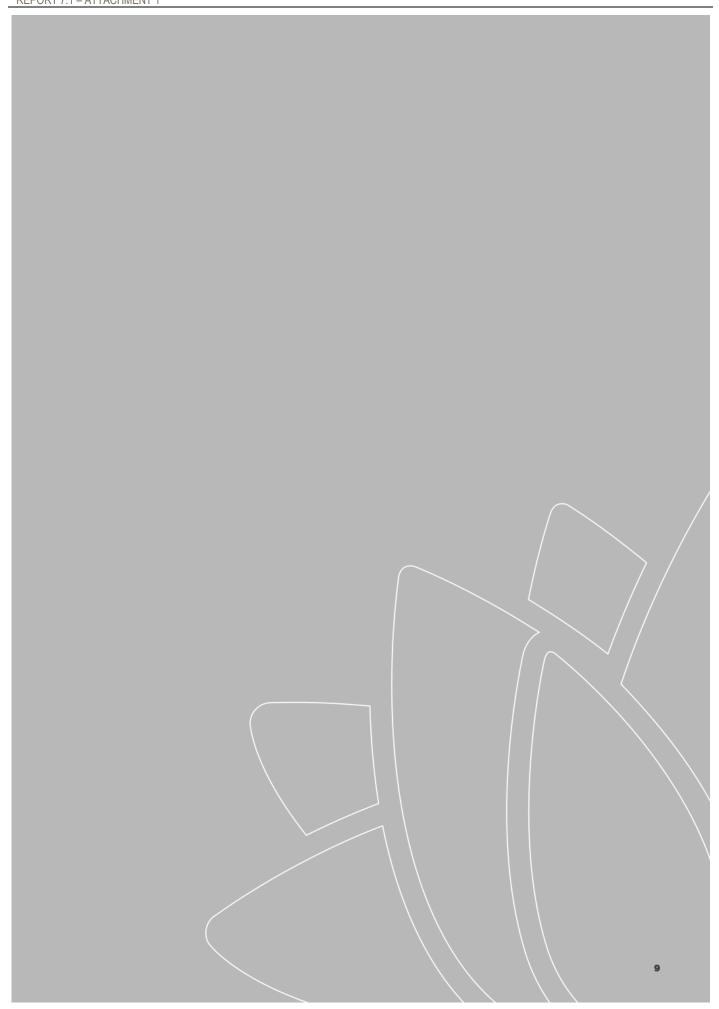
the Regulation the Local Government (General) Regulation 2005

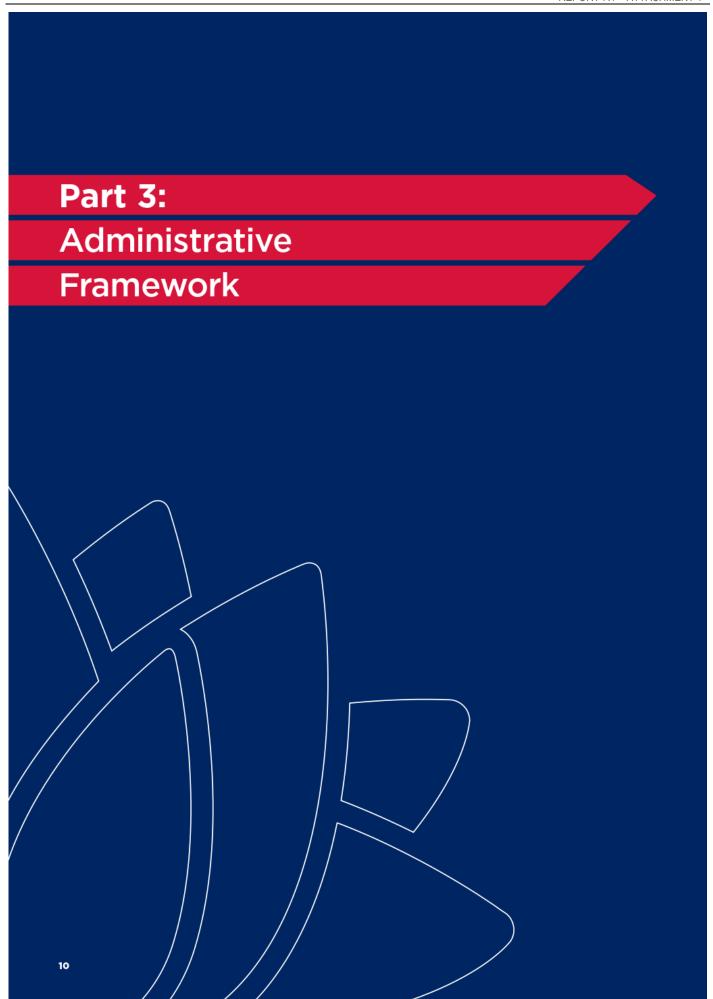
respondent a person whose conduct is the subject of investigation by a

conduct reviewer under these procedures

wholly advisory committee a council committee that the council has not delegated

any functions to





## The establishment of a panel of conduct reviewers

- The council must establish a panel of conduct reviewers.
- 3.2 The council may enter into an arrangement with one or more other councils to share a panel of conduct reviewers including through a joint organisation or another regional body associated with the councils.
- 3.3 The panel of conduct reviewers is to be established following a public expression of interest process.
- 3.4 An expression of interest for members of the council's panel of conduct reviewers must, at a minimum, be advertised locally and in the Sydney metropolitan area.
- 3.5 To be eligible to be a conduct reviewer, a person must, at a minimum, meet the following requirements:
  - a) an understanding of local government, and
  - knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
  - knowledge and experience of one or more of the following:
    - i) investigations
    - ii) law
    - iii) public administration
    - iv) public sector ethics
    - v) alternative dispute resolution, and
  - meet the eligibility requirements for membership of a panel of conduct reviewers under clause 3.6.

- 3.6 A person is not eligible to be a conduct reviewer if they are:
  - a) a councillor, or
  - a nominee for election as a councillor, or
  - c) an administrator, or
  - d) an employee of a council, or
  - e) a member of the Commonwealth
     Parliament or any State Parliament or
     Territory Assembly, or
  - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 3.7 A person is not precluded from being a member of the council's panel of conduct reviewers if they are a member of another council's panel of conduct reviewers.
- 3.8 An incorporated or other entity may be appointed to a council's panel of conduct reviewers where the council is satisfied that all the persons who will be undertaking the functions of a conduct reviewer on behalf of the entity meet the selection and eligibility criteria prescribed under this Part.
- 3.9 A panel of conduct reviewers established under this Part is to have a term of up to four years.
- 3.10 The council may terminate the panel of conduct reviewers at any time. Where a panel of conduct reviewers has been terminated, conduct reviewers who were members of the panel may continue to deal with any matter referred to them under these procedures prior to the termination of the panel until they have finalised their consideration of the matter.

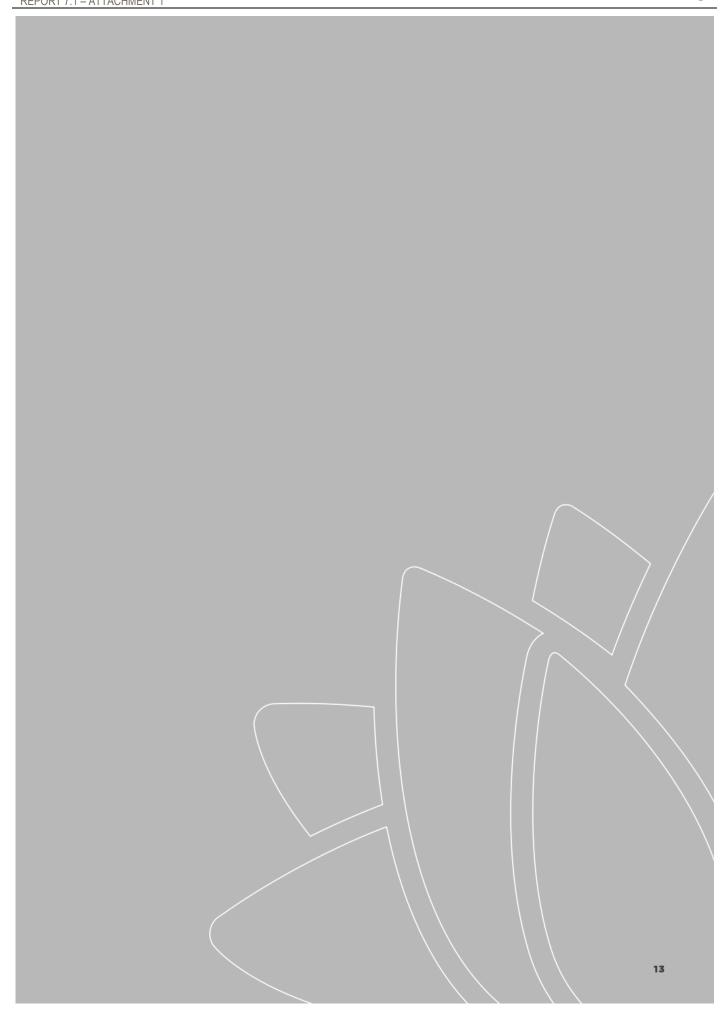
- 3.11 When the term of the panel of conduct reviewers concludes or is terminated, the council must establish a new panel of conduct reviewers in accordance with the requirements of this Part.
- 3.12 A person who was a member of a previous panel of conduct reviewers established by the council may be a member of subsequent panels of conduct reviewers established by the council if they continue to meet the selection and eligibility criteria for membership of the panel.

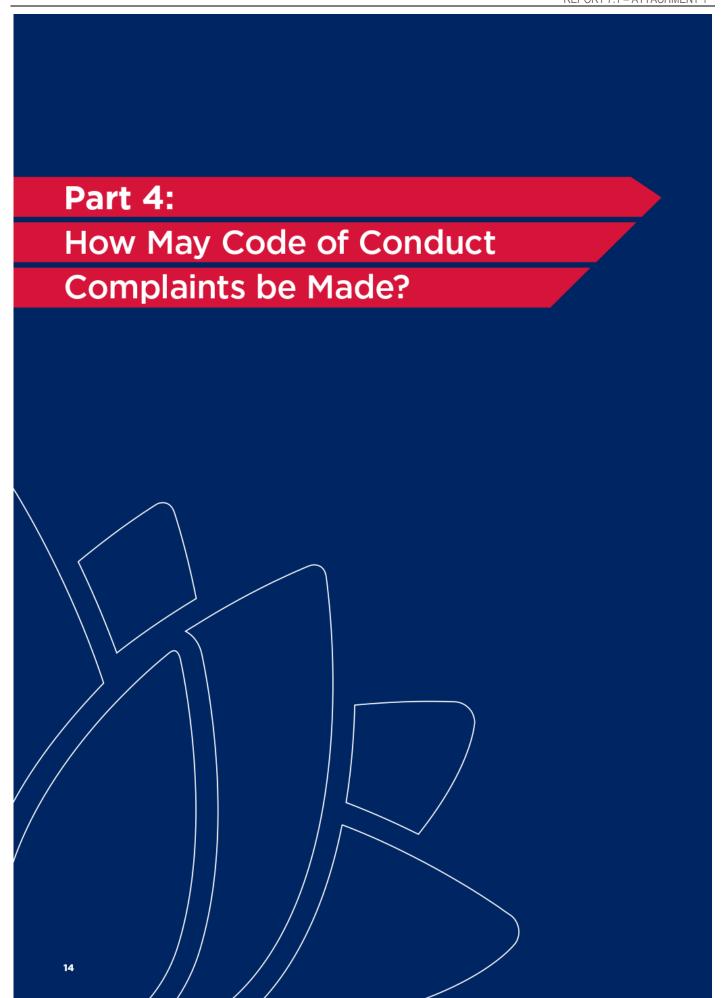
# The appointment of an internal ombudsman to a panel of conduct reviewers

- 3.13 Despite clause 3.6(d), an employee of a council who is the nominated internal ombudsman of one or more councils may be appointed to a council's panel of conduct reviewers with the Office's consent.
- 3.14 To be appointed to a council's panel of conduct reviewers, an internal ombudsman must meet the qualification requirements for conduct reviewers prescribed under clause 3.5 as modified by the operation of clause 3.13.
- 3.15 An internal ombudsman appointed to a council's panel of conduct reviewers may also exercise the functions of the council's complaints coordinator. For the purposes of clause 6.1, an internal ombudsman who is a council's complaints coordinator and has been appointed to the council's panel of conduct reviewers, may either undertake a preliminary assessment and investigation of a matter referred to them under clauses 5.26 or 5.33 or refer the matter to another conduct reviewer in accordance with clause 6.2.
- 3.16 Clause 6.4(c) does not apply to an internal ombudsman appointed to a council's panel of conduct reviewers.

## The appointment of complaints coordinators

- 3.17 The general manager must appoint a member of staff of the council or another person (such as, but not limited to, a member of staff of another council or a member of staff of a joint organisation or other regional body associated with the council), to act as a complaints coordinator. Where the complaints coordinator is a member of staff of the council, the complaints coordinator should be a senior and suitably qualified member of staff
- 3.18 The general manager may appoint other members of staff of the council or other persons (such as, but not limited to, members of staff of another council or members of staff of a joint organisation or other regional body associated with the council), to act as alternates to the complaints coordinator.
- 3.19 The general manager must not undertake the role of complaints coordinator.
- 3.20 The person appointed as complaints coordinator or alternate complaints coordinator must also be a nominated disclosures coordinator appointed for the purpose of receiving and managing reports of wrongdoing under the *Public Interest Disclosures Act* 1994.
- 3.21 The role of the complaints coordinator is to:
  - a) coordinate the management of complaints made under the council's code of conduct
  - b) liaise with and provide administrative support to a conduct reviewer
  - c) liaise with the Office, and
  - d) arrange the annual reporting of code of conduct complaints statistics.





How May Code Of Conduct Complaints be Made?

## What is a code of conduct complaint?

- 4.1 For the purpose of these procedures, a code of conduct complaint is a complaint that shows or tends to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct if proven.
- 4.2 The following are not "code of conduct complaints" for the purposes of these procedures:
  - a) complaints about the standard or level of service provided by the council or a council official
  - b) complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
  - c) complaints about the policies or procedures of the council
  - d) complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.
- 4.3 Only code of conduct complaints are to be dealt with under these procedures. Complaints that do not satisfy the definition of a code of conduct complaint are to be dealt with under the council's routine complaints management processes.

# When must a code of conduct complaint be made?

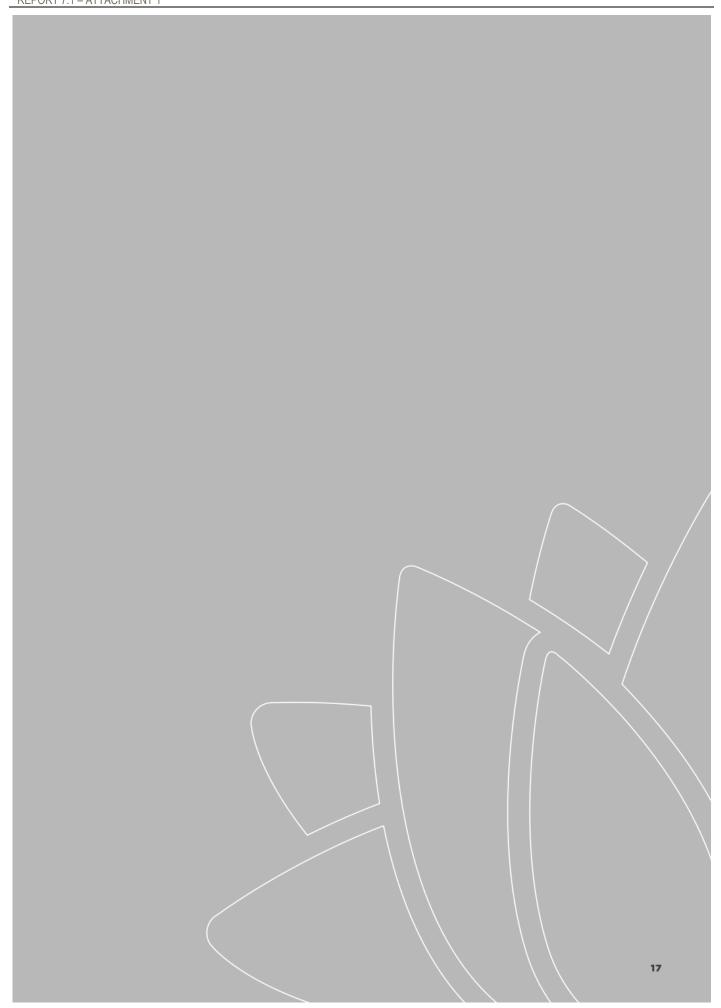
- 4.4 A code of conduct complaint must be made within 3 months of the alleged conduct occurring or within 3 months of the complainant becoming aware of the alleged conduct.
- 4.5 A complaint made after 3 months may only be accepted if the general manager or their delegate, or, in the case of a complaint about the general manager, the mayor or their delegate, is satisfied that the allegations are serious and compelling grounds exist for the matter to be dealt with under the code of conduct.

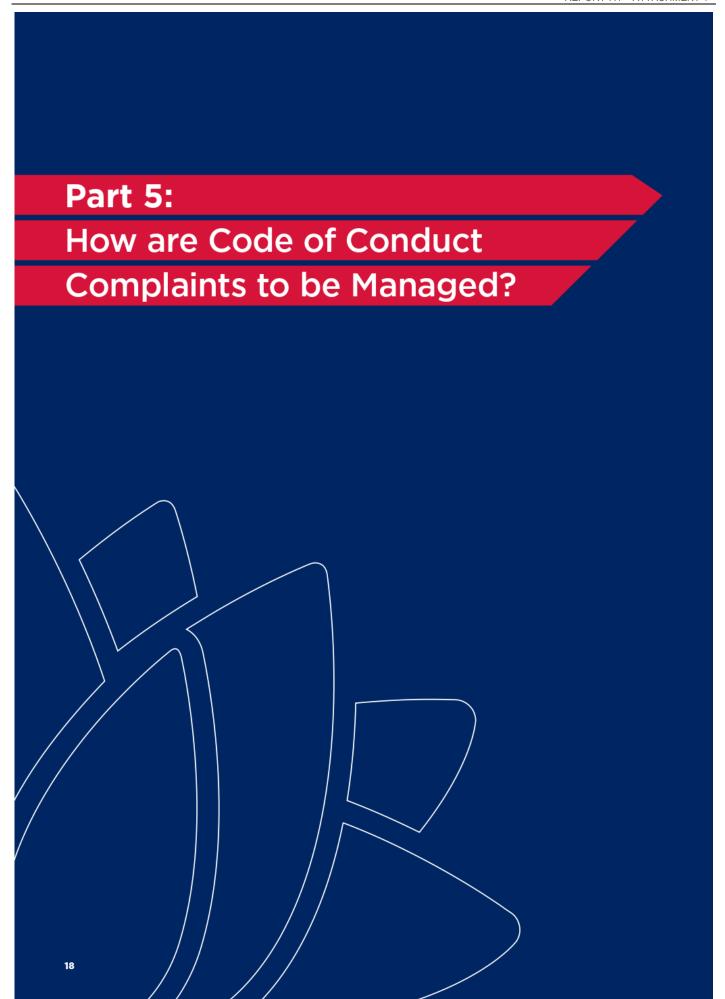
# How may a code of conduct complaint about a council official other than the general manager be made?

- 4.6 All code of conduct complaints other than those relating to the general manager are to be made to the general manager in writing. This clause does not operate to prevent a person from making a complaint to an external agency.
- 4.7 Where a code of conduct complaint about a council official other than the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.8 In making a code of conduct complaint about a council official other than the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.9 The general manager or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.10 Notwithstanding clauses 4.6 and 4.7, where the general manager becomes aware of a possible breach of the council's code of conduct, they may initiate the process for the consideration of the matter under these procedures without a written complaint.

# How may a code of conduct complaint about the general manager be made?

- 4.11 Code of conduct complaints about the general manager are to be made to the mayor in writing. This clause does not operate to prevent a person from making a complaint about the general manager to an external agency.
- 4.12 Where a code of conduct complaint about the general manager cannot be made in writing, the complaint must be confirmed with the complainant in writing as soon as possible after the receipt of the complaint.
- 4.13 In making a code of conduct complaint about the general manager, the complainant may nominate whether they want the complaint to be resolved by mediation or by other alternative means.
- 4.14 The mayor or their delegate, or, where the complaint is referred to a conduct reviewer, the conduct reviewer, must consider the complainant's preferences in deciding how to deal with the complaint.
- 4.15 Notwithstanding clauses 4.11 and 4.12, where the mayor becomes aware of a possible breach of the council's code of conduct by the general manager, they may initiate the process for the consideration of the matter under these procedures without a written complaint.





# Delegation by general managers and mayors of their functions under this Part

5.1 A general manager or mayor may delegate their functions under this Part to a member of staff of the council or to a person or persons external to the council other than an external agency. References in this Part to the general manager or mayor are also to be taken to be references to their delegates.

## Consideration of complaints by general managers and mayors

5.2 In exercising their functions under this Part, general managers and mayors may consider the complaint assessment criteria prescribed under clause 6.31.

## What complaints may be declined at the outset?

- 5.3 Without limiting any other provision in these procedures, the general manager or, in the case of a complaint about the general manager, the mayor, may decline to deal with a complaint under these procedures where they are satisfied that the complaint:
  - a) is not a code of conduct complaint, or
  - subject to clause 4.5, is not made within 3 months of the alleged conduct occurring or the complainant becoming aware of the alleged conduct, or
  - is trivial, frivolous, vexatious or not made in good faith, or

- d) relates to a matter the substance of which has previously been considered and addressed by the council and does not warrant further action, or
- e) is not made in a way that would allow the alleged conduct and any alleged breaches of the council's code of conduct to be readily identified.

# How are code of conduct complaints about staff (other than the general manager) to be dealt with?

- 5.4 The general manager is responsible for the management of code of conduct complaints about members of staff of council (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.5 The general manager must refer code of conduct complaints about members of staff of council alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.6 The general manager may decide to take no action in relation to a code of conduct complaint about a member of staff of council other than one requiring referral to the Office under clause 5.5 where they consider that no action is warranted in relation to the complaint.
- 5.7 Where the general manager decides to take no action in relation to a code of conduct complaint about a member of staff of council, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.

#### Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

- 5.8 Code of conduct complaints about members of staff of council must be managed in accordance with the relevant industrial instrument or employment contract and make provision for procedural fairness including the right of an employee to be represented by their union.
- 5.9 Sanctions for breaches of the code of conduct by staff depend on the severity, scale and importance of the breach and must be determined in accordance with any relevant industrial instruments or contracts.

# How are code of conduct complaints about delegates of council, council advisers and council committee members to be dealt with?

- 5.10 The general manager is responsible for the management of code of conduct complaints about delegates of council and council committee members (other than complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct) and for determining the outcome of such complaints.
- 5.11 The general manager must refer code of conduct complaints about council advisers, delegates of council and council committee members alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct to the Office.
- 5.12 The general manager may decide to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member other than one requiring referral to the Office under clause 5.11 where they consider that no action is warranted in relation to the complaint.

- 5.13 Where the general manager decides to take no action in relation to a code of conduct complaint about a delegate of council or a council committee member, the general manager must give the complainant reasons in writing for their decision and this shall finalise the consideration of the matter under these procedures.
- 5.14 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about delegates of council or council committee members, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.15 Where the general manager resolves a code of conduct complaint under clause 5.14 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.16 Sanctions for breaches of the code of conduct by delegates of council and/or council committee members depend on the severity, scale and importance of the breach and may include one or more of the following:
  - a) censure
  - b) requiring the person to apologise to any person or organisation adversely affected by the breach in such a time and form specified by the general manager
  - c) prosecution for any breach of the law

- d) removing or restricting the person's delegation
- e) removing the person from membership of the relevant council committee.
- 5.17 Prior to imposing a sanction against a delegate of council or a council committee member under clause 5.16, the general manager or any person making enquiries on behalf of the general manager must comply with the requirements of procedural fairness. In particular:
  - a) the substance of the allegation (including the relevant provision/s of the council's code of conduct that the alleged conduct is in breach of) must be put to the person who is the subject of the allegation, and
  - the person must be given an opportunity to respond to the allegation, and
  - the general manager must consider the person's response in deciding whether to impose a sanction under clause 5.16.

# How are code of conduct complaints about administrators to be dealt with?

- 5.18 The general manager must refer all code of conduct complaints about administrators to the Office for its consideration.
- 5.19 The general manager must notify the complainant of the referral of their complaint in writing.

# How are code of conduct complaints about councillors to be dealt with?

- 5.20 The general manager must refer the following code of conduct complaints about councillors to the Office:
  - a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
  - b) complaints alleging a failure to comply with a requirement under the code of conduct to disclose and appropriately manage conflicts of interest arising from political donations (see section 328B of the LGA)
  - c) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
  - d) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.21 Where the general manager refers a complaint to the Office under clause 5.20, the general manager must notify the complainant of the referral in writing.
- 5.22 The general manager may decide to take no action in relation to a code of conduct complaint about a councillor, other than one requiring referral to the Office under clause 5.20, where they consider that no action is warranted in relation to the complaint.

### Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

- 5.23 Where the general manager decides to take no action in relation to a code of conduct complaint about a councillor, the general manager must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.24 Where the general manager considers it to be practicable and appropriate to do so, the general manager may seek to resolve code of conduct complaints about councillors, other than those requiring referral to the Office under clause 5.20, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.25 Where the general manager resolves a code of conduct complaint under clause 5.24 to the general manager's satisfaction, the general manager must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.26 The general manager must refer all code of conduct complaints about councillors, other than those referred to the Office under clause 5.20 or finalised under clause 5.23 or resolved under clause 5.24, to the complaints coordinator.

# How are code of conduct complaints about the general manager to be dealt with?

- 5.27 The mayor must refer the following code of conduct complaints about the general manager to the Office:
  - a) complaints alleging a breach of the pecuniary interest provisions contained in Part 4 of the code of conduct
  - b) complaints alleging a breach of the provisions relating to the maintenance of the integrity of the code of conduct contained in Part 9 of the code of conduct
  - c) complaints that are the subject of a special complaints management arrangement with the Office under clause 5.49.
- 5.28 Where the mayor refers a complaint to the Office under clause 5.27, the mayor must notify the complainant of the referral in writing.
- 5.29 The mayor may decide to take no action in relation to a code of conduct complaint about the general manager, other than one requiring referral to the Office under clause 5.27, where they consider that no action is warranted in relation to the complaint.
- 5.30 Where the mayor decides to take no action in relation to a code of conduct complaint about the general manager, the mayor must give the complainant reasons in writing for their decision within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.

How are Code of Conduct Complaints to be Managed?

- 5.31 Where the mayor considers it to be practicable and appropriate to do so, the mayor may seek to resolve code of conduct complaints about the general manager, other than those requiring referral to the Office under clause 5.27, by alternative means such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour. The resolution of a code of conduct complaint under this clause is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 5.32 Where the mayor resolves a code of conduct complaint under clause 5.31 to the mayor's satisfaction, the mayor must notify the complainant in writing of the steps taken to resolve the complaint within 21 days of receipt of the complaint and this shall finalise the consideration of the matter under these procedures.
- 5.33 The mayor must refer all code of conduct complaints about the general manager, other than those referred to the Office under clause 5.27 or finalised under clause 5.30 or resolved under clause 5.31, to the complaints coordinator.

# How are complaints about both the general manager and the mayor to be dealt with?

- 5.34 Where the general manager or mayor receives a code of conduct complaint that alleges a breach of the code of conduct by both the general manager and the mayor, the general manager or mayor must either:
  - a) delegate their functions under this part with respect to the complaint to a member of staff of the council other than the general manager where the allegation is not serious, or to a person external to the council, or
  - refer the matter to the complaints coordinator under clause 5.26 and clause 5.33.

# Referral of code of conduct complaints to external agencies

- 5.35 The general manager, mayor or a conduct reviewer may, at any time, refer a code of conduct complaint to an external agency for its consideration, where they consider such a referral is warranted.
- 5.36 The general manager, mayor or a conduct reviewer must report to the ICAC any matter that they suspect on reasonable grounds concerns or may concern corrupt conduct.
- 5.37 Where the general manager, mayor or conduct reviewer refers a complaint to an external agency under clause 5.35, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.

5.38 Referral of a matter to an external agency shall finalise consideration of the matter under these procedures unless the council is subsequently advised otherwise by the referral agency.

## Disclosure of the identity of complainants

- 5.39 In dealing with matters under these procedures, information that identifies or tends to identify complainants is not to be disclosed unless:
  - a) the complainant consents in writing to the disclosure, or
  - it is generally known that the complainant has made the complaint as a result of the complainant having voluntarily identified themselves as the person who made the complaint, or
  - it is essential, having regard to procedural fairness requirements, that the identifying information be disclosed, or
  - d) a conduct reviewer is of the opinion that disclosure of the information is necessary to investigate the matter effectively, or
  - e) it is otherwise in the public interest to do so.
- 5.40 Clause 5.39 does not apply to code of conduct complaints made by councillors about other councillors or the general manager.
- 5.41 Where a councillor makes a code of conduct complaint about another councillor or the general manager, and the complainant councillor considers that compelling grounds exist that would warrant information that identifies or tends to identify them as the complainant not to be disclosed, they may request in writing that such information not be disclosed.

- 5.42 A request made by a complainant councillor under clause 5.41 must be made at the time they make a code of conduct complaint and must state the grounds upon which the request is made.
- 5.43 The general manager or mayor, and where the matter is referred to a conduct reviewer, the conduct reviewer, must consider a request made under clause 5.41 before disclosing information that identifies or tends to identify the complainant councillor, but they are not obliged to comply with the request.
- 5.44 Where a complainant councillor makes a request under clause 5.41, the general manager or mayor or, where the matter is referred to a conduct reviewer, the conduct reviewer, shall notify the councillor in writing of their intention to disclose information that identifies or tends to identify them prior to disclosing the information.

# Code of conduct complaints made as public interest disclosures

- 5.45 These procedures do not override the provisions of the *Public Interest Disclosures*Act 1994. Code of conduct complaints that are made as public interest disclosures under that Act are to be managed in accordance with the requirements of that Act, the council's internal reporting policy, and any guidelines issued by the NSW Ombudsman that relate to the management of public interest disclosures.
- 5.46 Where a councillor makes a code of conduct complaint about another councillor or the general manager as a public interest disclosure, before the matter may be dealt with under these procedures, the complainant councillor must consent in writing to the disclosure of their identity as the complainant.

How are Code of Conduct Complaints to be Managed?

5.47 Where a complainant councillor declines to consent to the disclosure of their identity as the complainant under clause 5.46, the general manager or the mayor must refer the complaint to the Office for consideration. Such a referral must be made under section 26 of the Public Interest Disclosures Act 1994.

# Special complaints management arrangements

- 5.48 The general manager may request in writing that the Office enter into a special complaints management arrangement with the council in relation to code of conduct complaints made by or about a person or persons.
- 5.49 Where the Office receives a request under clause 5.48, it may agree to enter into a special complaints management arrangement if it is satisfied that the number or nature of code of conduct complaints made by or about a person or persons has:
  - a) imposed an undue and disproportionate cost burden on the council's administration of its code of conduct, or
  - impeded or disrupted the effective administration by the council of its code of conduct, or
  - impeded or disrupted the effective functioning of the council.
- 5.50 A special complaints management arrangement must be in writing and must specify the following:
  - a) the code of conduct complaints the arrangement relates to, and
  - b) the period that the arrangement will be in force.

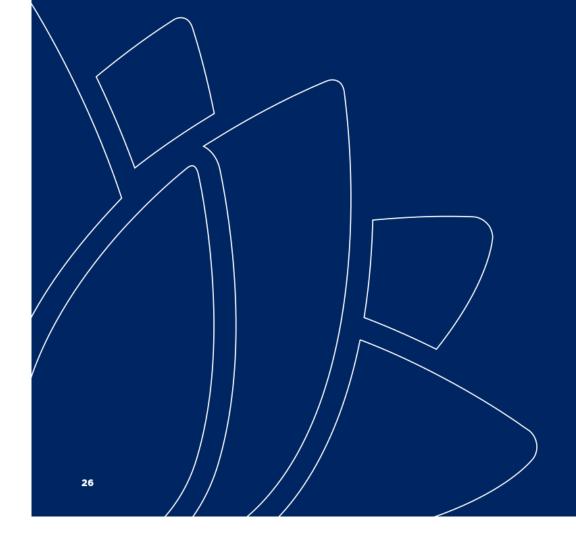
- 5.51 The Office may, by notice in writing, amend or terminate a special complaints management arrangement at any time.
- 5.52 While a special complaints management arrangement is in force, an officer of the Office (the assessing OLG officer) must undertake the preliminary assessment of the code of conduct complaints specified in the arrangement in accordance with the requirements of Part 6 of these procedures.
- 5.53 Where, following a preliminary assessment, the assessing OLG officer determines that a code of conduct complaint warrants investigation by a conduct reviewer, the assessing OLG officer shall notify the complaints coordinator in writing of their determination and the reasons for their determination. The complaints coordinator must comply with the recommendation of the assessing OLG officer.
- 5.54 Prior to the expiry of a special complaints management arrangement, the Office may, at the request of the general manager, review the arrangement to determine whether it should be renewed or amended.
- 5.55 A special complaints management arrangement shall expire on the date specified in the arrangement unless renewed under clause 5.54.

## Part 6:

Preliminary Assessment of Code of Conduct Complaints About Councillors or the

General Manager by

**Conduct Reviewers** 



# Referral of code of conduct complaints about councillors or the general manager to conduct reviewers

- 6.1 The complaints coordinator must refer all code of conduct complaints about councillors or the general manager that have not been referred to an external agency or declined or resolved by the general manager, mayor or their delegate and that have been referred to them under clauses 5.26 or 5.33, to a conduct reviewer within 21 days of receipt of the complaint by the general manager or the mayor.
- 6.2 For the purposes of clause 6.1, the complaints coordinator will refer a complaint to a conduct reviewer selected from:
  - a) a panel of conduct reviewers established by the council, or
  - a panel of conduct reviewers established by an organisation approved by the Office.
- 6.3 In selecting a suitable conduct reviewer, the complaints coordinator may have regard to the qualifications and experience of members of the panel of conduct reviewers. Where the conduct reviewer is an incorporated or other entity, the complaints coordinator must also ensure that the person assigned to receive the referral on behalf of the entity meets the selection and eligibility criteria for conduct reviewers prescribed under Part 3 of these procedures.

- 6.4 A conduct reviewer must not accept the referral of a code of conduct complaint where:
  - a) they have a conflict of interest in relation to the matter referred to them,
     or
  - a reasonable apprehension of bias arises in relation to their consideration of the matter, or
  - c) they or their employer has entered into one or more contracts with the council (other than contracts relating to the exercise of their functions as a conduct reviewer) in the 2 years preceding the referral, and they or their employer have received or expect to receive payments under the contract or contracts of a value that, when aggregated, exceeds \$100,000, or
  - d) at the time of the referral, they or their employer are the council's legal service provider or are a member of a panel of legal service providers appointed by the council.
- 6.5 For the purposes of clause 6.4(a), a conduct reviewer will have a conflict of interest in a matter where a reasonable and informed person would perceive that they could be influenced by a private interest when carrying out their public duty (see clause 5.2 of the Model Code of Conduct).
- 6.6 For the purposes of clause 6.4(b), a reasonable apprehension of bias arises where a fair-minded observer might reasonably apprehend that the conduct reviewer might not bring an impartial and unprejudiced mind to the matter referred to the conduct reviewer.

- 6.7 Where the complaints coordinator refers a matter to a conduct reviewer, they will provide the conduct reviewer with a copy of the code of conduct complaint and any other information relevant to the matter held by the council, including any information about previous proven breaches and any information that would indicate that the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.8 The complaints coordinator must notify the complainant in writing that the matter has been referred to a conduct reviewer, and advise which conduct reviewer the matter has been referred to.
- 6.9 Conduct reviewers must comply with these procedures in their consideration of matters that have been referred to them and exercise their functions in a diligent and timely manner.
- 6.10 The complaints coordinator may at any time terminate the referral of a matter to a conduct reviewer and refer the matter to another conduct reviewer where the complaints coordinator is satisfied that the conduct reviewer has failed to:
  - a) comply with these procedures in their consideration of the matter, or
  - comply with a lawful and reasonable request by the complaints coordinator, or
  - exercise their functions in a timely or satisfactory manner.
- 6.11 Where the complaints coordinator terminates a referral to a conduct reviewer under clause 6.10, they must notify the complainant and any other affected person in writing of their decision and the reasons for it and advise them which conduct reviewer the matter has been referred to instead.

## Preliminary assessment of code of conduct complaints about councillors or the general manager by a conduct reviewer

- 6.12 The conduct reviewer is to undertake a preliminary assessment of a complaint referred to them by the complaints coordinator for the purposes of determining how the complaint is to be managed.
- 6.13 The conduct reviewer may determine to do one or more of the following in relation to a complaint referred to them by the complaints coordinator:
  - a) to take no action
  - b) to resolve the complaint by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - c) to refer the matter back to the general manager or, in the case of a complaint about the general manager, the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour
  - d) to refer the matter to an external agency
  - e) to investigate the matter.
- 6.14 In determining how to deal with a matter under clause 6.13, the conduct reviewer must have regard to the complaint assessment criteria prescribed under clause 6.31.

- 6.15 The conduct reviewer may make such enquiries the conduct reviewer considers to be reasonably necessary to determine what options to exercise under clause 6.13.
- 6.16 The conduct reviewer may request the complaints coordinator to provide such additional information the conduct reviewer considers to be reasonably necessary to determine what options to exercise in relation to the matter under clause 6.13. The complaints coordinator will, as far as is reasonably practicable, supply any information requested by the conduct reviewer.
- 6.17 The conduct reviewer must refer to the Office any complaints referred to them that should have been referred to the Office under clauses 5.20 and 5.27.
- 6.18 The conduct reviewer must determine to take no action on a complaint that is not a code of conduct complaint for the purposes of these procedures.
- 6.19 The resolution of a code of conduct complaint under clause 6.13, paragraphs(b) or (c) is not to be taken as a determination that there has been a breach of the council's code of conduct.
- 6.20 Where the conduct reviewer completes their preliminary assessment of a complaint by determining to exercise an option under clause 6.13, paragraphs (a), (b) or (c), they must provide the complainant with written notice of their determination and provide reasons for it, and this will finalise consideration of the matter under these procedures.
- 6.21 Where the conduct reviewer refers a complaint to an external agency, they must notify the complainant of the referral in writing unless they form the view, on the advice of the relevant agency, that it would not be appropriate for them to do so.
- 6.22 The conduct reviewer may only determine to investigate a matter where they are satisfied as to the following:

- a) that the complaint is a code of conduct complaint for the purposes of these procedures, and
- b) that the alleged conduct is sufficiently serious to warrant the formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment if it were to be proven, and
- that the matter is one that could not or should not be resolved by alternative means.
- 6.23 In determining whether a matter is sufficiently serious to warrant formal censure of a councillor under section 440G of the LGA or disciplinary action against the general manager under their contract of employment, the conduct reviewer is to consider the following:
  - a) the harm or cost that the alleged conduct has caused to any affected individuals and/or the council
  - the likely impact of the alleged conduct on the reputation of the council and public confidence in it
  - whether the alleged conduct was deliberate or undertaken with reckless intent or negligence
  - d) any previous proven breaches by the person whose alleged conduct is the subject of the complaint and/or whether the alleged conduct forms part of an ongoing pattern of behaviour.
- 6.24 The conduct reviewer must complete their preliminary assessment of the complaint within 28 days of referral of the matter to them by the complaints coordinator and notify the complaints coordinator in writing of the outcome of their assessment.
- 6.25 The conduct reviewer is not obliged to give prior notice to or to consult with any person before making a determination in relation to their preliminary assessment of a complaint, except as may be specifically required under these procedures.

## Referral back to the general manager or mayor for resolution

- 6.26 Where the conduct reviewer determines to refer a matter back to the general manager or to the mayor to be resolved by alternative and appropriate means, they must write to the general manager or, in the case of a complaint about the general manager, to the mayor, recommending the means by which the complaint may be resolved.
- 6.27 The conduct reviewer must consult with the general manager or mayor prior to referring a matter back to them under clause 6.13(c).
- 6.28 The general manager or mayor may decline to accept the conduct reviewer's recommendation. In such cases, the conduct reviewer may determine to deal with the complaint by other means under clause 6.13.
- 6.29 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager or, in the case of a complaint about the general manager, the mayor, is responsible for implementing or overseeing the implementation of the conduct reviewer's recommendation.
- 6.30 Where the conduct reviewer refers a matter back to the general manager or mayor under clause 6.13(c), the general manager, or, in the case of a complaint about the general manager, the mayor, must advise the complainant in writing of the steps taken to implement the conduct reviewer's recommendation once these steps have been completed.

## Complaints assessment criteria

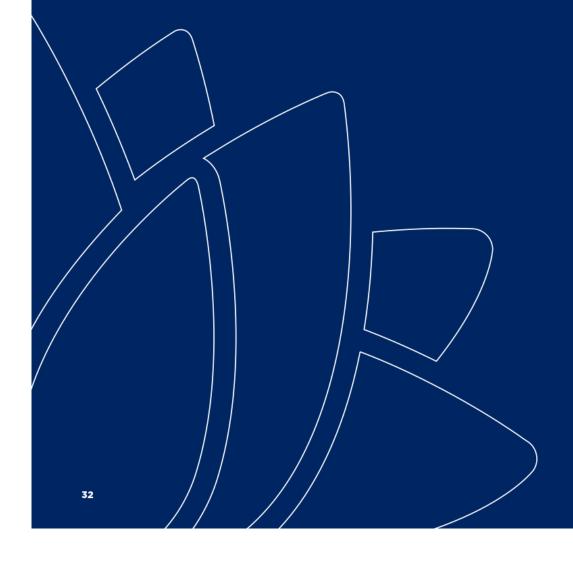
- 6.31 In undertaking the preliminary assessment of a complaint, the conduct reviewer must have regard to the following considerations:
  - a) whether the complaint is a code of conduct complaint for the purpose of these procedures
  - b) whether the complaint has been made in a timely manner in accordance with clause 4.4, and if not, whether the allegations are sufficiently serious for compelling grounds to exist for the matter to be dealt with under the council's code of conduct
  - c) whether the complaint is trivial, frivolous, vexatious or not made in good faith
  - d) whether the complaint discloses prima facie evidence of conduct that, if proven, would constitute a breach of the code of conduct
  - e) whether the complaint raises issues that would be more appropriately dealt with by an external agency
  - f) whether there is or was an alternative and satisfactory means of redress available in relation to the conduct complained of
  - g) whether the complaint is one that can be resolved by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour

Preliminary Assessment of Code of Conduct Complaints About Councillors or the General Manager by Conduct Reviewers

- h) whether the issue/s giving rise to the complaint have previously been addressed or resolved
- any previous proven breaches of the council's code of conduct
- j) whether the conduct complained of forms part of an ongoing pattern of behaviour
- k) whether there were mitigating circumstances giving rise to the conduct complained of
- the seriousness of the alleged conduct (having regard to the criteria specified in clause 6.23)
- m) the significance of the conduct or the impact of the conduct for the council
- n) how much time has passed since the alleged conduct occurred
- such other considerations that the conduct reviewer considers may be relevant to the assessment of the complaint.

## Part 7:

Investigations of Code of Conduct Complaints About Councillors or the General Manager



Investigations of Code of Conduct Complaints About Councillors or the General Manager

# What matters may a conduct reviewer investigate?

- 7.1 A conduct reviewer (hereafter referred to as an "investigator") may investigate a code of conduct complaint that has been referred to them by the complaints coordinator and any matters related to or arising from that complaint.
- 7.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or do not arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the general manager, or, in the case of alleged conduct on the part of the general manager, to the mayor.
- 7.3 The general manager or the mayor or their delegate is to deal with a matter reported to them by an investigator under clause 7.2 as if it were a new code of conduct complaint in accordance with these procedures.

## How are investigations to be commenced?

- 7.4 The investigator must at the outset of their investigation provide a written notice of investigation to the respondent. The notice of investigation must:
  - a) disclose the substance of the allegations against the respondent, and
  - advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
  - advise of the process to be followed in investigating the matter, and

- d) advise the respondent of the requirement to maintain confidentiality, and
- e) invite the respondent to make a
   written submission in relation to the
   matter within a period of not less than
   14 days specified by the investigator in
   the notice, and
- f) provide the respondent the opportunity to address the investigator on the matter within such reasonable time specified in the notice.
- 7.5 The respondent may, within 7 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the respondent to identify the substance of the allegation against them.
- 7.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the respondent in relation to the matter referred to them.
- 7.7 Where an investigator issues an amended notice of investigation, they must provide the respondent with a further opportunity to make a written submission in response to the amended notice of investigation within a period of not less than 14 days specified by the investigator in the amended notice.
- 7.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the complainant, the complaints coordinator and the mayor. The notice must:

- a) advise them of the matter the investigator is investigating, and
- in the case of the notice to the complainant, advise them of the requirement to maintain confidentiality, and
- c) invite the complainant to make a written submission in relation to the matter within a period of not less than 14 days specified by the investigator in the notice.

### Written and oral submissions

- 7.9 Where the respondent or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 7.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 7.11 Prior to preparing a draft report, the investigator must give the respondent an opportunity to address the investigator on the matter being investigated. The respondent may do so in person or by telephone or other electronic means.
- 7.12 Where the respondent fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the respondent.

- 7.13 Where the respondent accepts the opportunity to address the investigator in person, they may have a support person or legal adviser in attendance. The support person or legal adviser will act in an advisory or support role to the respondent only. They must not speak on behalf of the respondent or otherwise interfere with or disrupt proceedings.
- 7.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

## How are investigations to be conducted?

- 7.15 Investigations are to be undertaken without undue delay.
- 7.16 Investigations are to be undertaken in the absence of the public and in confidence.
- 7.17 Investigators must make any such enquiries that may be reasonably necessary to establish the facts of the matter.
- 7.18 Investigators may seek such advice or expert guidance that may be reasonably necessary to assist them with their investigation or the conduct of their investigation.
- 7.19 An investigator may request that the complaints coordinator provide such further information that the investigator considers may be reasonably necessary for them to establish the facts of the matter. The complaints coordinator will, as far as is reasonably practicable, provide the information requested by the investigator.

Investigations of Code of Conduct Complaints About Councillors or the General Manager

# Referral or resolution of a matter after the commencement of an investigation

- 7.20 At any time after an investigator has issued a notice of investigation and before they have issued their final report, an investigator may determine to:
  - a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
  - b) refer the matter to the general manager, or, in the case of a complaint about the general manager, to the mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation, a voluntary apology or an undertaking not to repeat the offending behaviour, or
  - c) refer the matter to an external agency.
- 7.21 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they must do so in accordance with the requirements of Part 6 of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 7.22 The resolution of a code of conduct complaint under clause 7.20, paragraphs (a) or (b) is not to be taken as a determination that there has been a breach of the council's code of conduct.

- 7.23 Where an investigator determines to exercise any of the options under clause 7.20 after the commencement of an investigation, they may by written notice to the respondent, the complainant, the complaints coordinator and the general manager, or in the case of a complaint about the general manager, to the respondent, the complainant, the complaints coordinator and the mayor, discontinue their investigation of the matter.
- 7.24 Where the investigator discontinues their investigation of a matter under clause7.23, this shall finalise the consideration of the matter under these procedures.
- 7.25 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 7.20 or to discontinue their investigation except as may be specifically required under these procedures.

## Draft investigation reports

- 7.26 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 7.27 The investigator must provide their draft report to the respondent and invite them to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.
- 7.28 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within a period of not less than 14 days specified by the investigator.

- 7.29 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 7.30 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. If, as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the respondent or an affected person, they must provide the respondent or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.
- 7.31 Where the respondent or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.
- 7.32 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.

## Final investigation reports

- 7.33 Where an investigator issues a notice of investigation, they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 7.23.
- 7.34 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.

- 7.35 The investigator's final report must:
  - a) make findings of fact in relation to the matter investigated, and,
  - b) make a determination that the conduct investigated either,
    - i) constitutes a breach of the code of conduct, or
    - ii) does not constitute a breach of the code of conduct, and
  - c) provide reasons for the determination.
- 7.36 At a minimum, the investigator's final report must contain the following information:
  - a) a description of the allegations against the respondent
  - b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated
  - a statement of reasons as to why the matter warranted investigation (having regard to the criteria specified in clause 6.23)
  - d) a statement of reasons as to why the matter was one that could not or should not be resolved by alternative means
  - e) a description of any attempts made to resolve the matter by use of alternative means
  - f) the steps taken to investigate the matter
  - g) the facts of the matter
  - the investigator's findings in relation to the facts of the matter and the reasons for those findings
  - the investigator's determination and the reasons for that determination
  - j) any recommendations.

#### Investigations of Code of Conduct Complaints About Councillors or the General Manager

- 7.37 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may recommend:
  - a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
  - b) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
  - in the case of a breach by a councillor, that the council resolves as follows:
    - that the councillor be formally censured for the breach under section 440G of the LGA, and
    - ii) that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.38 Where the investigator proposes to make a recommendation under clause 7.37(c), the investigator must first consult with the Office on their proposed findings, determination and recommendation prior to finalising their report, and must take any comments by the Office into consideration when finalising their report.
- 7.39 Where the investigator has determined that there has been a breach of the code of conduct, the investigator may, in addition to making a recommendation under clause 7.37, recommend that the council revise any of its policies, practices or procedures.
- 7.40 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may recommend:
  - a) that the council revise any of its policies, practices or procedures

- b) that a person or persons undertake any training or other education.
- 7.41 The investigator must provide a copy of their report to the complaints coordinator and the respondent.
- 7.42 At the time the investigator provides a copy of their report to the complaints coordinator and the respondent, the investigator must provide the complainant with a written statement containing the following information:
  - a) the investigator's findings in relation to the facts of the matter and the reasons for those findings
  - b) the investigator's determination and the reasons for that determination
  - c) any recommendations, and
  - d) such other additional information that the investigator considers may be relevant.
- 7.43 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide a copy of the investigator's report to the general manager or, where the report relates to the general manager's conduct, to the mayor, and this will finalise consideration of the matter under these procedures.
- 7.44 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation under clause 7.37, the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary council meeting for the council's consideration, unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election.

7.45 Where it is apparent to the complaints coordinator that the council will not be able to form a quorum to consider the investigator's report, the complaints coordinator must refer the investigator's report to the Office for its consideration instead of reporting it to the council under clause 7.44.

# Consideration of the final investigation report by council

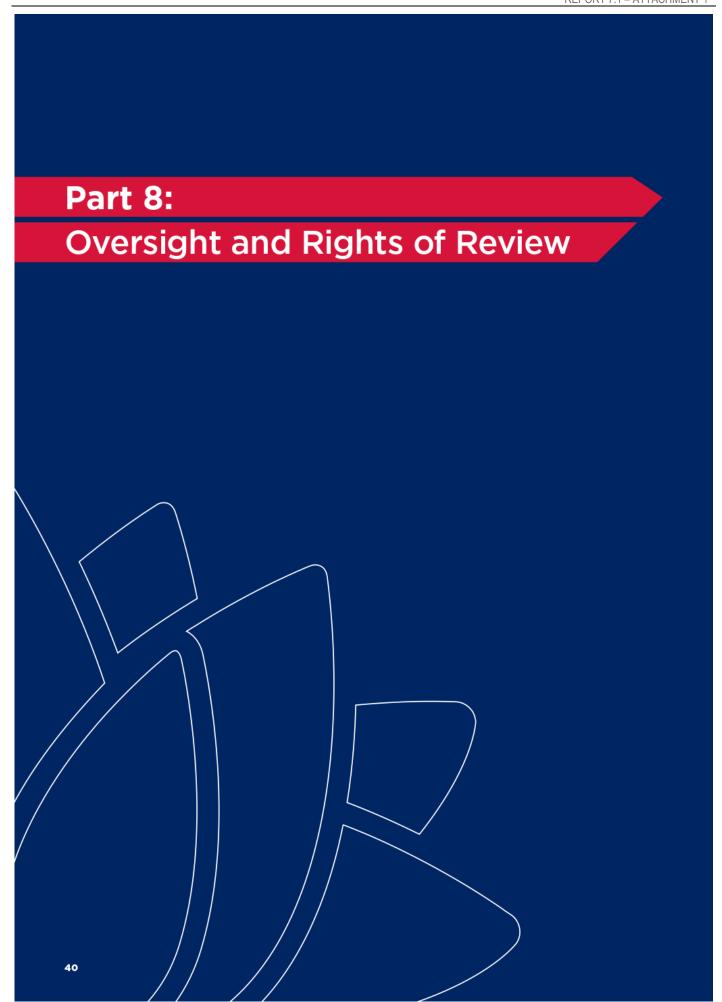
- 7.46 The role of the council in relation to a final investigation report is to impose a sanction if the investigator has determined that there has been a breach of the code of conduct and has made a recommendation in their final report under clause 7.37.
- 7.47 The council is to close its meeting to the public to consider the final investigation report in cases where it is permitted to do so under section 10A of the LGA.
- 7.48 Where the complainant is a councillor, they must absent themselves from the meeting and take no part in any discussion or voting on the matter. The complainant councillor may absent themselves without making any disclosure of interest in relation to the matter unless otherwise required to do so under the code of conduct.
- 7.49 Prior to imposing a sanction, the council must provide the respondent with an opportunity to make a submission to the council. A submission may be made orally or in writing. The respondent is to confine their submission to addressing the investigator's recommendation.

- 7.50 Once the respondent has made their submission they must absent themselves from the meeting and, where they are a councillor, take no part in any discussion or voting on the matter.
- 7.51 The council must not invite submissions from other persons for the purpose of seeking to rehear evidence previously considered by the investigator.
- 7.52 Prior to imposing a sanction, the council may by resolution:
  - a) request that the investigator make additional enquiries and/or provide additional information to it in a supplementary report, or
  - b) seek an opinion from the Office in relation to the report.
- 7.53 The council may, by resolution, defer further consideration of the matter pending the receipt of a supplementary report from the investigator or an opinion from the Office.
- 7.54 The investigator may make additional enquiries for the purpose of preparing a supplementary report.
- 7.55 Where the investigator prepares a supplementary report, they must provide copies to the complaints coordinator who shall provide a copy each to the council and the respondent.
- 7.56 The investigator is not obliged to notify or consult with any person prior to submitting the supplementary report to the complaints coordinator.
- 7.57 The council is only required to provide the respondent a further opportunity to make an oral or written submission on a supplementary report if the supplementary report contains new information that is adverse to them.

#### Investigations of Code of Conduct Complaints About Councillors or the General Manager

- 7.58 A council may by resolution impose one of the following sanctions on a respondent: 7.60 The council is not obliged to adopt the investigator's recommendation. Where
  - a) in the case of a breach by the general manager, that disciplinary action be taken under the general manager's contract of employment for the breach, or
  - in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the LGA, or
  - c) in the case of a breach by a councillor:
    - that the councillor be formally censured for the breach under section 440G of the LGA, and
    - ii) that the matter be referred to the Office for further action under the misconduct provisions of the LGA.
- 7.59 Where the council censures a councillor under section 440G of the LGA, the council must specify in the censure resolution the grounds on which it is satisfied that the councillor should be censured by disclosing in the resolution, the investigator's findings and determination and/or such other grounds that the council considers may be relevant or appropriate.

- 7.60 The council is not obliged to adopt the investigator's recommendation. Where the council proposes not to adopt the investigator's recommendation, the council must resolve not to adopt the recommendation and state in its resolution the reasons for its decision.
- 7.61 Where the council resolves not to adopt the investigator's recommendation, the complaints coordinator must notify the Office of the council's decision and the reasons for it.



Oversight and Rights of Review

## The Office's powers of review

- 8.1 The Office may, at any time, whether or not in response to a request, review the consideration of a matter under a council's code of conduct where it is concerned that a person has failed to comply with a requirement prescribed under these procedures or has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct in their consideration of a matter.
- 8.2 The Office may direct any person, including the council, to defer taking further action in relation to a matter under consideration under the council's code of conduct pending the completion of its review. Any person the subject of a direction must comply with the direction.
- 8.3 Where the Office undertakes a review of a matter under clause 8.1, it will notify the complaints coordinator and any other affected persons, of the outcome of the review.

## Complaints about conduct reviewers

- 8.4 The general manager or their delegate must refer code of conduct complaints about conduct reviewers to the Office for its consideration.
- 8.5 The general manager must notify the complainant of the referral of their complaint about the conduct reviewer in writing.
- 8.6 The general manager must implement any recommendation made by the Office as a result of its consideration of a complaint about a conduct reviewer.

#### **Practice rulings**

- 8.7 Where a respondent and an investigator are in dispute over a requirement under these procedures, either person may make a request in writing to the Office to make a ruling on a question of procedure (a practice ruling).
- 8.8 Where the Office receives a request in writing for a practice ruling, the Office may provide notice in writing of its ruling and the reasons for it to the person who requested it and to the investigator, where that person is different.
- 8.9 Where the Office makes a practice ruling, all parties must comply with it.
- 8.10 The Office may decline to make a practice ruling. Where the Office declines to make a practice ruling, it will provide notice in writing of its decision and the reasons for it to the person who requested it and to the investigator, where that person is different.

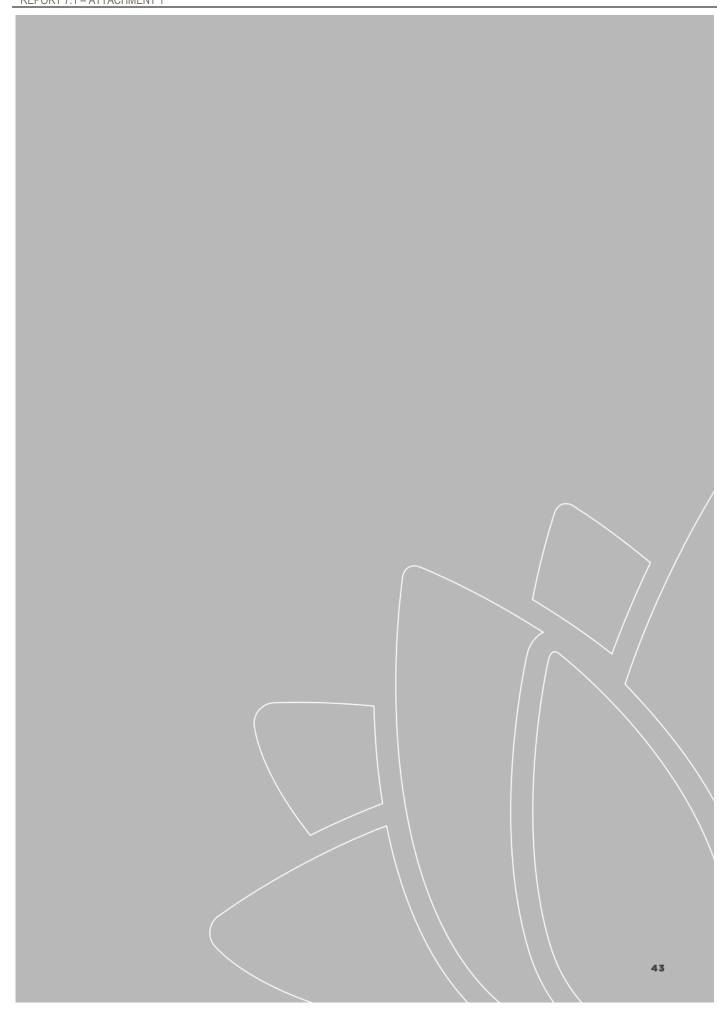
#### Review of decisions to impose sanctions

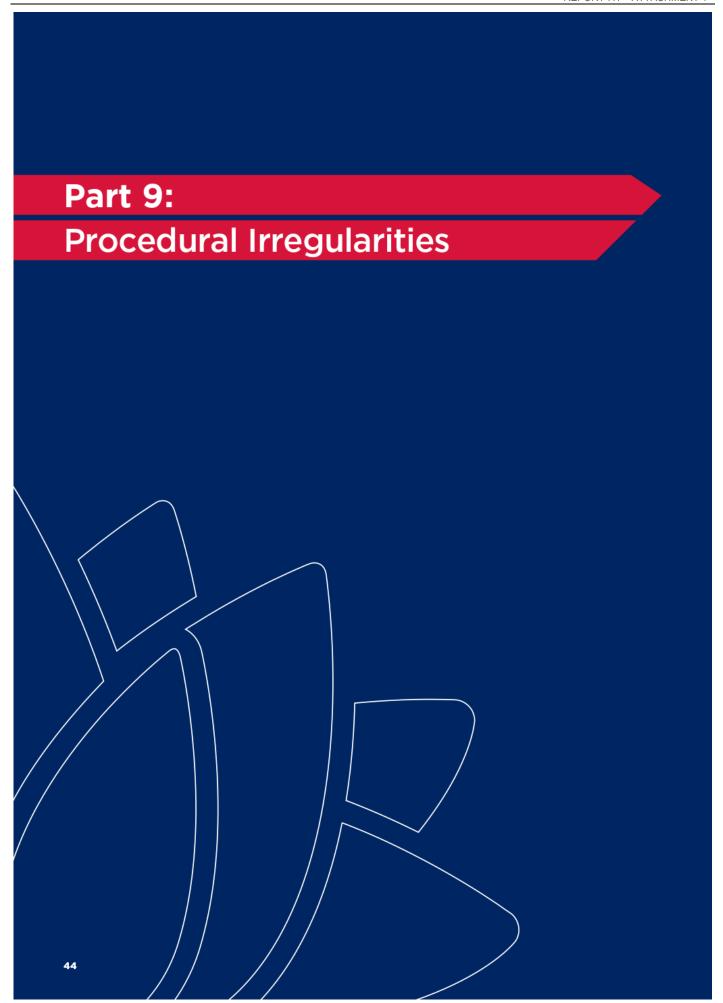
- 8.11 A person who is the subject of a sanction imposed under Part 7 of these procedures other than one imposed under clause 7.58, paragraph (c), may, within 28 days of the sanction being imposed, seek a review of the investigator's determination and recommendation by the Office.
- 8.12 A review under clause 8.11 may be sought on the following grounds:
  - a) that the investigator has failed to comply with a requirement under these procedures, or
  - that the investigator has misinterpreted or misapplied the standards of conduct prescribed under the code of conduct, or
  - that in imposing its sanction, the council has failed to comply with a requirement under these procedures.

#### Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

- 8.13 A request for a review made under clause
  8.11 must be made in writing and must
  specify the grounds upon which the
  person believes the investigator or the
  council has erred.
- 8.14 The Office may decline to conduct a review, in cases where the grounds upon which the review is sought are not sufficiently specified.
- 8.15 The Office may undertake a review of a matter without receiving a request under clause 8.11.
- 8.16 The Office will undertake a review of the matter on the papers. However, the Office may request that the complaints coordinator provide such further information that the Office considers reasonably necessary for it to review the matter. The complaints coordinator must, as far as is reasonably practicable, provide the information requested by the Office.
- 8.17 Where a person requests a review under clause 8.11, the Office may direct the council to defer any action to implement a sanction. The council must comply with a direction to defer action by the Office.
- 8.18 The Office must notify the person who requested the review and the complaints coordinator of the outcome of the Office's review in writing and the reasons for its decision. In doing so, the Office may comment on any other matters the Office considers to be relevant.

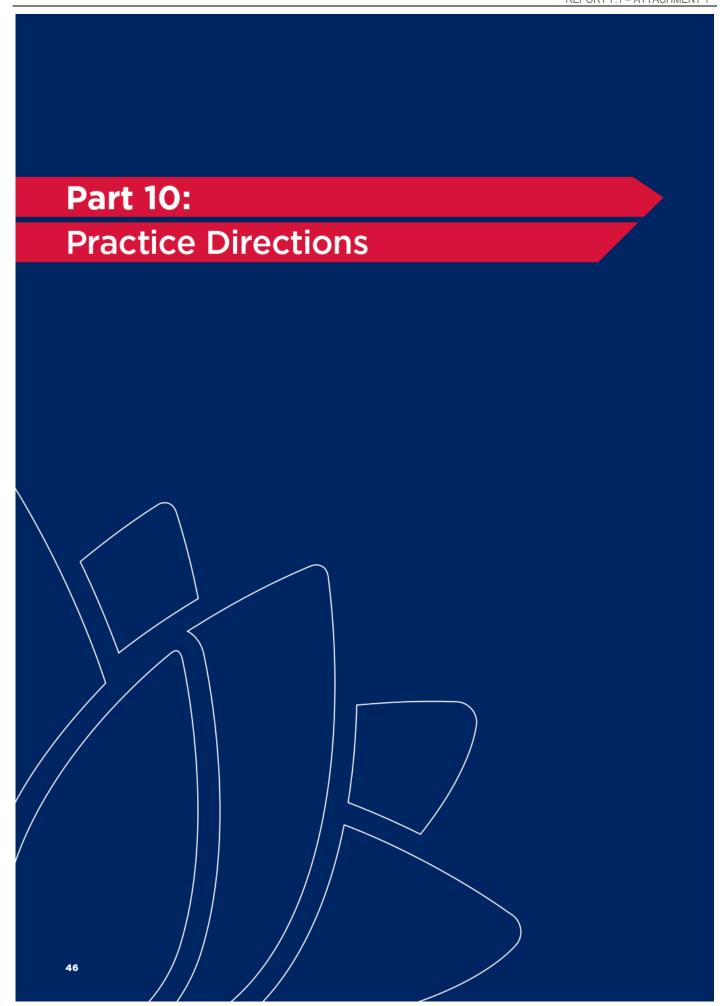
- 8.19 Where the Office considers that the investigator or the council has erred, the Office may recommend that a decision to impose a sanction under these procedures be reviewed. Where the Office recommends that the decision to impose a sanction be reviewed:
  - a) the complaints coordinator must, where practicable, arrange for the Office's determination to be tabled at the next ordinary council meeting unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case it must be tabled at the first ordinary council meeting following the election, and
  - b) the council must:
    - review its decision to impose the sanction, and
    - ii) consider the Office's recommendation in doing so, and
    - iii) resolve to either rescind or reaffirm its previous resolution in relation to the matter.
- 8.20 Where, having reviewed its previous decision in relation to a matter under clause 8.19(b), the council resolves to reaffirm its previous decision, the council must state in its resolution its reasons for doing so.





**Procedural Irregularities** 

- 9.1 A failure to comply with these procedures does not, on its own, constitute a breach of the code of conduct, except as may be otherwise specifically provided under the code of conduct.
- 9.2 A failure to comply with these procedures will not render a decision made in relation to a matter invalid where:
  - a) the non-compliance is isolated and/or minor in nature, or
  - b) reasonable steps are taken to correct the non-compliance, or
  - c) reasonable steps are taken to address the consequences of the non-compliance.

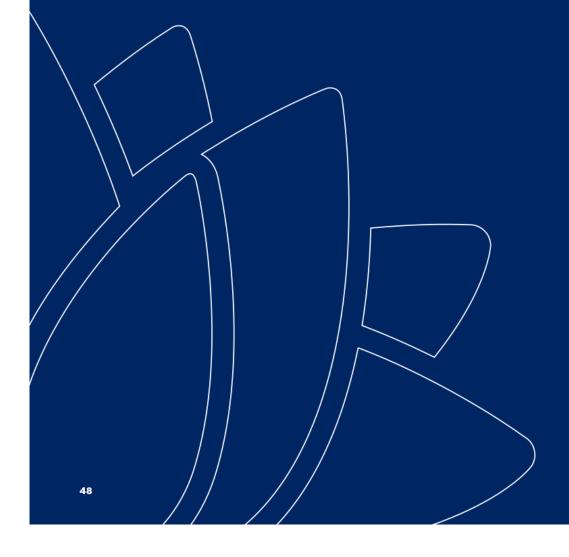


**Practice Directions** 

- 10.1 The Office may at any time issue a practice direction in relation to the application of these procedures.
- 10.2 The Office will issue practice directions in writing, by circular to all councils.
- 10.3 All persons performing a function prescribed under these procedures must consider the Office's practice directions when performing the function.

### **Part 11:**

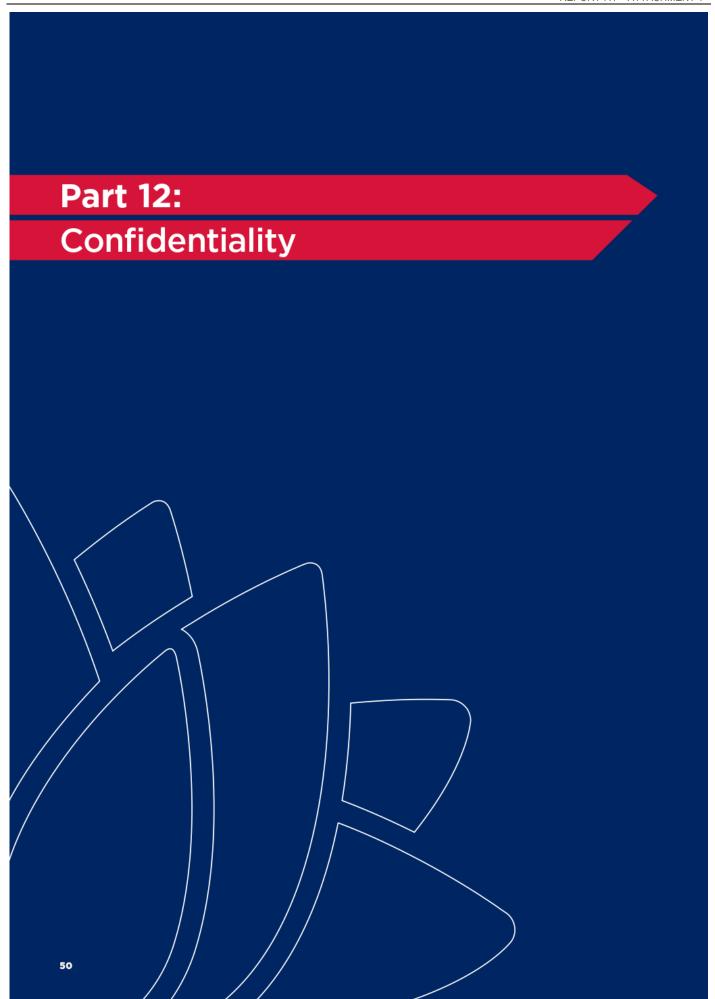
Reporting Statistics on Code of Conduct Complaints
About Councillors and the General Manager



Reporting Statistics on Code of Conduct Complaints About Councillors and the General Manager

- 11.1 The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:
  - a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)
  - the number of code of conduct complaints referred to a conduct reviewer during the reporting period
  - the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
  - d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period

- e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
- f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
- g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.
- 11.2 The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.



Confidentiality

- 12.1 Information about code of conduct complaints and the management and investigation of code of conduct complaints is to be treated as confidential and is not to be publicly disclosed except as may be otherwise specifically required or permitted under these procedures.
- 12.2 Where a complainant publicly discloses information on one or more occasions about a code of conduct complaint they have made or purported to make, the general manager or their delegate may, with the consent of the Office, determine that the complainant is to receive no further information about their complaint and any future code of conduct complaint they make or purport to make.
- 12.3 Prior to seeking the Office's consent under clause 12.2, the general manager or their delegate must give the complainant written notice of their intention to seek the Office's consent, invite them to make a written submission within a period of not less than 14 days specified by the general manager or their delegate, and consider any submission made by them.
- 12.4 In giving its consent under clause 12.2, the Office must consider any submission made by the complainant to the general manager or their delegate.

- 12.5 The general manager or their delegate must give written notice of a determination made under clause 12.2 to:
  - a) the complainant
  - b) the complaints coordinator
  - c) the Office, and
  - d) any other person the general manager or their delegate considers should be notified of the determination.
- 12.6 Any requirement under these procedures that a complainant is to be provided with information about a code of conduct complaint that they have made or purported to make, will not apply to a complainant the subject of a determination made by the general manager or their delegate under clause 12.2.
- 12.7 Clause 12.6 does not override any entitlement a person may have to access to council information under the Government Information (Public Access) Act 2009 or to receive information under the Public Interest Disclosures Act 1994 in relation to a complaint they have made.



## Model Code of Conduct

for Local Councils in NSW

2020





#### MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

2020

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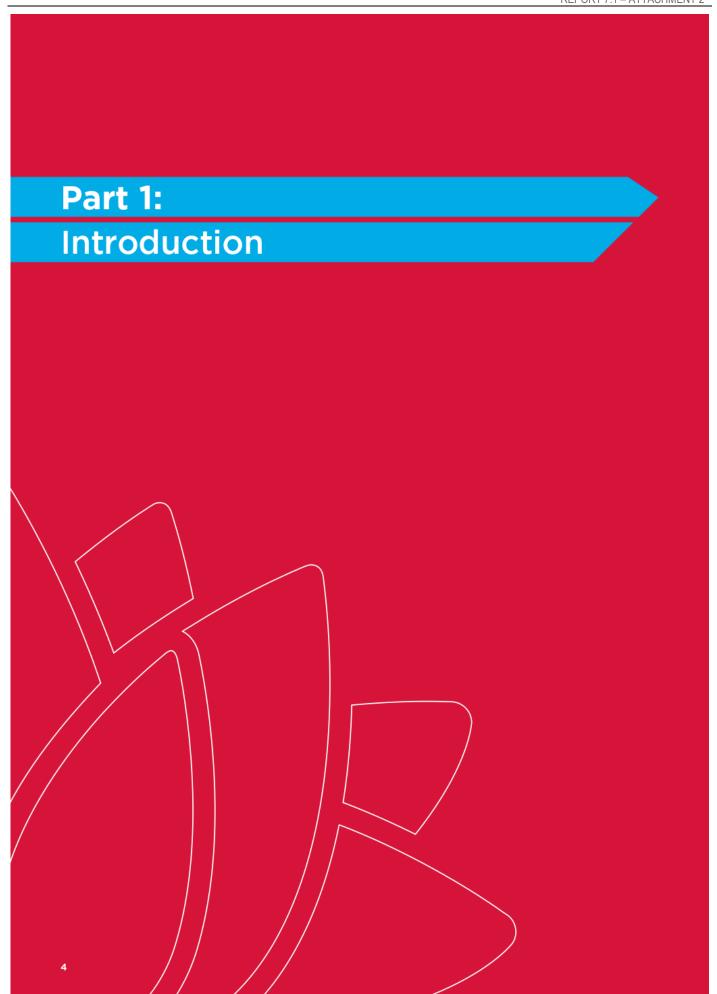
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Introduction

This Model Code of Conduct for Local Councils in NSW ("the Model Code of Conduct") is made under section 440 of the Local Government Act 1993 ("LGA") and the Local Government (General) Regulation 2005 ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

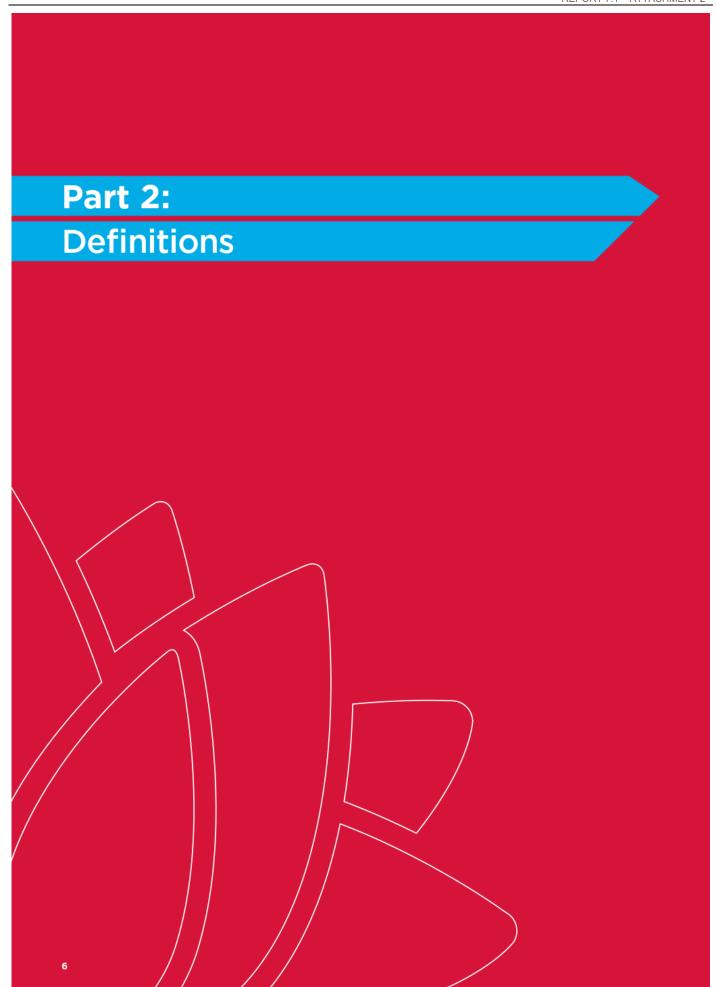
Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council's code of conduct may give rise to disciplinary action.

**Note:** References in the Model Code of Conduct to councils are also to be taken as references to county councils and joint organisations.

**Note:** In adopting the Model Code of Conduct, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

**Note:** In adopting the Model Code of Conduct, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".



Definitions

In this code the following terms have the following meanings:

administrator an administrator of a council appointed under the LGA other than an

administrator appointed under section 66

committee see the definition of "council committee"

complaint a code of conduct complaint made for the purposes of clauses 4.1

and 4.2 of the Procedures.

conduct includes acts and omissions

council includes county councils and joint organisations

council committee a committee established by a council comprising of councillors, staff

or other persons that the council has delegated functions to and the

council's audit, risk and improvement committee

council committee member a person other than a councillor or member of staff of a council who

is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of

the council's audit, risk and improvement committee

council official includes councillors, members of staff of a council, administrators,

council committee members, delegates of council and, for the

purposes of clause 4.16, council advisers

councillor any person elected or appointed to civic office, including the mayor

and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and

chairpersons of joint organisations

delegate of council a person (other than a councillor or member of staff of a council) or

body, and the individual members of that body, to whom a function

of the council is delegated

designated person a person referred to in clause 4.8

election campaign includes council, state and federal election campaigns

environmental planning

instrument

has the same meaning as it has in the Environmental Planning and

Assessment Act 1979

general manager includes the executive officer of a joint organisation

joint organisation a joint organisation established under section 4000 of the LGA

LGA Local Government Act 1993

local planning panel a local planning panel constituted under the Environmental Planning

and Assessment Act 1979

mayor includes the chairperson of a county council or a joint organisation

#### **Model Code of Conduct for Local Councils in NSW**

members of staff

of a council

includes members of staff of county councils and joint organisations

the Office

Office of Local Government

personal information

information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion

the Procedures

the Procedures for the Administration of the Model Code of Conduct

for Local Councils in NSW prescribed under the Regulation

the Regulation

the Local Government (General) Regulation 2005

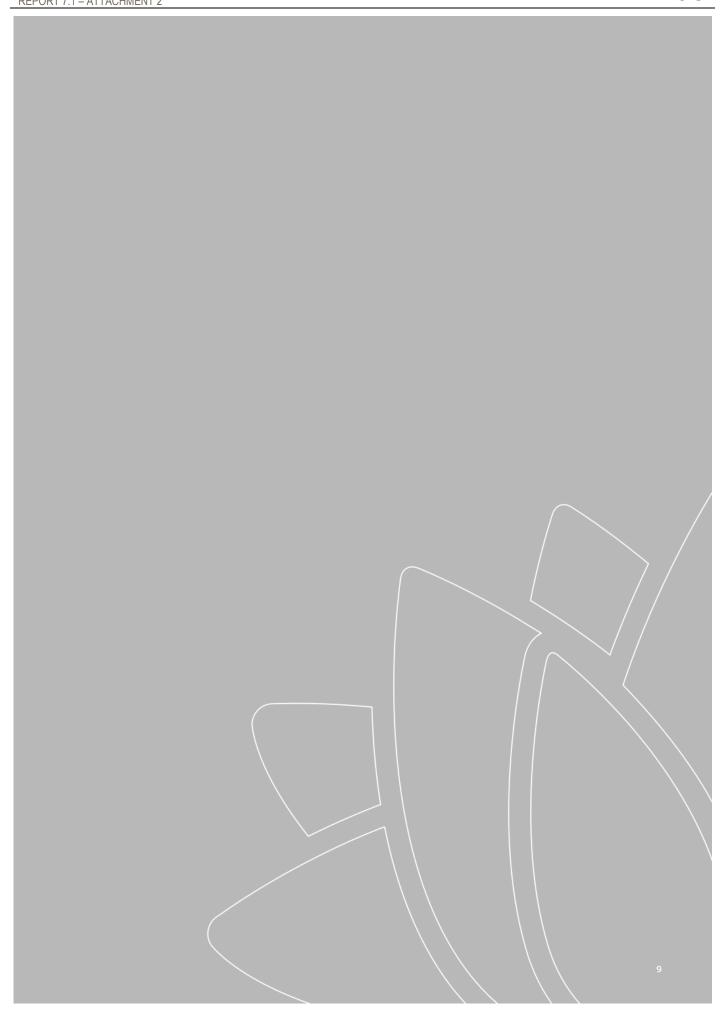
voting representative

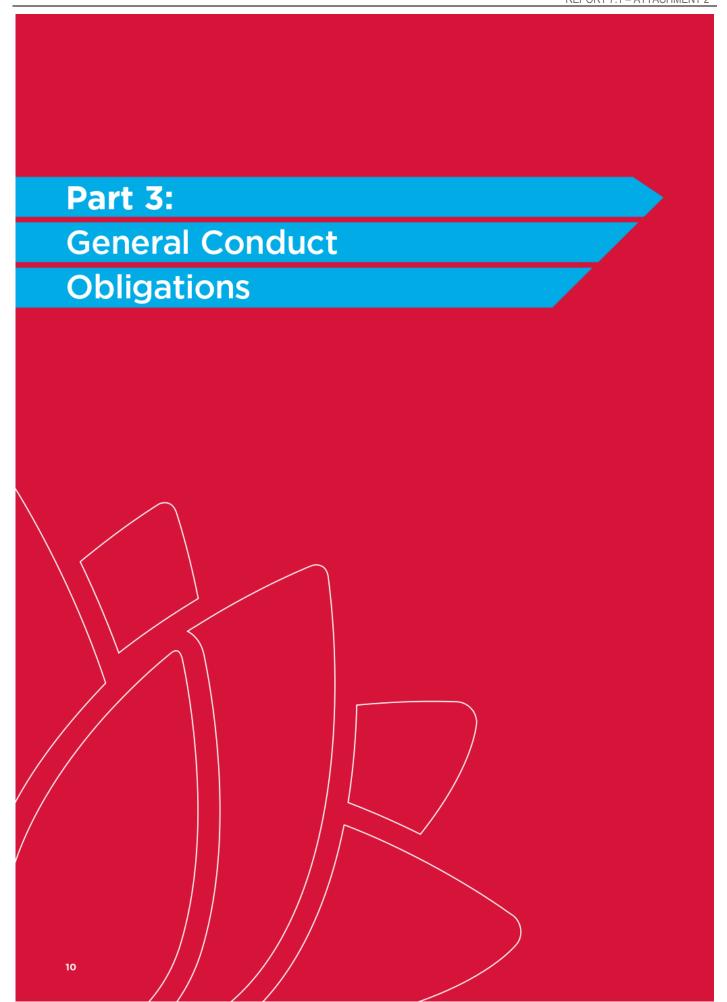
a voting representative of the board of a joint organisation

wholly advisory committee

a council committee that the council has not delegated any

functions to





**General Conduct Obligations** 

#### **General conduct**

- 3.1 You must not conduct yourself in a manner that:
  - a) is likely to bring the council or other council officials into disrepute
  - is contrary to statutory requirements or the council's administrative requirements or policies
  - c) is improper or unethical
  - d) is an abuse of power
  - e) causes, comprises or involves intimidation or verbal abuse
  - f) involves the misuse of your position to obtain a private benefit
  - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (section 439).

#### Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

## Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
  - a) is not wanted by the person
  - offends, humiliates or intimidates the person, and
  - c) creates a hostile environment.

#### **Bullying**

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:
  - a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
  - the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
  - a) aggressive, threatening or intimidating conduct
  - b) belittling or humiliating comments

- c) spreading malicious rumours
- d) teasing, practical jokes or 'initiation ceremonies'
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:
  - a) performance management processes
  - b) disciplinary action for misconduct
  - informing a worker about unsatisfactory work performance or inappropriate work behaviour
  - d) directing a worker to perform duties in keeping with their job
  - e) maintaining reasonable workplace goals and standards
  - f) legitimately exercising a regulatory function
  - g) legitimately implementing a council policy or administrative processes.

#### Work health and safety

3.12 All council officials, including councillors, owe statutory duties under the Work Health and Safety Act 2011 (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:

- a) take reasonable care for your own health and safety
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

#### Land use planning, development assessment and other regulatory functions

3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

**General Conduct Obligations** 

3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

#### **Binding caucus votes**

- 3.15 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.
- 3.16 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.
- 3.17 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.
- 3.18 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

## Obligations in relation to meetings

- 3.19 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.
- 3.20 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).
- 3.21 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.
- 3.22 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:
  - a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
  - submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
  - c) deliberately seek to impede the consideration of business at a meeting.

# Part 4: **Pecuniary Interests**

**Pecuniary Interests** 

## What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
  - (a) your interest, or
  - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
  - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
  - (a) Your "relative" is any of the following:
    - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - ii) your spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
    - iii) the spouse or de facto partner of a person referred to in paragraphs(i) and (ii).
  - (b) "de facto partner" has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
  - (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
  - (b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
  - (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

## What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
  - (a) your interest as an elector
  - (b) your interest as a ratepayer or person liable to pay a charge
  - (c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
  - (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code

#### Model Code of Conduct for Local Councils in NSW

- (e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- (f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a nonprofit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
- (g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- (h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- (i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:

- the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
- ii) security for damage to footpaths or roads
- iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- (j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- (k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
- (I) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- (m)an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
- (n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- (o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.
- 4.7 For the purposes of clause 4.6, "relative" has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

**Pecuniary Interests** 

# What disclosures must be made by a designated person?

- 4.8 Designated persons include:
  - (a) the general manager
  - (b) other senior staff of the council for the purposes of section 332 of the LGA
  - (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
  - (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.
- 4.9 A designated person:
  - (a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
  - (b) must disclose pecuniary interests in accordance with clause 4.10.

- 4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.
- 4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person's salary as a member of staff, or to their other conditions of employment.
- 4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.
- 4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

# What disclosures must be made by council staff other than designated persons?

- 4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.
- 4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

# What disclosures must be made by council advisers?

- 4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.
- 4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

# What disclosures must be made by a council committee member?

- 4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.
- 4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

# What disclosures must be made by a councillor?

4.20 A councillor:

- (a) must prepare and submit written returns of interests in accordance with clause 4.21, and
- (b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

## Disclosure of interests in written returns

- 4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:
  - (a) becoming a councillor or designated person, and
  - (b) 30 June of each year, and
  - (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:
  - (a) they made and lodged a return under that clause in the preceding 3 months, or
  - (b) they have ceased to be a councillor or designated person in the preceding 3 months.

**Pecuniary Interests** 

- 4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.
- 4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

# Disclosure of pecuniary interests at meetings

- 4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
  - (a) at any time during which the matter is being considered or discussed by the council or committee, or

- (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.
- 4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.
- 4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:
  - (a) a member of, or in the employment of, a specified company or other body, or
  - (b) a partner of, or in the employment of, a specified person.

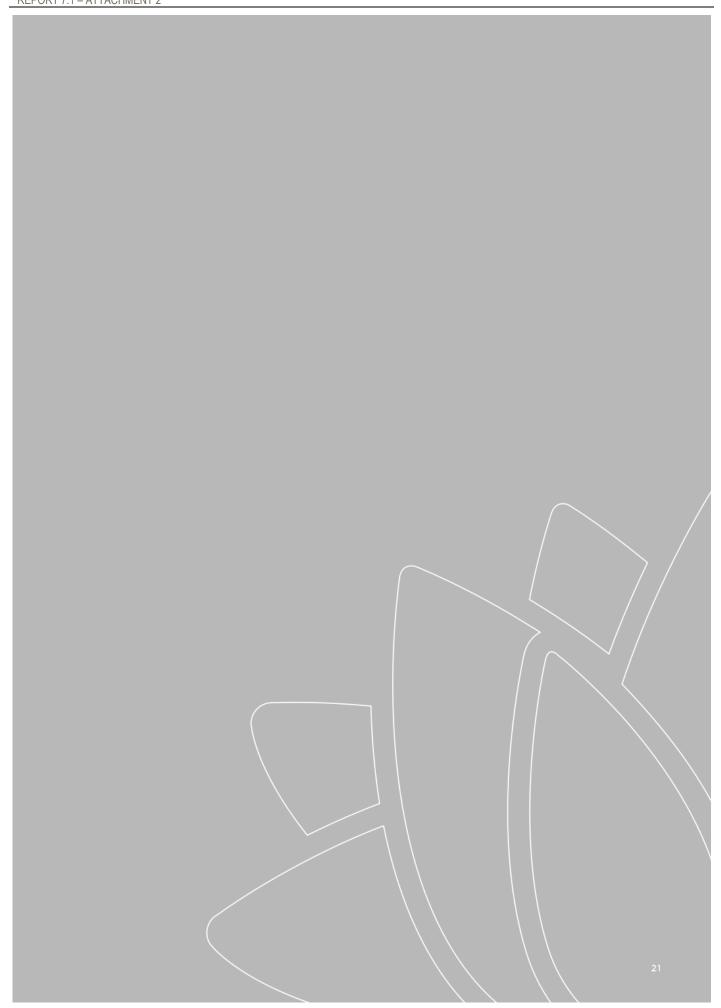
Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.

#### Model Code of Conduct for Local Councils in NSW

- 4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.
- 4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.
- 4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:
  - (a) the matter is a proposal relating to:
    - the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
    - (ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
  - (b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
  - (c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.

- 4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:
  - (a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
  - (b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.
- 4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
  - (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
  - (b) that it is in the interests of the electors for the area to do so.
- 4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.



# Part 5: Non-Pecuniary Conflicts of Interest 22

**Non-Pecuniary Conflicts of Interest** 

## What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

# Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.
- 5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:
  - a) a relationship between a council
     official and another person who is
     affected by a decision or a matter
     under consideration that is particularly
     close, such as a current or former
     spouse or de facto partner, a relative
     for the purposes of clause 4.4 or
     another person from the council
     official's extended family that the
     council official has a close personal
     relationship with, or another person
     living in the same household

#### Model Code of Conduct for Local Councils in NSW

- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

- 5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:
  - a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
  - b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.
- 5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.
- 5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.
- 5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

#### **Political donations**

- 5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.
- 5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:
  - a) made by a major political donor in the previous four years, and
  - the major political donor has a matter before council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.

- 5.17 For the purposes of this Part:
  - a) a "reportable political donation" has the same meaning as it has in section
     6 of the Electoral Funding Act 2018
  - b) "major political donor" has the same meaning as it has in the *Electoral* Funding Act 2018.

- 5.18 Councillors should note that political donations that are not a "reportable political donation", or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.
- 5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

# Loss of quorum as a result of compliance with this Part

- 5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:
  - a) the matter is a proposal relating to:
    - the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
    - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and

- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
- the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.
- 5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
  - a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
  - b) that it is in the interests of the electors for the area to do so.
- 5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

# Other business or employment

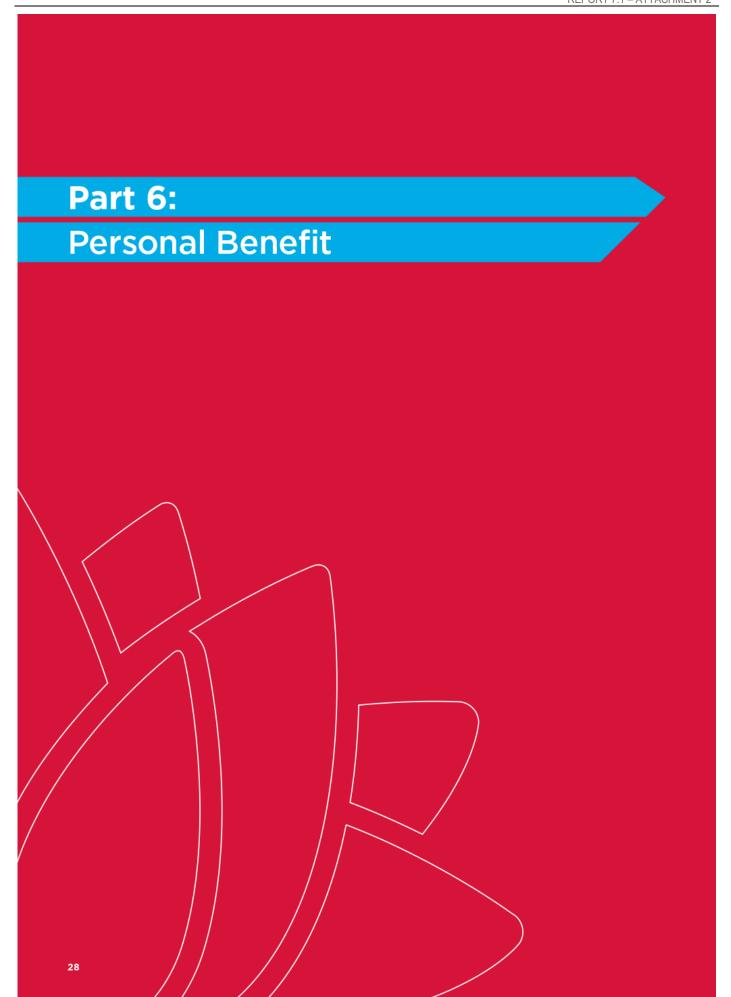
- 5.23 The general manager must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.
- 5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.
- 5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties
- 5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.
- 5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:
  - a) conflict with their official duties
  - involve using confidential information or council resources obtained through their work with the council including where private use is permitted

**Non-Pecuniary Conflicts of Interest** 

- require them to work while on council duty
- d) discredit or disadvantage the council
- e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

# Personal dealings with council

- 5.28 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.
- 5.29 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.



**Personal Benefit** 

- 6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.
- 6.2 A reference to a gift or benefit in this Part does not include:
  - a) items with a value of \$10 or less
  - b) a political donation for the purposes of the *Electoral Funding Act 2018*
  - a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
  - d) a benefit or facility provided by the council to an employee or councillor
  - e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
  - f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
    - i) the discussion of official business
    - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
    - iii) conferences
    - iv) council functions or events
    - v) social functions organised by groups, such as council committees and community organisations.

#### Gifts and benefits

- 6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.
- 6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

# How are offers of gifts and benefits to be dealt with?

- 6.5 You must not:
  - seek or accept a bribe or other improper inducement
  - b) seek gifts or benefits of any kind
  - c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
  - d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
  - e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
  - f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer-supplier relationship with the competition organiser
  - g) personally benefit from reward points programs when purchasing on behalf of the council.

- 6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:
  - a) the nature of the gift or benefit
  - b) the estimated monetary value of the gift or benefit
  - the name of the person who provided the gift or benefit, and
  - d) the date on which the gift or benefit was received.
- 6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

#### Gifts and benefits of token value

- 6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:
  - a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
  - b) gifts of alcohol that do not exceed a value of \$100
  - ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
  - d) prizes or awards that do not exceed \$100 in value.

# Gifts and benefits of more than token value

- 6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.
- 6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.
- 6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.
- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

**Personal Benefit** 

#### "Cash-like gifts"

6.13 For the purposes of clause 6.5(e), "cash-like gifts" include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

## Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

# Part 7: **Relationships Between Council Officials** 32

**Relationships Between Council Officials** 

# Obligations of councillors and administrators

- 7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.
- 7.2 Councillors or administrators must not:
  - a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
  - in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
  - c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
  - d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.

7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

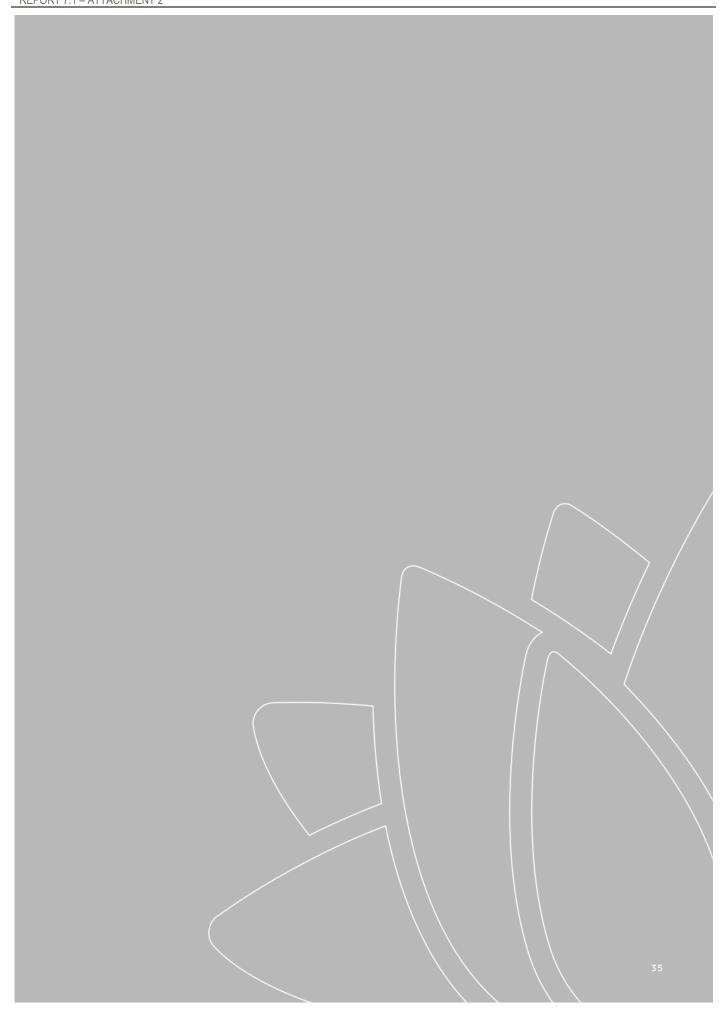
#### Obligations of staff

- 7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.
- 7.5 Members of staff of council must:
  - a) give their attention to the business of the council while on duty
  - ensure that their work is carried out ethically, efficiently, economically and effectively
  - c) carry out reasonable and lawful directions given by any person having authority to give such directions
  - d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
  - e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

## Inappropriate interactions

- 7.6 You must not engage in any of the following inappropriate interactions:
  - a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
  - subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
  - d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
  - e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor or administrator has a right to be heard by the panel at the meeting
  - f) councillors and administrators being overbearing or threatening to council staff

- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make
- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.



## Part 8:

Access to Information and Council Resources



**Access to Information and Council Resources** 

# Councillor and administrator access to information

- 8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the Government Information (Public Access) Act 2009 (the GIPA Act).
- 8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.
- 8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.
- 8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.
- 8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.

8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

# Councillors and administrators to properly examine and consider information

8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

# Refusal of access to information

8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.

## Use of certain council information

- 8.9 In regard to information obtained in your capacity as a council official, you must:
  - a) subject to clause 8.14, only access council information needed for council business
  - b) not use that council information for private purposes
  - c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
  - d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

# Use and security of confidential information

- 8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.
- 8.11 In addition to your general obligations relating to the use of council information, you must:
  - a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
  - b) protect confidential information
  - only release confidential information if you have authority to do so
  - d) only use confidential information for the purpose for which it is intended to be used

- e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

#### **Personal information**

- 8.12 When dealing with personal information you must comply with:
  - a) the Privacy and Personal Information Protection Act 1998
  - b) the Health Records and Information Privacy Act 2002
  - c) the Information Protection Principles and Health Privacy Principles
  - d) the council's privacy management plan
  - e) the Privacy Code of Practice for Local Government

#### Use of council resources

8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

**Access to Information and Council Resources** 

- 8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:
  - a) the representation of members with respect to disciplinary matters
  - b) the representation of employees with respect to grievances and disputes
  - functions associated with the role of the local consultative committee.
- 8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
  - a) for the purpose of assisting your election campaign or the election campaign of others, or
  - b) for other non-official purposes.

8.19 You must not convert any property of the council to your own use unless properly authorised.

#### Internet access

8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

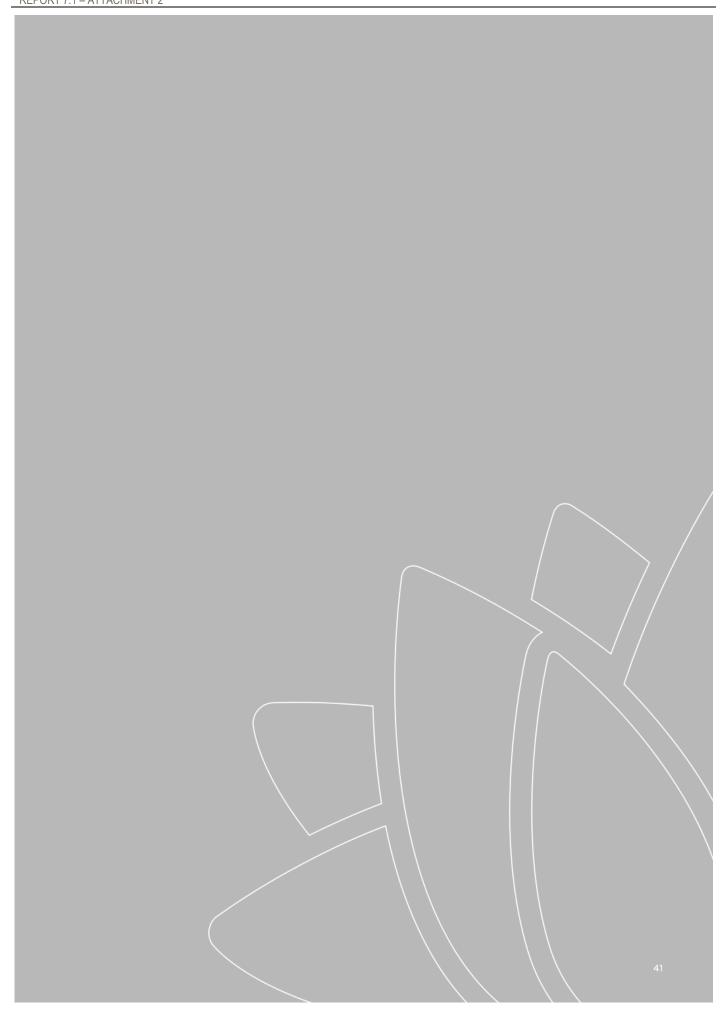
#### **Council record keeping**

- 8.21 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.
- 8.22 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the State Records Act 1998 and the council's approved records management policies and practices.
- 8.23 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.
- 8.24 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the State Records Act 1998.

Model Code of Conduct for Local Councils in NSW

# Councillor access to council buildings

- 8.25 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.
- 8.26 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff
- 8.27 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.



## Part 9:

Maintaining the Integrity of this Code



# Complaints made for an improper purpose

- 9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
  - a) to bully, intimidate or harass another council official
  - to damage another council official's reputation
  - c) to obtain a political advantage
  - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
  - to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
  - f) to avoid disciplinary action under the Procedures
  - g) to take reprisal action against a person for making a complaint alleging a breach of this code
  - to take reprisal action against a person for exercising a function prescribed under the Procedures
  - to prevent or disrupt the effective administration of this code under the Procedures.

#### **Detrimental action**

- 9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:
  - a) injury, damage or loss
  - b) intimidation or harassment
  - c) discrimination, disadvantage or adverse treatment in relation to employment
  - d) dismissal from, or prejudice in, employment
  - e) disciplinary proceedings.

# Compliance with requirements under the Procedures

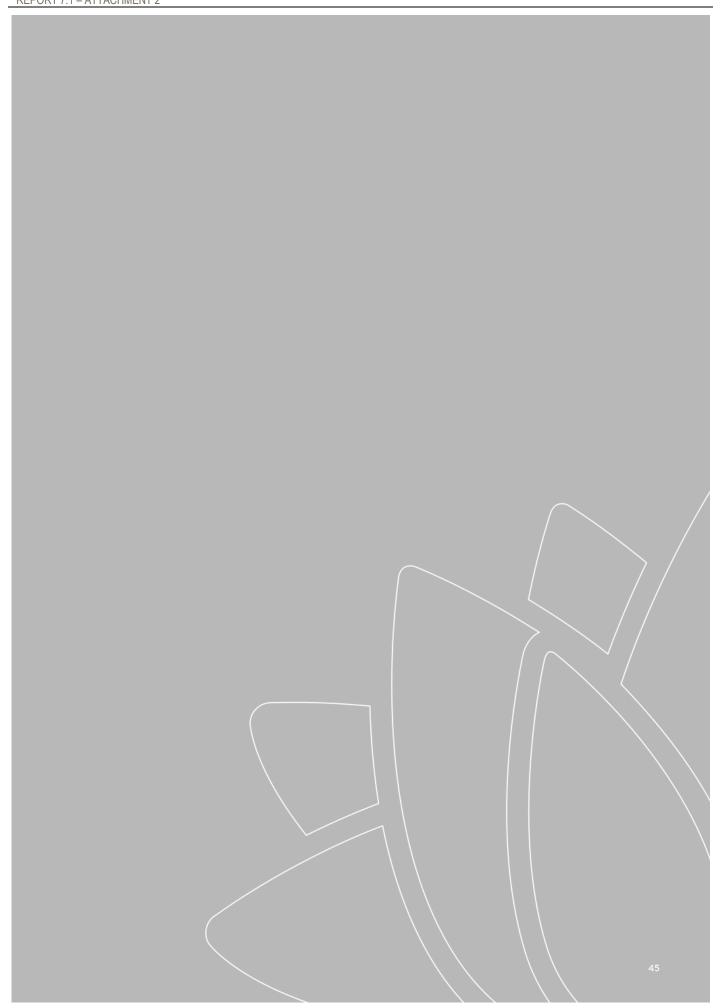
- 9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.
- 9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 9.8 You must comply with a practice ruling made by the Office under the Procedures.

# Disclosure of information about the consideration of a matter under the Procedures

- 9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 9.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act* 1994.

## Complaints alleging a breach of this Part

- 9.14 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.
- 9.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.



## **Schedule 1:**

Disclosures of Interest and Other Matters in Written Returns
Submitted Under Clause 4.21



Schedule 1

# Part 1: Preliminary

#### **Definitions**

 For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation* Act 1987.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- the creation of a trust in respect of property
- the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property

- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

#### interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the Corporations Act 2001 of the Commonwealth) in securities issued or made available by the corporation.

*listed company* means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

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property includes money.

#### return date means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de factor partner of a person referred to in paragraphs (b) and (c).

*travel* includes accommodation incidental to a journey.

# Matters relating to the interests that must be included in returns

- Interests etc. outside New South Wales:
   A reference in this schedule or in schedule
   2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- References to interests in real property:
   A reference in this schedule or in schedule
   2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
- 4. Gifts, loans etc. from related corporations:
  For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the Corporations Act 2001 of the Commonwealth are all given, made or supplied by a single corporation.

Schedule 1

### Part 2: Pecuniary interests to be disclosed in returns

#### Real property

- A person making a return under clause
   4.21 of this code must disclose:
  - a) the street address of each parcel of real property in which they had an interest on the return date, and
  - the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
  - c) the nature of the interest.
- 6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  - as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
- For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

#### **Gifts**

- A person making a return under clause
   4.21 of this code must disclose:
  - a) a description of each gift received in the period since 30 June of the previous financial year, and
  - b) the name and address of the donor of each of the gifts.
- 10. A gift need not be included in a return if:
  - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
  - it was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
  - c) the donor was a relative of the donee, or
  - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
- For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

#### **Contributions to travel**

- A person making a return under clause
   4.21 of this code must disclose:
  - a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and

#### Model Code of Conduct for Local Councils in NSW

- b) the dates on which the travel was undertaken, and
- the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  - a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
  - was made by a relative of the traveller, or
  - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
  - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
  - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
  - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
  - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
- 14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

# Interests and positions in corporations

- A person making a return under clause
   4.21 of this code must disclose:
  - a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
  - the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  - the nature of the interest, or the position held, in each of the corporations, and
  - d) a description of the principal objects
     (if any) of each of the corporations,
     except in the case of a listed company.
- 16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
  - a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  - b) required to apply its profits or other income in promoting its objects, and
  - prohibited from paying any dividend to its members.
- 17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- 18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

Schedule 1

### Interests as a property developer or a close associate of a property developer

- 19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the Electoral Funding Act 2018.

property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.

# Positions in trade unions and professional or business associations

- A person making a return under clause
   4.21 of the code must disclose:
  - a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
  - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
  - a description of the position held in each of the unions and associations.

22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

# Dispositions of real property

- 23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- 24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

#### Sources of income

- 26. A person making a return under clause 4.21 of this code must disclose:
  - each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
  - each source of income received by the person in the period since 30 June of the previous financial year.
- 27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
  - a) in relation to income from an occupation of the person:
    - (i) a description of the occupation, and
    - (ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
    - (iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  - in relation to income from a trust, the name and address of the settlor and the trustee, or
  - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.

- 28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
- The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
- A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

#### **Debts**

- 31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
  - a) on the return date, and
  - b) at any time in the period since 30 June of the previous financial year.
- 32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
- 33. A liability to pay a debt need not be disclosed by a person in a return if:
  - a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:

Schedule 1

- (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
- (ii) the amounts to be paid exceeded, in the aggregate, \$500, or
- b) the person was liable to pay the debt to a relative, or
- c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposittaking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
- d) in the case of a debt arising from the supply of goods or services:
  - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
  - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
- e) subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

# **Discretionary** disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

## **Schedule 2:**

Form of Written Return of Interests Submitted Under Clause 4.21



Schedule 2

## 'Disclosures by councillors and designated persons' return

- The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the Model Code of Conduct).
- 2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- This form must be completed using block letters or typed.

- If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
- If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

## **Important information**

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access)* Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

### Model Code of Conduct for Local Councils in NSW

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature]

[date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the Nature of interest return date/at any time since 30 June

### **B. Sources of income**

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer	Name under
	or description of office held (if	which partnership
	applicable)	conducted (if

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor

Name and address of trustee

applicable)

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

## C. Gifts

Description of each gift I received at any time since 30 June

Name and address of donor

Schedule 2

### D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

### E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest Description of (if any)

position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June

Description of position

## H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

### I. Dispositions of property

- 1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
- 2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

## J. Discretionary disclosures

## **Schedule 3:**

Form of Special Disclosure of Pecuniary Interest Submitted Under Clause 4.37



Schedule 3

- This form must be completed using block letters or typed.
- If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

## Important information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because

you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

Model Code of Conduct for Local Councils in NSW

## Special disclosure of pecuniary interests by [full name of councillor]

in the matter of [insert name of environmental planning instrument]

which is to be considered at a meeting of the [name of council or council committee (as the case requires)]

to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to councillor	$\square$ The councillor has an interest in the land (e.g.
[Tick or cross one box.]	is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise).
	☐ An associated person of the councillor has an interest in the land.
	☐ An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest <sup>1</sup>	
Nature of the land that is subject to a change	$\square$ The identified land.
in zone/planning control by the proposed LEP (the subject land) <sup>2</sup>	☐ Land that adjoins or is adjacent to or is in proximity to the identified land.
[Tick or cross one box]	
Current zone/planning control	
[Insert name of current planning instrument and	
identify relevant zone/planning control applying to the subject land]	

- 1 Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.
- 2 A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

Schedule 3

Proposed change of zone/planning control

[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]

Effect of proposed change of zone/planning control on councillor or associated person

[Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]

[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]

Councillor's signature

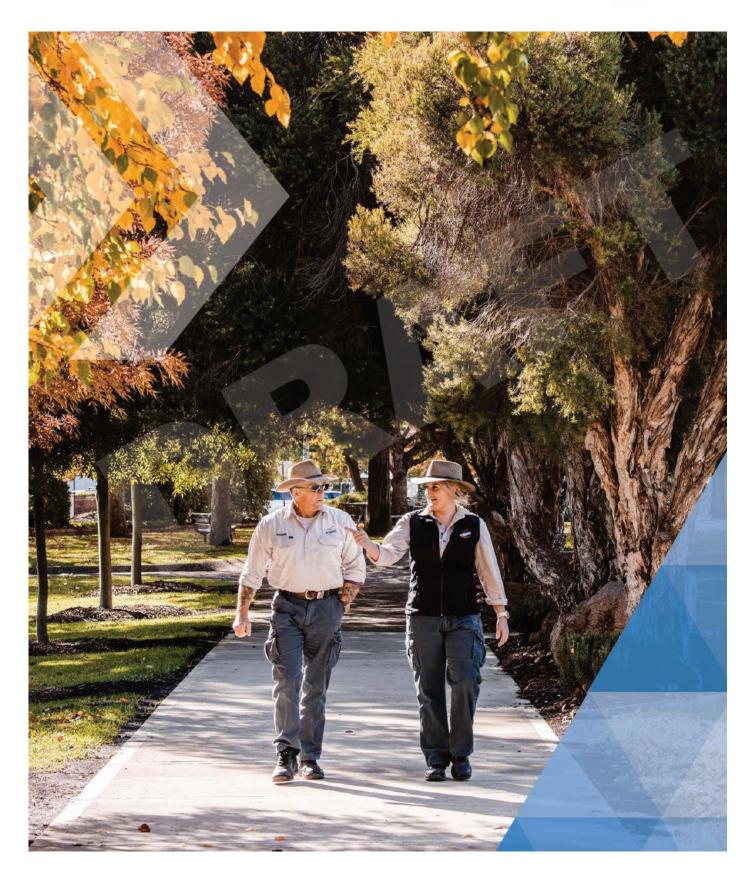
Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]



# WORKFORCE STRATEGY 2022–26 MID-WESTERN REGIONAL COUNCIL





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## MID-WESTERN REGIONAL COUNCIL

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## Introduction

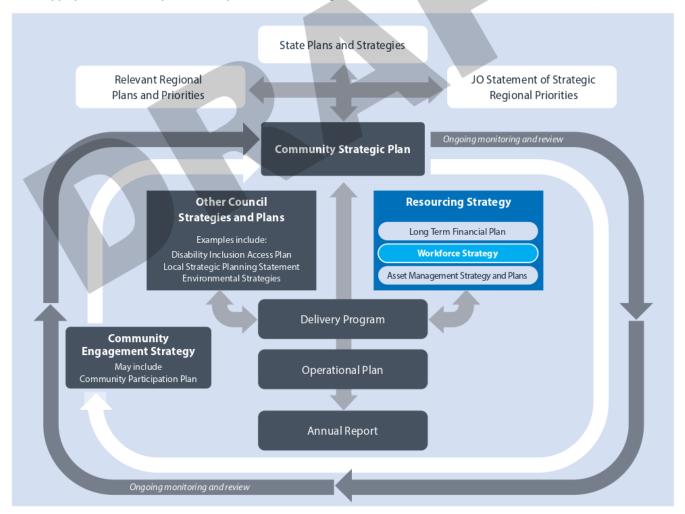
Mid-Western Regional Council (MWRC) has developed a Community Strategic Plan that sets out where, as a community, we want to be in the year 2040. It is a future vision developed collaboratively between the community and Council and represents the aspirations of the people who live and work within Mid-Western Region and strategies for achieving these goals.

In order to move towards the vision for 2040, Council has developed a four year Delivery Program which establishes the actions and programs that Council aims to deliver in its current four year term. In order to meet the requirements of the Delivery Program, Council needs to ensure that it has the appropriate resources in place and has produced a Resourcing.

Strategy which incorporates the Long Term Financial Plan, Asset Management Strategy and Workforce Strategy.

The Workforce Strategy is an essential element of the Resourcing Strategy and will align to the Community Strategic Plan by ensuring that Council has the right number of people with the right skills doing the right jobs at the right time to meet the expectations outlined in the Delivery Program.

The Workforce Strategy sets out the issues, analysis, actions and strategies that are required over the next four years to ensure we have the workforce resources in place to facilitate the Delivery Program.



## Workforce Planning Framework



## Organisational Context

The Community Plan highlights broad themes that group the major challenges and issues facing our community:

## LOOKING AFTER OUR COMMUNITY





## PROTECTING OUR NATURAL ENVIRONMENT

Conserving and promoting the natural beauty of our region.



## BUILDING A STRONG LOCAL ECONOMY

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



## CONNECTING OUR REGION

Linking towns and villages and connecting our region to the rest of NSW.



## GOOD GOVERNMENT

A strong Council that is representative of the community and effective in meeting the needs of the community.



The Community Plan has identified a number of strategies that will be linked to the Workforce Strategy including:

- Maintain the provision of high quality, accessible community services that meet the needs of our community
- Provide infrastructure and services to cater for the current and future needs of our community
- Encourage the development of a skilled and flexible workforce to satisfy local industry and business requirements
- Promote the region as a great place to live, work, invest and visit
- Support projects that create new jobs in the region and help to build a diverse and multi-skilled workforce

- Build strong linkages with institutions providing education, training and employment pathways in the region
- Pursue excellence in service delivery
- Provide a positive and supportive working environment for employees
- Prudently manage risks associated with all Council activities
- Pursue efficiencies and ongoing business improvement

## Workforce Context

## WORKFORCE STRATEGY IN PERSPECTIVE

What is clear from the Organisational Context is that successfully moving forward and meeting our key challenges cannot be fully realised without the engagement and commitment of the people who serve our customers every day.

Currently, approximately 460 employees provide Council services across the Mid-Western region. The Workforce Strategy seeks to sustain and strengthen these efforts building upon organisation structure reviews, Human Resources (HR) Plans and the development of the Workplace Environment Statement. The Workforce Strategy sets out and helps guide the activities necessary to realise success for Mid-Western Regional Council, achieved through our people.

The strategy explores the current demographics of Council's workforce. The workforce review identifies several key business challenges which will shape the demands on Council over the next four years:

- Changing needs of our customers through an ageing population and an increased number of "tree changers"
- Erosion of our skilled employee base through an ageing workforce, young people leaving the region, changes to technology and qualifications, and increasing competition for skilled labour
- Changes to regulatory and reporting requirements impacting our ability to get on and do
- Restrictions of the Award and legacy of the local government environment
- Importance of the ongoing enhancement and development of Council's leadership and management capacity
- Achieving greater productivity and efficiency in the provision of infrastructure and community services.

Given these challenges (which is not an exhaustive list), our current workforce, whether directly facing the community or working behind the scenes, whether part of a team or leading it, will need to continue to learn and develop new skills in a number of critical areas. These influences will also shape the recruitment, development and performance of new employees to deliver the services and aspirations set out in our Community Strategic Plan.





## Workforce Context (cont'd)

## CURRENT PROFILE OF MID-WESTERN REGIONAL COUNCIL WORKFORCE 2022

Council's workforce at April 2022 was comprised of a total 461 employees, including full time, part time and casual working across a wide range of roles and disciplines.

Council's organisational structure is reviewed on a regular basis, and adjustments are made where required, to ensure alignment with corporate objectives and service delivery requirements.

A workforce profile was completed for the organisation and a snap shot of the profile is contained in the following charts.

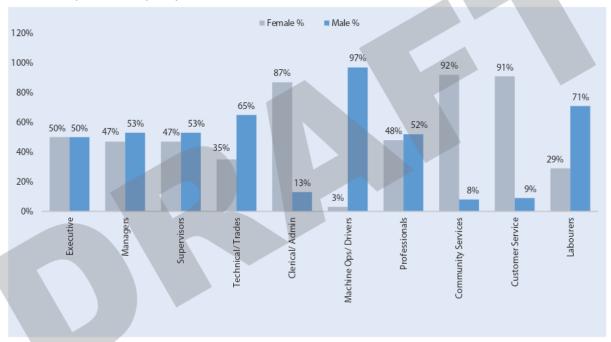


Chart 1: Occupational Groups employed at MWRC by Gender

## In summary



- Women make up 42% of the MWRC workforce.
   With females representing half of the Executive and 47% of management and 47% of supervisor positions.
- There are more male supervisors reflecting the higher incidence of supervisors in the outdoor sections of Council. Although this gap has reduced over the past 5 years.
- There are a larger number of males in outdoor (labouring) positions and in traditional male oriented positions such as trades and plant operators. There are a larger number of females

in indoor administrative and customer service roles. Whilst females are well represented in engineering professions and have strong career prospects at Council, there is opportunity to increase gender diversity in other operations and infrastructure services roles.

Age of Employees Male % ■ Age of Employees Female % 18% 16.7% 16% 14.7% 14.0%\_14.3% 14% 13.3% 12.8% 12.3% 12.0% 11.8% 12% 10.3% 9.9% 10% 8.4% 7.9% 8% 6.2% 5.8% 6% 5.4% 5.0% 4.7% 4.3% 3.9% 3.9% 4% 2.5% 2% 0% 61-65 56-60 51-55 46-50 41-45 36-40 31-35 26-30 21-25 66+ 15-20

Chart 2: Age Profile of the MWRC Workforce

## In summary

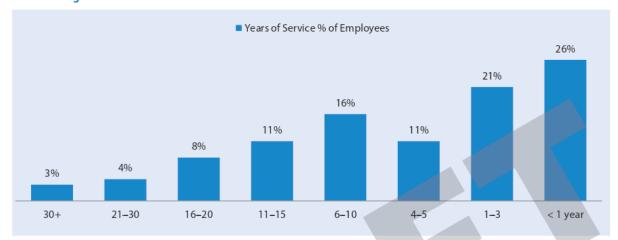


- Employees aged over 50 years represent 41% of the workforce. This group is approaching retirement age in the next 10 – 15 years.
- Employees aged 30 years or less represent 17% of the workforce. There is an opportunity for Council to focus on actions to attract younger people to join the workforce.
- The majority of the workforce (54%) is aged between 41 and 60 years.
- A high proportion of employees aged 50 years or over are engaged as labourers/plant

operators and these positions involve manual labour and fitness to perform the requirements of these positions. Council may need to investigate opportunities for redeployment and/or retraining. Council also needs to ensure that succession plans are in place to capture knowledge from key Operators who are transitioning to retirement such as Roads Supervisors, Water and Sewer Operators and Grader Operators.

## Workforce Context (cont'd)

Chart 3: Length of Service of the MWRC Workforce



### In summary

58% of the workforce has up to 5 years' service.

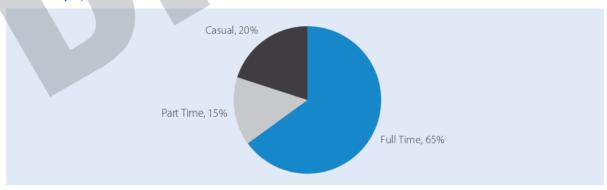


- 7% of the workforce has over 20 years' service.
- 26% of the workforce has greater than 10 years service.
- 26% of the workforce has less than 1 years' service.
- Due to the large number of new employees to

Council the orientation and induction process for this group of employees is critical.

 Learning and Development strategies need to focus on intensive training for less experienced employees, whilst ensuring there is a structured program to capture the knowledge transfer of those employees within Council who have significant service and experience.

Chart 4: Employment Status of the MWRC Workforce



### In summary



- Permanent employees (full time and part time) represent 80% of the workforce.
- 20% of the workforce is casual and the majority represents seasonal or fluctuating employment such as the pools, parks and gardens, library and recycling/ironed out facilities and Mudgee Valley Park.
- Requests for part time work have largely been addressed through flexible work practices and job sharing arrangements.

## **TURNOVER**

Council's current turnover rate is 16%. Data arising from exit interviews and employee surveys will be reviewed to assist with initiatives to improve talent retention and employee engagement.

## OUR WORKFORCE AT A GLANCE (APRIL 2022)





2002

80%

OF WORKFORCE ARE PERMANENT EMPLOYEES

WORKFORCE GENDER REPRESENTATION



21% LABOURERS



18%

MACHINE OPERATORS/
DRIVERS

DRIVERS

50+

41%

OF WORKFORCE ARE AGED OVER 50

MAJOR OCCUPATIONAL GROUPS



17%

OF WORKFORCE ARE AGED 30 OR LESS

54% OF WORKFORCE AGED BETWEEN



41-60 YEARS



58%

(THE MAJORITY OF THE WORKFORCE) HAS UP TO 5 YEARS OF SERVICE



16%

**WORKFORCE TURNOVER RATE** 

## Workforce Strategy: Key Focus Areas

## **CULTURE: ONE ORGANISATION, ONE TEAM**

For the past couple of years the organisation has discussed the need to develop a culture of continuous improvement, accountability and performance. In addition to improving our overall mindset, we also seek to build a strong collaborative culture - a culture of teamwork, quality communication and co-operation, of joint effort and shared aims.

Developing collaboration will therefore require us to assess, develop, promote and reward people who not only demonstrate a capacity to do their job and do it well, but who also meet expectations in relation to exhibiting our values of respect, integrity and recognition and working in partnership and across boundaries to achieve Council goals. This means reinforcing these elements into our performance management and talent management processes.

## Workplace Environment Statement



Our core values are

## Respect

Integrity

## Recognition

- We respect ourselves, our team mates and our organisation as
- When we talk or write to each other we show respect by
   being positive, polite and truthful
- responding politely providing honest feedback

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

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

We are one organisation and one team

## LEARNING AND DEVELOPMENT

Council provides operational and strategic learning and development opportunities incorporating leadership, compliance objectives, knowledge based skills, statutory, licensing and certification requirements. Development opportunities need to be balanced between individual aspirations and the strategic requirements of the organisation.

To ensure we have the right skill sets that meet the long term needs of the organisation, a structured succession planning framework has been developed.



The learning and development strategies over the next four years will focus on the development needs of the four tiers of leadership (Executive, Managers, Coordinators and Supervisors). Council is adopting the Local Government Capability Framework which will be embedded in recruitment processes, performance management and learning and development. The Position Description template has been developed to align with the key accountabilities of the position, Local Government capabilities as well as the technical requirements to be successful in the role.



Focus will continue on the skills needed for Plant Operators and Drivers, Trade positions and skilled Operators such as Water and Waste Water Operators, roles that are essential to the frontline delivery of infrastructure services to the community. Council will continue to review opportunities to attract new and younger employees to address issues related to succession and age imbalance and support Trainees and entry level positions in areas such as IT, administration, Stores and Water Operations. We will also continue to engage Apprentices in the Mechanical and engineering fields.



Council continues to experience difficulty in recruiting critical professional and tertiary qualified staff in fields such as Engineering, Planning, Accounting, and Health and Building. This situation is reflected in the Government Skills Australia's 2015 E-scan which identified engineers, urban/town planners, surveyors, community/customer service, senior management, environmental health officers and aged care roles as the most difficult occupations to recruit and retain. In that report 67% of Councils highlighted customer service as a training priority and 63% cited Leadership and Management training as a priority. Council will continue to review opportunities for "growing its own" professionals and provide support for obtaining tertiary qualifications in difficult to attract and retain fields such as health and building, accounting and engineering and will continue to consider training alternatives for employees who may have an aptitude for these professions. Council will also review its recruitment strategies and look for candidates with transferrable skills who can be developed with further training and development.



In order to attract and retain employees in these key areas, Council needs strategies to differentiate itself from other competing industries by promoting flexible working conditions, lifestyle and career development opportunities. Promotion will also be given to the contribution that staff can make to the benefit of the community to make it a "progressive and prosperous community we proudly call home".



Council will also address the learning needs for mature workers who will remain in employment longer but may have to adapt to technology and changing skill requirements.



Learning and development will continue to be focused and structured, designed to balance both the short and long-term needs of the organisation.

## Workforce Strategy: Key Focus Areas (cont'd)

## ATTRACTING AND RETAINING THE RIGHT EMPLOYEES

In the current competitive labour market it is critical that Council has strategies in place to attract and retain employees. To build on a range of Human Resources initiatives we will:

### EMPLOYER BRANDING

Continue to develop our employer brand and the proposition that the Mid-Western Region is a **great place to live and work**. We will utilise digital media to profile and promote jobs and build our brand and raise awareness of why Council should be a career destination. This will develop community awareness that working with Council in this region is a lifestyle decision that provides a diverse range of career opportunities. To achieve this we will build on our reputation as an award winning organisation that provides a healthy balance between work and lifestyle.

### ATTRACTING YOUTH

Develop strategies to assist us in attracting potential young adult employees to work for Council and gain experience. This will include working closely with local High Schools and tertiary organisations to identify opportunities for young adults to learn more about careers within Council. This provides an opportunity to increase youth awareness of the diversity of jobs and functions within local government.

### RETENTION

Provide our staff with a supportive environment where employees can achieve their potential through learning and development, performance management, workplace flexibility and working in a safe environment that rewards and recognises its employees. Some of the activities we will be

undertaking includes the continuation of Employee Engagement Surveys, skills and knowledge succession planning including identifying who possesses critical skills and knowledge and determining what we need to do to ensure we retain the skills and knowledge required for a sustainable workforce. We will continue to review our capacity to provide workplace flexibility that meets organisational and employee needs.

### RECRUITMENT PROCESS

To ensure that our recruitment processes are timely and meeting the needs of Council and potential candidates, we will continue to ensure all recruitment processes are optimal and streamlined. People involved in the recruitment and selection process will be trained and equipped in merit based selection and will represent Council in a positive light. It is important that there is a positive focus on the great lifestyle both the region and Council can provide.

### TALENT MANAGEMENT

Talent management is a high priority for the organisation. There are potential losses to Council both with an approaching increased number of employees retirement age over the next ten to fifteen years the increasing competition attracting skilled and professional candidates. To experience improvements in this area we will initiate development programs to transfer internal knowledge and nurture those employees with high potential. This will be achieved through performance management and succession planning.

## **LEADERSHIP**

Critical to the success of human resources initiatives over the next four years is the support and drive from within Council's leadership teams. Council will continue to focus on leadership and management capability and build on the current leadership programs in partnership with challenging and quality service providers to address professional development.

Council will also develop initiatives to support good governance including risk management, continuous improvement and innovation and ethical behaviour.

## **DIVERSITY AND INCLUSION**

Council is committed to attracting and retaining a diverse workforce that is representative of the community and will review the recruitment and selection processes to develop inclusive employment opportunities. Council will also facilitate opportunities for people with a disability to work or volunteer within Council. Strategies and actions promoting diversity and inclusion are included in Council's EEO Management Plan and Disability Inclusion Action Plan.

## LEVERAGING TECHNOLOGY

Whilst Council will focus on skill development to assist in the drive for innovation and efficiencies, technology will become increasingly important in driving improvements in service delivery internally and externally. Council will review opportunities for technology improvements in the collection of information, data and metrics that can assist in making measured business decisions and forecasting future workforce and service delivery needs. Council will provide training to ensure that employees have the technical skills to adapt to any new technologies in the workplace.



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## Workforce Strategy: Key Focus Areas (cont'd)

## HEALTH, SAFETY AND WELLBEING

Mid-Western Regional Council is committed to providing a safe and healthy work environment for all workers in the workplace, as far as is reasonably practicable.

In order to achieve this, Council is actively working towards a robust Work, Health and Safety (WHS) Management System. The WHS system forms the foundation of a proactive, systematic and coordinated approach to the management of health and safety risks and provides for fair and effective workplace consultation, cooperation and issue resolution in relation to work health and safety.

A WHS Management Plan is developed annually to ensure a program of WHS initiatives and improvements are identified and implemented. Council's Health and Wellbeing initiatives provide access to benefits such as flu vaccinations, skin checks, proactive health programs and a biennial health and wellbeing day.

Monthly WHS Tool Box Talks focus on work related safety information and messaging and also safe and wellbeing information. We will continue to ensure we promote our motto "Work Safe, Live Well" and continue to focus on new initiatives that are aligned with both of these goals.



## Performance Monitoring

We will monitor our Workforce Strategy using the performance measures as set out in the Workforce Strategy Action Plan.

As a part of our annual preparation of the Operational Plan, we will undertake a review of the Workforce Strategy and this will include an assessment of the previous year's performance against the Action Plan. This review will determine the success of the actions and measures and where improvements are needed, recommendations will be developed and included in the following Operational Plan.



## Workforce Strategy Action Plan

## **CULTURE: ONE ORGANISATION, ONE TEAM**

3.2 Provide a positive and supportive working environment for employees

GAP/ISSUE	STRATEGIES TO ADDRESS ISSUE	PERFORMANCE MEASURE	WHO	RESOURCES	TIMELINE
Respect, Integrity, Recognition	Continue to focus on developing a culture that is consistent with the values incorporated in the Workplace Environment Statement, focusing on teamwork, performance management, leadership and communications.	<ul> <li>Values included in position descriptions</li> <li>Measured in performance appraisals</li> <li>Rewarded via the Rewards and Recognition procedure</li> <li>Promoted regularly via internal communications</li> </ul>	Combined leadership groups	<ul> <li>Human Resources team</li> <li>ERM</li> <li>Budget allocated for Rewards and Recognition</li> </ul>	Ongoing

## LEARNING AND DEVELOPMENT

3.2 Provide a positive and supportive working environment for employees

GAP/ISSUE	STRATEGIES TO ADDRESS ISSUE	PERFORMANCE MEASURE	WHO	RESOURCES	TIMELINE
Youth employment Skill shortages in technical/ trades positions	Develop and support traineeships and apprenticeships for critical skilled shortage areas such as plant operators, water and waste water operators and mechanical/electrical trades.  Review opportunities for supporting entry level positions that may be suitable for youth.	<ul> <li>Trainee/Apprentice positions</li> </ul>	Executive	<ul> <li>Human Resources team</li> <li>Budget allocated for wages and associated training costs</li> </ul>	Ongoing
Skill shortages in professional positions	Continue to review opportunities for "growing its own" professionals and provide support for obtaining tertiary qualifications.	<ul> <li>Addressing skill shortages</li> </ul>	Executive	<ul> <li>Human Resources team</li> <li>Budget allocated for wages and associated training costs</li> </ul>	As required
Leadership program	<ul> <li>Implementation of the Local Government Capability Framework</li> <li>Embed the framework into position descriptions, recruitment processes and performance management</li> <li>Identify development needs during succession planning</li> </ul>	<ul> <li>Position descriptions include the LG capability framework</li> <li>Succession planning undertaken annually</li> </ul>	Human Resources team Management team	<ul><li>Human Resources team</li><li>Executive</li></ul>	Ongoing

## **RETAINING EMPLOYEES**

3.2 Provide a positive and supportive working environment for employees

GAP/ISSUE	STRATEGIES TO ADDRESS ISSUE	PERFORMANCE MEASURE	WHO	RESOURCES	TIMELINE
Reward and Recognition	Continue Council's Rewards and Recognition Program for employees.	<ul> <li>Employees are rewarded and recognised appropriately</li> </ul>	Combined leadership groups	<ul> <li>Human Resources team</li> <li>Budget allocated for financial rewards and service awards</li> </ul>	Ongoing
Networking and Inspirational Programs	Continue our commitment to establishing a supportive culture through the continuation of programs such as the <i>Inspire</i> , <i>Encourage and Enlighten</i> program.	<ul> <li>Bi-annual events</li> </ul>	Executive	Budget allocated for events	Ongoing
Workplace Flexibility	Continue to review our capacity to provide workplace flexibility that meets organisational and employee needs.	<ul> <li>Flexible working arrangements</li> </ul>	<ul><li>Executive</li><li>Management team</li></ul>	<ul><li>Human Resources team</li><li>Payroll team</li></ul>	Ongoing

## ATTRACTING EMPLOYEES

2.1 Improve communications between Council and the community, and create awareness of Council's roles and responsibilities

GAP/ISSUE	STRATEGIES TO ADDRESS ISSUE	PERFORMANCE MEASURE	WHO	RESOURCES	TIMELINE
Employer branding	<ul> <li>Develop our brand awareness in the community</li> </ul>	candidates for all	<ul> <li>Human Resources team</li> </ul>	<ul> <li>Human Resources team</li> </ul>	Ongoing
	<ul> <li>Utilise digital media to profile and promote jobs</li> </ul>	recruitment exercises	<ul> <li>Recruitment panels</li> </ul>	<ul> <li>Corporate</li> <li>Communications</li> </ul>	
Attracting	<ul> <li>Promote flexible working conditions, lifestyle and career development opportunities</li> </ul>		<ul> <li>Corporate Communications</li> </ul>		
Attracting Youth	Develop strategies to attract young employees to work for Council including working with local schools and tertiary organisations.	<ul> <li>Ongoing communication with schools and tertiary organisations</li> <li>Attendance at school classes and events</li> </ul>	Human     Resources team	Human Resources team	Ongoing in school terms
Recruitment Process	<ul> <li>Continue to monitor and review the recruitment process to ensure that it is meeting the needs of potential candidates</li> <li>Provide tools to ensure that people involved in the recruitment process can emphasise the great lifestyle both the region and Council</li> </ul>	<ul> <li>Suitable pool of candidates for all recruitment exercises.</li> </ul>	<ul><li>Human Resources team</li><li>Selection panels</li></ul>	Human Resources Team	Ongoing
	can provide				

## Workforce Strategy Action Plan (cont'd)

## TALENT MANAGEMENT AND SUCCESSION PLANNING

3.2 Provide a positive and supportive working environment for employees

GAP/ISSUE	STRATEGIES TO ADDRESS ISSUE	PERFORMANCE MEASURE	WHO	RESOURCES	TIMELINE
Undertake succession planning and talent management review	Continue the annual Human Resources review that addresses:  succession planning  talent management  critical positions  emergency successors  development needs	Review completed annually	Executive	Executive	Ongoing annually

## **DIVERSITY AND INCLUSION**

3.2 Provide a positive and supportive working environment for employees

GAP/ISSUE	STRATEGIES TO ADDRESS ISSUE	PERFORMANCE MEASURE	WHO	RESOURCES	TIMELINE
Diverse workforce	Facilitate opportunities to increase the diversity of the workforce.  Implement the actions in Council's EEO Management Plan and Disability Inclusion Action Plan.	Actions implemented	Combined leadership groups	<ul> <li>Human Resources team</li> <li>Community Services team</li> </ul>	Ongoing

## LEVERAGING TECHNOLOGY

- 3.2 Provide a positive and supportive working environment for employees
- 3.4 Pursue efficiencies and ongoing business improvements

GAP/ISSUE	STRATEGIES TO ADDRESS ISSUE	PERFORMANCE MEASURE	WHO	RESOURCES	TIMELINE
Leveraging Technology	Identify training needs and roll out training when new technology is introduced into the workplace.  Deliver training to key staff to improve skills to drive innovation and efficiencies.  Review opportunities for technology improvements in the collection of data and metrics to improve decision making and forecasting future workforce and delivery needs.	<ul> <li>Training delivered</li> <li>Review undertaken</li> </ul>	Combined leadership groups	<ul> <li>Human Resources team</li> <li>ICT team</li> <li>Finance team</li> <li>Budget allocated following a review and if required, for additional investment in technology</li> </ul>	Ongoing

## **BUSINESS IMPROVEMENT**

- 3.1 Pursue excellence in service delivery
- 3.4 Pursue efficiencies and ongoing business improvements

GAP/ISSUE	STRATEGIES TO ADDRESS ISSUE	PERFORMANCE MEASURE	WHO	RESOURCES	TIMELINE
Service delivery reviews	Introduce a service delivery framework and reviews over next 4 years.	Enhanced service delivery outcomes.	Executive	<ul> <li>Combined leadership groups</li> <li>Human Resources team</li> <li>Finance team</li> </ul>	Ongoing

## **EMPLOYEE ENGAGEMENT**

3.2 Provide a positive and supportive working environment for employees

GAP/ISSUE	STRATEGIES TO ADDRESS ISSUE	PERFORMANCE MEASURE	WHO	RESOURCES	TIMELINE
Employee Engagement Surveys	Continue the employee surveys biennially to allow employees to provide valuable feedback to the organisation and to measure the success of engagement intiatives both internally and against other similar organisations.	Surveys completed	Executive	<ul> <li>Budget allocated for survey every two years from an external survey provider</li> <li>Human Resources team</li> </ul>	Ongoing

## HEALTH, SAFETY AND WELLBEING

- 3.2 Provide a positive and supportive working environment for employees
- 3.3 Prudently manage risks associated with all Council activities

GAP/ISSUE	STRATEGIES TO ADDRESS ISSUE	PERFORMANCE MEASURE	WHO	RESOURCES	TIMELINE
Health, Safety and Wellbeing	<ul> <li>Implement, monitor and Review Council's WHS Management System</li> <li>Implement Council's Health and Wellbeing initiatives</li> <li>Employee Assistance Program</li> <li>Pro-active Return to Work Program</li> <li>Manage Council's WHS Risk Registers</li> </ul>	<ul> <li>Improvement in WHS Management System Audit scores.</li> <li>Improvement in WHS incident, injury, near miss reporting.</li> </ul>	Human Resources team Combined leadership groups	Budget allocated for WHS initiatives and EAP	Ongoing

## midwestern.nsw.gov.au

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## **Gateway Determination**

**Planning proposal (Department Ref: PP-2020-3961)**: to rezone land from RU1 Primary Production to R5 Large lot residential and amend the minimum lot size to 5ha or 2ha for land at 37, 39, 139 and 141 Calderwood Road, Rylstone.

I, the Director, Western Region at the Department of Planning, Industry and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Mid-Western Regional Local Environmental Plan (LEP) 2012 to rezone land from RU1 Primary Production to R5 Large lot residential and amend the minimum lot size to 5ha or 2ha for land at 37, 39, 139 and 141 Calderwood Road, Rylstone should proceed subject to the following conditions:

- Prior to community consultation a revised planning proposal is to be resubmitted that addresses the following:
  - a. Potential contamination a preliminary contamination investigation is to be undertaken to satisfy Council the subject land is suitable or can be made suitable for the proposed large lot residential use;
  - Consultation with Department of Planning, Industry and Environment Water and Environment Protection Authority in relation to proximity of the land to the Rylstone Sewerage Treatment Plant, potable and non-potable water supply to the land and proposed development;
  - c. Consultation with Department of Planning, Industry and Environment –
     Environment, Energy and Science to determine the impact of the proposed
     amendment to local biodiversity and ascertain the requirements should any
     further work be required;
  - d. Preparation of LEP maps as per the proposed amendment. In this regard, ensure all maps that form part of the planning proposal must clearly identify the subject land supported by the investigations as identified in (a) and (b) above;
  - e. Update planning proposal as required

Council is to seek approval from the Department of Planning, Industry and Environment – Western Region prior to undertaking community consultation.

- 2. The planning proposal exhibition must commence within **four (4) months** from the date of the Gateway determination. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the Act as follows:
  - (a) the planning proposal must be made publicly available for a minimum of 28 days; and
  - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 6.5.2 of A guide to preparing local environmental plans (Department of Planning and Environment, 2018).

- 3. Consultation is required with the following public authority/organisation under section 3.34(2)(d) of the Act and to comply with the requirements of section 9.1 Direction 4.4 Planning for Bushfire Protection:
  - NSW Rural Fire Service

NSW Rural Fire Service is to be provided with a copy of the planning proposal and any relevant supporting material and given at least 21 days to comment on the proposal.

- 4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
- 5. The planning proposal authority is authorised as the local plan-making authority to exercise the functions under section 3.36(2) of the Act subject to the following:
  - (a) the planning proposal authority has satisfied all the conditions of the Gateway determination and
  - (b) the planning proposal is consistent with section 9.1 Directions or the Secretary has agreed that any inconsistencies are justified; and
  - (c) there are no outstanding written objections from public authorities.
- 6. Prior to submission of the planning proposal under section 3.36 of the Act, the final LEP maps must be prepared and be compliant with the Department's 'Standard Technical Requirements for Spatial Datasets and Maps' 2017.
- 7. The time frame for completing the LEP is to be **9 months** following the date of the Gateway determination.

Dated 29 day of March 2021

**Garry Hopkins** 

Director, Western Region

Local and Regional Planning Department of Planning, Industry and Environment

Delegate of the Minister for Planning and Public Spaces



## **Alteration of Gateway Determination**

**Planning proposal (Department Ref: GA-2021-176)** to rezone land from RU1 Primary Production to R5 Large lot residential and amend the minimum lot size to 5ha or 2ha for land at 37, 39, 139 and 141 Calderwood Road, Rylstone.

I, Manager, Western Region at the Department of Planning, Industry and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(7) of the *Environmental Planning and Assessment Act* 1979 to alter the Gateway determination dated 29 March 2021 for the proposed amendment to the Mid-Western Regional Local Environmental Plan 2012 as follows:

## 1. Delete:

"condition 7: The time frame for completing the LEP is to be **9 months** following the date of the Gateway determination"

and replace with:

a new condition 7: "The time frame for completing the LEP is by 29 June 2022"

Dated 16<sup>th</sup> day of December 2021.

Wyanisey

Wayne Garnsey
Manager, Western Region
Local and Regional Planning
Department of Planning, Industry and

Environment

Delegate of the Minister for Planning and Public Spaces



IRF21/4826 PP-2020-3961

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

Attention: Sarah Armstrong, Manager, Strategic Planning

Dear Mr Cam

Planning proposal (Department Ref: PP-2020-3961) – Proceed with community consultation

I refer you to your emails dated 25 November 2021 and 12 January 2022 providing a Preliminary Site Contamination Assessment Report, an updated planning proposal and details of agency consultation.

The Department has reviewed this additional information and agrees that condition 1 of the Gateway Determination issued on 29 March 2021 has been satisfied. Council may now proceed with community consultation.

The Preliminary Site Contamination Assessment Report, the updated planning proposal and this letter should be placed on public exhibition as part of community consultation under section 3.34(2)(c) and schedule 1, clause 4 of the *Environmental Planning and Assessment Act 1979*.

Should you have any enquiries about this matter, I have arranged for Mr Tim Collins, Senior Planning Officer, from the Department of Planning and Environment, Western Region office, to assist you. Mr Collins can be contacted on 5852 6806.

Yours sincerely

Wyamsey

January 2022

Wayne Garnsey Manager, Western Region Local and Regional Planning

## Planning Proposal Calderwood Road RYLSTONE

Lot 1 DP1030555, Lots 93, 94, 97 and 98 in DP755426, and Lot 1 DP712926

October 2020



Emma Yule t/a Atlas Environment and Planning (Atlas), responsible for the preparation and contents and information provided within this report declare that there is no current benefit nor expect to have a beneficial interest in the study area of this project and will not benefit from any of the recommendations outlined in this report.

The preparation of this report has been in accordance with the project brief provided by the client and has relied upon the information, data and results provided or collected from the sources and under the conditions outlined in the report.

Atlas accepts no liability for the accuracy or completeness of the data and information provided to it by, or obtained by it, from any third parties, even if that data has been incorporated into or relied upon for generating this report.

This report has been produced by Atlas using information that is available to the client as at the date stated within this report and cannot be relied upon in any way if situations at the subject site changes. Atlas is under no obligation to update the information contained within the report at any time.

This report has been prepared on behalf of and for the exclusive use of the Atlas client and is subject to and issued in connection with the provisions of the agreement between Atlas and its client. All information contained within this report are prepared for the exclusive use of the client to accompany this report for the land described herein and are not to be used for any other purpose or by any other person or entity. No reliance should be placed on the information contained in this report for any purposes apart from those stated therein. Atlas accepts no responsibility for any loss, damage suffered or inconveniences arising from, any person or entity using the plans or information in this study for purposes other than those stated above.

## VERSION AND AMENDMENT CONTROL HISTORY

VERSION	DATE	DESCRIPTION	QA/QC
001	SEPT 2020	DRAFT FOR CLIENT REVIEW	CLIENT
002	OCT 2020	FINAL	EY
004	SEPT 2021	AMEND REFER TO MINISTERIAL DIRECTION 2.6	EY



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# 1 OBJECTIVES AND INTENDED OUTCOMES OF THE PROPOSAL

#### 1.1 STATEMENT OF INTENDED OUTCOMES

This planning proposal is intended to:

- Enable the land (approximately 42ha) to be developed into a rural residential estate, with a minimum lot size of 5ha; and
- Enable the land to be further developed into smaller lots, subject to connection to reticulated water or other arrangement later, with a minimum lot size of 2ha.

This is consistent with the Mid-Western Regional Comprehensive Land Use Strategy, which outlines suitable areas for rural residential expansion around Rylstone.



Figure 1: Location plan showing proximity of subject site to Rylstone

(Source: SIX Maps)

# 1.2 DETAILS OF THE PROPOSED DEVELOPMENT AND CONCEPT PLAN

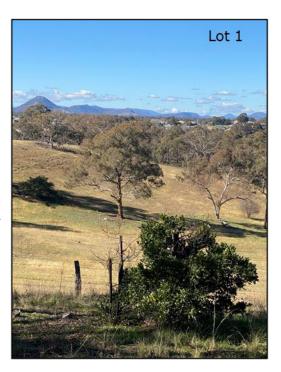
The central purpose of this planning proposal is to make the necessary amendments to the Mid-Western Regional Local Environmental Plan 2012 (MWRLEP 2012) to enable the creation of one extra lot from the existing 5 lots. In the process the proposal will create dwelling entitlements for those lots that do not currently benefit from one.



The further purpose of the planning proposal is to demonstrate that a reduced minimum lot size of 2ha is unhindered, when the site has access to potential reticulated water/community bore, to enable the creation of a further 10 lots (16 lots in total).

It is envisaged that the initial 5ha lots to be created, with dwelling entitlements, will potentially be able to have individual bores drilled for a water source and rely upon rainwater as the source of primary potable water.

Two concept plans have been prepared by Jabek Pty Ltd, which detail the likely development outcomes for the site taking into consideration contours, road access, servicing and amenity to be afforded to each lot and building envelope (refer to **Appendix A**). Calderwood Road serves as the primary entry into the site and a final lot layout, to be prepared at DA stage, would likely continue to use Calderwood Road together with the establishment of a new road and use of the existing unformed road reserve that extends to the south from Calderwood Road.

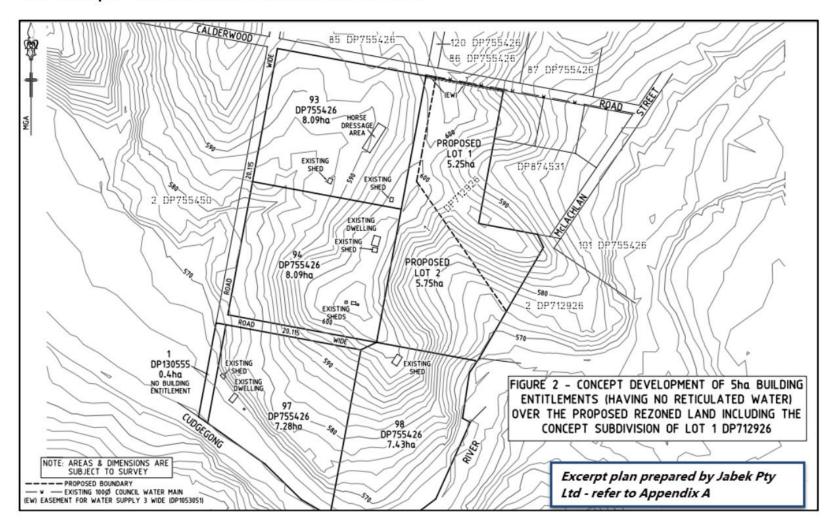


The site is gently undulating, with a dominant aspect to the south and east back across to Rylstone, creating an opportunity for a high quality rural/residential environment with limited constraints to be considered.

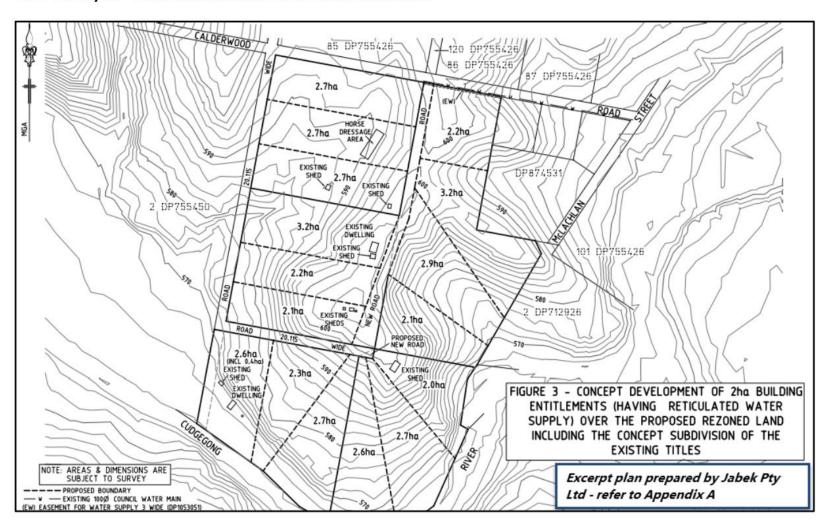
#### Summary:

Concept 1	Concept 2
Min lot size - 5 ha	Min Lot size – 2ha
Potential for one additional lot (subdivision of Lot 1 DP712926)	Subdivision potential (6 lots into 16 lots); Can proceed after Concept 1 subdivision or stand alone.
4 additional dwelling entitlements (upon subdivision) No new road	14 additional dwelling entitlements New road

#### 1.2.1 Concept 1 – 5ha min lot size, no reticulated shared water



#### 1.2.2 Concept 2 – 2ha min lot size, with reticulated shared water



A146



# 2 EXPLANATION OF PROVISIONS

The following formal amendments to the MWRLEP 2012 are proposed to facilitate the intended outcomes of the proposal discussed in Part 1:

- Amend LZN\_009A to show the subject land as R5 Large Lot Residential (currently RU1 Primary Production); and
- Amend LSZ\_009A to show the minimum lot size as 5ha (currently 40ha); and
- Include an additional clause/mapping to reflect the ability for the land to be reduced to a 2ha
  minimum lot size when reticulated water or other suitable arrangement is provided in
  accordance with the intended outcomes of this planning proposal.





### **3 JUSTIFICATION**

This section sets out the reasoning and justification for the proposed changes to the MWRLEP 2012, which ultimately will lead to further development of the site in line with the stated intended outcomes outlined in Part 1.

The following questions are in line with the requirements set out by the NSW Department of Planning and Environment through their document *A Guide to Preparing Planning Proposals (August 2016)*.

#### SECTION A - Need for the planning proposal

Q1: Is the planning proposal the result of any strategic study or report?

Answer: YES

The *Mid-Western Regional Comprehensive Land Use Strategy* (CLUS) prepared by Parsons Brinckerhoff and originally endorsed by Council in 2010 was developed to guide future land use planning in the Mid-Western Region and identify opportunities for growth.

The CLUS identifies the subject site (described as the north-west precinct) under Part 3 as a logical opportunity to develop large lot residential sites with a minimum lot size of 2ha. This is further reflected in figure 4.5 of the CLUS, which details the map indicating the area as a future large lot residential opportunity.

**Q2:** Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

Answer: YES

It is considered that the planning proposal is the best and only way to achieve the intended outcomes. A review of the current MWRLEP 2012 has revealed that there is no other option to currently achieve the desired outcome for the site and meet the CLUS target. In this case both a zoning and lot size map amendment is considered appropriate and necessary to achieve the desired housing opportunities required.

A review of the land use table for the R5 Large Lot Residential zone has not revealed any potential land uses that would be rendered 'permitted with consent' as a result of the proposal that would be envisaged to cause any conflict with adjoining rural and residential uses. Both the RU1 (current zone) and R5 (proposed zone) zones are open zones for the purposes of permitted land uses.

#### SECTION B - Relationship to the strategic planning framework

**Q3:** Is the planning proposal consistent with the objectives and actions of the applicable regional or sub-regional strategy?

Answer: YES



Mid-Western Regional Council sits within the 'Central West and Orana Region' and has therefore been included in the *Central West and Orana Regional Plan 2036*.

The plan broadly identifies areas for more economical expansion and associated housing opportunities throughout the region, including the Mid-Western Regional LGA. In particular, Goal 4 - Dynamic, vibrant and healthy communities, discusses various actions for more housing variety including Direction 28 'Manage rural residential development'.

Direction 28 aims to promote a consistent approach to identifying new areas for rural residential development. Whilst the site has already been identified within the CLUS as potential future rural residential land, the actions detailed in Direction 28 below are still considered relevant in supporting this planning proposal.

The actions are as follows:

ACTION 28.1 Locate new rural residential areas:

- close to existing urban settlements to maximise the efficient use of existing infrastructure and services, including roads, water, sewer and waste services, and social and community infrastructure.
- to avoid and minimise the potential for land use conflicts with productive, zoned agricultural land and natural resources; and
- to avoid areas of high environmental, cultural or heritage significance, regionally important agricultural land or areas affected by natural hazards.

**Comment:** The site is located in very close proximity to Rylstone and therefore benefits from good connections and access to all the necessary services on offer and required for the low-density housing envisaged.

As detailed throughout this proposal there are no significant conflicts with the land and other surrounding uses and minimal constraints with regards to natural hazards or environmental considerations.

ACTION 28.2 Enable new rural residential development only where it has been identified in a local housing strategy prepared by Council and approved by the Department of Planning and Environment

**Comment:** The CLUS has already identified the particular site as suitable for future rural residential expansion to support a variety of housing types in association with the village of Rylstone.





ACTION 28.3 Manage land use conflict that can result from cumulative impacts of successive development decisions.

**Comment:** No significant compatibility issues have been identified with the proposal with the additional housing opportunity seen as a logical development decision for Rylstone and the immediate surrounding area.

**Q4:** Is the planning proposal consistent with a council's local strategy or other local strategic plan?

Answer: YES

The CLUS prepared on behalf of MWRC provides the most relevant guidance for planning proposal decision making at present. Sitting within the CLUS is

the Rylstone Town Structure Plan (Figure 3-3), which details opportunities for further housing and further housing variety within the village and the immediate surrounding area.

Whilst the CLUS identifies some areas for residential expansion within the existing village with access to water and sewer services, it also identifies the need for larger lot residential development on the fringe to accompany this expansion, with the subject site noted as being within the area identified as 'Large Lot Residential - North West.

Table 3-6 discusses the potential for the release of lots in this area, totalling 11 new possible lots with a short-term priority allocated to encourage the appropriate actions to commence the development of the site. Lot 97 and Lot 94 DP755426 have existing dwellings and shedding.

The Mid-Western Regional Local Strategic Planning Statement (LSPS) has also been reviewed. The planning proposal supports the provision of a variety in housing choices- planning priority 2 - i.e.

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

The proposed change in the LEP will provide a supply of large lot opportunity close to Rylstone and support the variety in housing options close to the Village. The planning proposal supports the implementation of the *Mid-Western Regional LSPS* and *Central West and Orana Regional Plan 2036*.

Lot 97

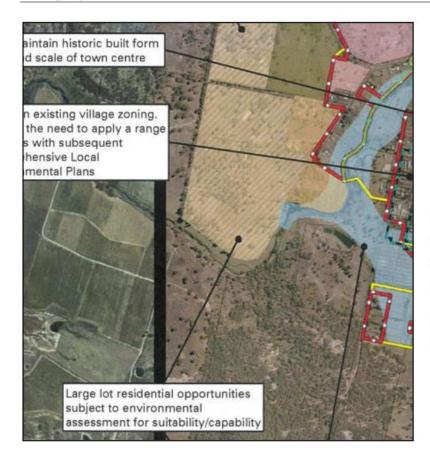


Figure 2: Extract from the CLUS indicating the opportunity for the subject site

(MWR CLUS: Parsons Brinckerhoff)

Q5: Is the planning proposal consistent with applicable State Environmental Planning Policies?

Answer: YES



The following SEPP's are considered relevant to the planning proposal.

State Environmental Planning Policy No 55 - Remediation of Land

SEPP 55 sets out requirements and procedures for the remediation of contaminated land during the development process. The SEPP would need to be considered by MWRC whilst assessing a development



application for the site, which would likely be a development application for subdivision/boundary adjustment.

At present there does not appear to be any potentially contaminating activities occurring on site or any evidence of past activities. Whilst further consideration of the SEPP is not warranted until the lodgement of a development application, there does not appear to be any initial concerns that would arise from the site and further residential development.

State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

As the planning proposal is aiming to amend the zoning of the land from RU1 Primary Production to R5 Large Lot Residential, any future development and associated tree removal may require consideration under the Vegetation SEPP.

The concept plan that has been prepared for the site demonstrates that further subdivision and development on the site can be undertaken with limited vegetation clearing and would not likely trigger any further consideration at subdivision stage under the SEPP or the *Biodiversity Conservation Act 2016.* 

CERR	Applicable (Consistency
SEPP	Applicable/Consistency
Aboriginal Land (2009)	Not relevant to the planning proposal.
Activation Precincts (2020)	Not relevant to the planning proposal.
Affordable Rental Housing (2009)	Not relevant to the planning proposal.
	To be considered at the development application stage
	should a proposal for affordable housing be forthcoming.
Building Sustainability Index: BASIX (2004)	Not relevant to the planning proposal.
Coastal Management (2018)	Not relevant to the planning proposal.
Concurrences and Consents (2018)	Not relevant to the planning proposal.
Educational Establishments and Child Care Facilities (2017)	Not relevant to the planning proposal.
Exempt and Complying Development Codes (2008)	Not relevant to the planning proposal.
Gosford City Centre (2018)	Not relevant to the planning proposal.
Housing for Seniors or People with a Disability	Not relevant to the planning proposal.
(2004)	To be considered at development application stage should a
	proposal for seniors living be forthcoming
Infrastructure (2007)	Not relevant to the planning proposal.
Koala Habitat Protection (2019)	This SEPP may require consideration at the development
	application stage should significant vegetation clearing be
	proposed. However, the proposal has demonstrated that the
	expected development of the site can occur without any
	significant vegetation clearing.
Kosciuszko National Park - Alpine Resorts (2007)	Not relevant to the planning proposal.
Kurnell Peninsula (1989)	Not relevant to the planning proposal.
Major Infrastructure Corridors (2020)	Not relevant to the planning proposal.
Mining, Petroleum Production and Extractive Industries (2007)	Not relevant to the planning proposal.
19 - Bushland in Urban Areas	Not relevant to the planning proposal.
21 - Caravan Parks	Not relevant to the planning proposal.
33 - Hazardous and Offensive Development	Not relevant to the planning proposal.



Not relevant to the planning proposal.
Not relevant to the planning proposal.
Not relevant to the planning proposal.
Refer to report.  This SEPP would require consideration at the development application stage, however no potentially contaminating activities exist/or have likely existed on the property and it is not expected any further consideration of this SEPP would be required.
Not relevant to the planning proposal.
Refer to report. This SEPP would be considered at the development application stage should vegetation clearing be proposed. However, the concept subdivision plan demonstrates that the proposal can be undertaken without any significant clearing of vegetation.
Not relevant to the planning proposal.
Not relevant to the planning proposal.

**Q6:** Is the proposal consistent with applicable Ministerial Directions (9.1 Directions)?

Answer: YES

The following Ministerial Directions are considered of relevance to the proposal.

#### 1.2 Rural Zones

The Ministerial Direction essentially directs Council not to undertake a planning proposal to rezone land from a rural zone to a residential zone unless they are justified by a relevant study or strategy applicable to the site and circumstances.

As discussed elsewhere the site has already been included in the CLUS as suitable for future rural residential use and is therefore considered to satisfy section (5) of this direction.





#### 1.5 Rural Lands

The Ministerial Direction aims to protect the agricultural production value of rural lands, ensure land use conflicts are minimised to facilitate ongoing agricultural uses and ensure several other broad planning principles are addressed during the planning proposal process.

The list of considerations contained within this direction have been addressed in various parts of this report. The proposal is considered minor in nature given the land size of approximately 42ha (split between 5 properties) and relatively few constraints to further development.

The closest prime agricultural land to the site lies to the west and south-west, which is currently being utilised for the purpose of pasture and a vineyard (*De Beaurepaire Wines*). There is not expected to be any significant impact with regards to the ongoing operations of these sites given the separation and potential lot layout. The existing well for future opportunity as a shared water source is located in vicinity to the photo above.

#### 2.3 Heritage Conservation

The Ministerial Direction aims to protect places or Aboriginal and European heritage during the planning proposal process. No items of environmental heritage have been identified and a AHIMS has been undertaken (**Appendix B**) as a preliminary measure.

Appropriate mechanisms will be available through any future subdivision process to protect any items that are discovered during construction.

#### 2.6 Remediation of Contaminated Land

The objective of this direction is to reduce the risk of harm to human health and the environment by ensuring that contamination and remediation are considered by planning proposal authorities.



Considered to be consistent. Barnson Pty Ltd prepared Preliminary Site Contamination Assessment 39 Calderwood Road Rylstone NSW (Reference:36965 ER01), report dated 13/08/2021 and made two recommendations:

- "• Based on the findings of the desktop review and site investigation it can be stated with a reasonable level of confidence that the Subject Site is suitable for the proposed redevelopment and land use.
- It is recommended that the equipment storage and maintenance areas at Lots 93 and 94, as well as the livestock management area and associated infrastructure at Lot 97 of DP455426 be removed and appropriately disposed of prior to re-development of these areas. Pg 24" (Barnson (2021) Report in full is provided as Supporting Information to this planning proposal).

#### 4.4 Planning for Bushfire Protection

The Ministerial Direction aims to ensure the relevant bushfire protection measures identified in the document *Planning for Bushfire Protection 2006* are applied to the proposal.

The site is marginally identified on Council's bushfire prone land mapping as being bushfire prone. There is not considered to be any impediment to complying with the more recent provisions of *Planning for Bushfire Protection 2019*, which are expected to be adequately addressed through the development application stage for subdivision in the future.

#### 5.10 Implementation of Regional Plans

The Ministerial Direction aims to ensure any planning proposal is consistent with the relevant regional plan. This issue has been addressed elsewhere in this report and the planning proposal is considered consistent with the *Central West and Orana Regional Plan 2036*.

#### 6.1 Approval and Referral Requirements

The Ministerial Direction aims to ensure that LEP provisions encourage the appropriate and efficient assessment of development. The planning proposal does not include LEP provisions that require further consultation or concurrence with other Departments.

No other Ministerial Directions are considered of relevance to the proposal.

**Q7:** Is there any likelihood that Critical Habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

The property has some minor stands of vegetation identified on Council's LEP mapping of being of high biodiversity significance (refer to figure below).



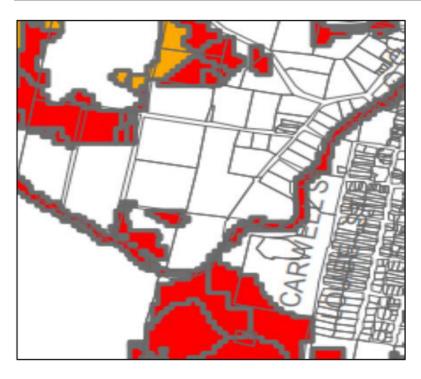


Figure 3: Biodiversity mapping

(MWRLEP 2012)



However, the concept subdivision plan has been carefully prepared to show that the vegetation on site can readily be retained taking into consideration future boundary and dwelling sites.

The rest of the site has been historically cleared with only a scattering of individual trees present across the site. It is expected that these trees can generally remain on site without being impacted by future lot boundaries and dwelling sites. Further specific assessment can be undertaken at subdivision stage in accordance with the various relevant legislation.

**Q8:** Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

An initial assessment of the site and expected future development as a result of the intended outcomes has not revealed any significant environmental constraints

or predicted effects. Vegetation on site is expected to be retained and other constraints including environmental heritage, groundwater vulnerability and noise/air quality issues are expected to have negligible impact.



There are no issues expected, such as effluent disposal and the like, that cannot be addressed and mitigated at the subdivision stage for the proposal.

**Q9:** How has the planning proposal adequately addressed any social and economic effects?

The proposal will contribute to additional housing choice in the village of Rylstone and assist in luring new residents to the area seeking the rural/residential style of housing and lifestyle. The proposal will undoubtedly contribute positively to social and economic outcomes in Rylstone and the greater region.

**Q10**: Is there adequate public infrastructure for the planning proposal?

Answer: YES

The site currently has electricity and telecommunications infrastructure that will be assessed for further extension at

subdivision stage. The necessary consultation with those authorities will be undertaken, however this is not considered to be a hindrance to further development of the site.



The proposal for 5ha lots will not result in the need to connect to a reticulated water supply with rainwater harvesting considered the most effective means of supplying water to each dwelling.

It should be noted that lot 1 currently has reticulated water available at the road frontage and lot 97 benefits from an existing well to supplement and rainwater harvesting.

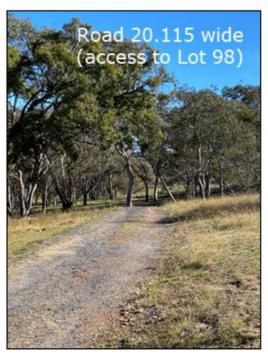
It is expected that should the site be allocated a 2ha minimum lot size then the reticulated water supply will be investigated for extension to service the increased dwelling density in the area. This is to ensure that Council is not exposed with the costs of extending the reticulated water supply in the future, should the need arise. Additionally, a reticulated community bore scheme could also be investigated as a suitable means of water supply as catered for in MWRDCP 2013.

#### Roads

Minor increases in traffic will be expected from the proposal. The existing road and future road infrastructure can be upgraded in accordance with the requirements of the *Mid-Western Regional Development Control Plan 2013* and further considered at subdivision stage. An initial review of the MWRDCP 2013 has not revealed any significant limitations or requirements for a subdivision in the R5 Large Lot Residential zone.

Calderwood Rd and electricity overhead line





#### Sewer

There is not considered a need to extend any sewer infrastructure to service the expected development density for the site and the MWRDCP 2013 does not require this level of servicing for lots in the R5 Large Lot Residential zone.

The lots are expected to be of a sufficient size to cater for any on-site effluent disposal systems that would be required for each new dwelling.

Q11: What are the views of State and Commonwealth Public Authorities consulted in accordance with the gateway determination, and have they resulted in any variations to the planning proposal?

It is expected that MWRC will consult with the relevant

Public Authorities and consideration of their views will be included.



### 4 MAPPING

MWRC has a Standard Instrument LEP in force and new mapping should be carried out consistent with the requirements of the standard technical requirements for LEP maps. The land subject of the planning proposal is included within Land Zoning Map LZN\_009A as shown below. The mapping will be required to be amended to reflect the new R5 Large Lot Residential zoning for the site.

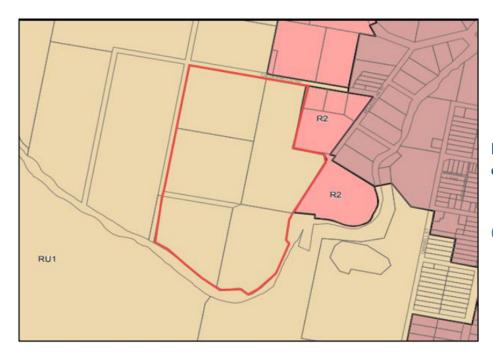


Figure 4: Extract of LZN\_009A

(MWRLEP 2012)

The corresponding lot size map will also require amending to reflect the new minimum lot size of 5ha. The site is located within Lot Size Map LSZ\_009A as shown below.



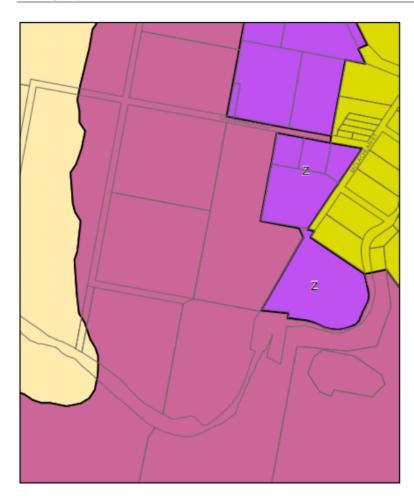


Figure 5: Extract of LSZ\_009A

(MWRLEP 2012)

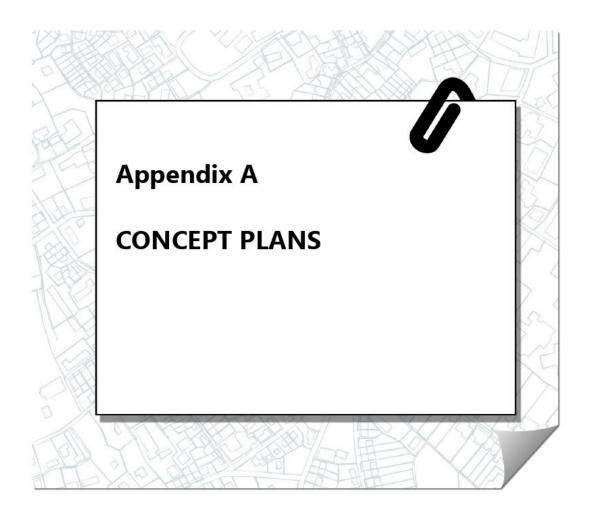
# **5 COMMUNITY CONSULTATION**

Community consultation for the planning proposal is expected be undertaken in accordance with the requirements set out in A guide to Preparing Planning Proposals (DoPE 2018).

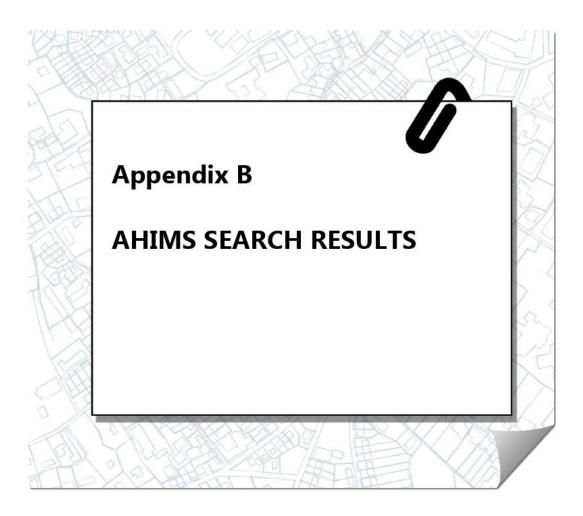
It is expected MWRC will undertake the necessary consultations with the NSW Government as directed throughout the planning proposal process.

# **6 PROJECT TIMELINE**

This will be prepared with MWRC, however there appears to be limited requirements moving forward to enact on the planning proposal outcomes.











# AHIMS Web Services (AWS) Search Result

Purchase Order/Reference : A146 Client Service ID : 540199

Date: 04 October 2020

Atlas Environment & Planning

46 Market Street

Mudgee New South Wales 2850

Attention: Emma Yule

Email: yule.atlas@gmail.com

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lot; 93, DP:755426 with a Buffer of 200 meters, conducted by Emma Yule on 04 October 2020.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of the Office of the Environment and Heritage AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

- 0 Aboriginal sites are recorded in or near the above location.
- 0 Aboriginal places have been declared in or near the above location. \*





#### AHIMS Web Services (AWS) Search Result

Purchase Order/Reference : A146

Client Service ID: 540198 Date: 04 October 2020

Atlas Environment & Planning 46 Market Street Mudgee New South Wales 2850

Attention: Emma Yule

Dear Sir or Madam:

Email: yule.atlas@gmail.com

AHIMS Web Service search for the following area at Lot: 94, DP:755426 with a Buffer of 200 meters. conducted by Emma Yule on 04 October 2020.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of the Office of the Environment and Heritage AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

Aboriginal sites are recorded in or near the above location.

O Aboriginal places have been declared in or near the above location. \*





# AHIMS Web Services (AWS) Search Result

Purchase Order/Reference : A146

Client Service ID : 540196 Date: 04 October 2020

Atlas Environment & Planning

46 Market Street

Mudgee New South Wales 2850

Attention: Emma Yule

Email: yule.atlas@gmail.com

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lot: 97, DP:755426 with a Buffer of 200 meters, conducted by Emma Yule on 04 October 2020.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of the Office of the Environment and Heritage AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

- 0 Aboriginal sites are recorded in or near the above location.
- 0 Aboriginal places have been declared in or near the above location. \*





# AHIMS Web Services (AWS) Search Result

Purchase Order/Reference : A146 Client Service ID : 540197

Date: 04 October 2020

Atlas Environment & Planning

46 Market Street

Mudgee New South Wales 2850

Attention: Emma Yule

Email: yule.atlas@gmail.com

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lot: 1, DP:712926 with a Buffer of 200 meters, conducted by Emma Yule on 04 October 2020.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of the Office of the Environment and Heritage AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

- 0 Aboriginal sites are recorded in or near the above location.
- 0 Aboriginal places have been declared in or near the above location. \*





# AHIMS Web Services (AWS) Search Result

Purchase Order/Reference : A146

Client Service ID : 540195 Date: 04 October 2020

Atlas Environment & Planning

46 Market Street

Mudgee New South Wales 2850

Attention: Emma Yule

Email: yule.atlas@gmail.com

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lot: 98, DP:755426 with a Buffer of 200 meters, conducted by Emma Yule on 04 October 2020.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of the Office of the Environment and Heritage AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

O Aboriginal sites are recorded in or near the above location.

O Aboriginal places have been declared in or near the above location. \*





#### If your search shows Aboriginal sites or places what should you do?

- You must do an extensive search if AHIMS has shown that there are Aboriginal sites or places recorded in the search area.
- If you are checking AHIMS as a part of your due diligence, refer to the next steps of the Due Diligence Code of practice.
- You can get further information about Aboriginal places by looking at the gazettal notice that declared it.
   Aboriginal places gazetted after 2001 are available on the NSW Government Gazette
   (http://www.nsw.gov.au/gazette) website. Gazettal notices published prior to 2001 can be obtained from Office of Environment and Heritage's Aboriginal Heritage Information Unit upon request

#### Important information about your AHIMS search

- The information derived from the AHIMS search is only to be used for the purpose for which it was requested.
   It is not be made available to the public.
- AHIMS records information about Aboriginal sites that have been provided to Office of Environment and Heritage and Aboriginal places that have been declared by the Minister;
- Information recorded on AHIMS may vary in its accuracy and may not be up to date .Location details are
  recorded as grid references and it is important to note that there may be errors or omissions in these
  recordings.
- Some parts of New South Wales have not been investigated in detail and there may be fewer records of Aboriginal sites in those areas. These areas may contain Aboriginal sites which are not recorded on AHIMS.
- Aboriginal objects are protected under the National Parks and Wildlife Act 1974 even if they are not recorded as a site on AHIMS.

ABN 30 841 387 271

Email: ahims@environment.nsw.gov.au

Web: www.environment.nsw.gov.au

· This search can form part of your due diligence and remains valid for 12 months.

15 April, 2022



The General Manager Mid- Western Regional Council 86 Market St, Mudgee 2850

> <u>Planning Proposal DP 130555, Lots 93.94,97& 98DP755426 and Lot 1</u> <u>DP12926,37,39,139,& 141 Calderwood Rylstone</u>

Dear Sir.

We note the planning proposal on the above land which has two concepts proposed: one of six lots and the other of 16 Lots. We favour the lower density proposal and strongly oppose the 16 Lot proposal.

The 6 lot proposal will allow the growth of Rylstone to be more sustainable and better maintain the rural character of the area which is why we moved here. The higher density proposal includes assumptions of new access & internal roads and will lead to significantly higher traffic volumes on the existing low volume road system. It will also require more water resources to be developed either on site or via an extension of the Rylstone reticulated system which is already at capacity. It will lead to a significant negative change in the amenity of the area for our family and in particular for the neighbour to the immediate east- Mr Geoff Bowles. One or two of the 16 proposed lots would look straight down on their private backyard area which would be a significant invasion of his family's privacy in what has been a completely rural area.

We also note the rezone will allow the higher density concept to occur if a proposed developer will pay the significant costs of the road, water and other relevant community infrastructure. The way the proposal was framed in the planning report gave the impression that the two concepts were options but the outcome of the rezone has been to allow down to 2 ha allotments which is an implicit acceptance of the higher density proposal. We are very opposed to this. On-going discussion with Ms Alison Hemmy (owner of the northern section of the area) during the Feb-April 2022 confirmed that she was under the impression that only 5Ha allotments would be considered for subsequent development. There appears to have been a breakdown of communications between Ms Hemmy and the other two owners.

If the "Claytons" higher density proposal proceeded to a subsequent DA for 2 Ha Lots, we would strongly object as the outcome of the rezone which demonstrates a lack of understanding between the three owners of the proposed land and has led to a misunderstanding of the objective of the rezone by the surrounding community.

Feel free to contact me and actually look at the impact on us and the local natural environment which we are trying to nurture.

**Yours Sincerely** 

U. Martin

Meredith Anne Martin Adjoining Property Owner

#### Sarah Armstrong

From: Richard de Beaurepaire <

Sent: Thursday, 14 April 2022 1:22 PM

To: Sarah Armstrong

Cc: Council; Janet de Beaurepaire; Amanda de Beaurepaire; William de Beaurepaire

Subject: RE: Calderwood Road Planning Proposal to rezone Lot 1 DP130555 Lots

93,94,97,98; and lot1 DP12926, 37, 39; and 141 Calderwood rd, Rylstone

#### Dear Sarah,

Thank you for your follow-up advice regarding the proposed rezoning and likely future sale of the properties and Lots listed above. In principle we have no issues with the proposed rezoning, so long as our historic operation of our rural property is not inhibited at any time in the future.

- 1. We strongly prefer that the option for 5HA blocks be pursued, as the focus of such properties will be on "hobby farms" rather than more intense residential occupation associated with 2-3HA blocks. A hobby farm approach will be much more in keeping with the surrounding rural and semi-rural environment and more likely to attract owners with an acceptance of rural activities.
- 2. We have discussed the proposed development with Paul Vrisakis and he is fully supportive of our concerns. He will attempt to insert a sustaining covenant on titles in support of maintaining all current activities and reasonable additions to our winegrowing and making activities.
- 3. We need to ensure that such support is not extinguished by the subsequent sale or transfer of ownership/control of any of these properties.
- 4. We need to know that Mid-Western Regional Council (or any subsequent Council entity), as the sustaining entity involved in zoning and associated issues, has on record that our right to continued operation of our property will continue into the future as it was prior to rezoning of adjacent properties including those in this development. This "right to farm" will sustain despite any changes in ownership through inheritance or sale of our property.

Please advise if you need anything else from us

Kind regards Richard

Richard de Beaurepaire





Our ref: DOC21/487695 Your ref: PP-20203961

Sarah Armstrong Manager, Strategic Planning Mid-Western Regional Council sarah.armstrong@midwestern.nsw.gov.au

Dear Ms Armstrong

#### Planning proposal – Calderwood Road, Rylstone (PP-20203961)

Thank you for your email dated 3 June 2021 to the Biodiversity, Conservation and Science Directorate (BCS) of the Department of Planning, Industry and Environment inviting comments on the planning proposal at Calderwood Road, Rylstone.

BCS understands that the proposal will rezone the land from RU1 Primary Production to R5 Large Lot Residential.

Minimum lot size will also be changed from forty hectares to five hectares initially. An additional clause is proposed to enable the minimum lot size to be reduced further, to two hectares, when reticulated water or another suitable arrangement (eg. community bore) is provided.

Figure 1 of the planning proposal indicates that the site contains native vegetation, which is identified as high biodiversity value in the Mid Western Regional Council Local Environmental Plan (2012).

We advise Council that, if the planning proposal is approved, the *Biodiversity Conservation Act* 2016 and *Biodiversity Conservation Regulation* 2017 (section 7.1) will apply to the subdivision.

When assessing subdivisions, the consent authority must consider the clearing of native vegetation required, or likely to be required, for the purpose for which the land is to be subdivided.

If the subdivision will impact native vegetation and the required clearing exceeds the biodiversity offsets scheme threshold, a biodiversity development assessment report will be required to assess and calculate the biodiversity offset credit requirement.

Biodiversity offsets are calculated and secured in accordance with the *Biodiversity Conservation Act 2016* for the subdivision. Once this is done, no further offsets are required for subsequent development of the land that is within the approved subdivision.

Native vegetation includes trees, understorey plants, groundcover and plants occurring in a wetland that are native to New South Wales, not just trees. If, in the opinion of Council, any clearing associated with the subdivision is likely to:

- impact native vegetation and
- exceed the thresholds in Part 7 of the Biodiversity Conservation Regulation 2017

a biodiversity development assessment report will be required.



If you require any further information regarding this matter, please contact Liz Mazzer, Conservation Planning Officer, via liz.mazzer@environment.nsw.gov.au or (02) 6883 5325.

Yours sincerely

Renee Shepherd

Acting Senior Team Leader Planning North West Biodiversity, Conservation and Science Directorate

16 June 2021

# **Events Assistance Program**



Submission date: 28 March 2022, 3:01PM

Receipt number: 5
Related form version: 8

#### Before you begin

Mid-Western Regional Council's <u>Events Assistance Program</u> is designed to assist community events which benefit the local economy and attract visitors to the region.

#### Please note you will need the following to complete this form:

- · Your business or organisation details
- · Bank details for cash component of grant
- · A copy of your current Certificate of Currency
- · Event details including dates, expected attendance, planned marketing activity, event costings
- · A hi-res image of your event

Please ensure you have read the <u>eligibility guidelines and criteria</u> to ensure you are eligible to apply for Events Assistance Funding.

ALL questions must be completed. Incomplete applications will not be accepted.

Please read and accept the <u>privacy statement</u> and any applicable <u>terms and conditions</u>. If a fee or charge is required, payment must be made before submitting the form.

#### Your details

First name	
Last name	
Organisation	Carnival manager

ABN	73470086952
Email A copy of your submission will be sent to this email address.	
Phone number	
Address	

### Organisation details

Are you registered for GST?	Yes	
Is your organisation incorporated?	No	
Is your organisation not-for-profit?	Yes	

### **Certificate of Currency**

Please upload a copy of your current Certificate of Currency.

Please note: Events MUST have insurance current at time of the event, CEDB Public Liability 2022.pdf to be eighe to receive funding. If this will expire before your event date, an updated version will be required before funding is released.

### **Event details**

Name of the event	NSW PSSA BOYS SOFBALL Championships
Event start date	30/08/2022
Number of event days	3
Event location	West End Fields No coordinates found
How often is the event held?	Annually throughout NSW
What year was the event established?	1920
Local communty members or volunteers participating in the event	Less than 500 residents

Number of single day visitors to the region for this event 50

Number of overnight visitors	300
What methods do you use to collect data on attendance?	Ticket sales / entries
How do you plan to promote or market the event?	Other
Please specify other marketing methods used	NSW Department of Education

## **Booking details**

Is this event being held on Council land or venue?	Yes
Has a booking form been completed or a request to book been made?	Yes
Please provide your Bookable booking ID - this can be found in the top right comer of your booking confirmation PDF	
Does the booking relate to Glen Willow?	No

# Funding details

Has your event previously received funding from Council?	Yes
Please list year(s) and amount(s) received	2018 \$1500
Do you wish to apply for multi-year funding?	No

### Funding requested

Must not exceed \$2,500

#### In-kind support

If you are requesting **IN-KIND** support, please provide details AND value of support (dollar amounts). E.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's <u>Fees and Charges</u> for specific amounts.

All events requesting 100% in-kind assistance receive 10 bonus points towards scoring of application.

Venue hire (please indicate which venue and dollar amount)	West End \$1000
Waste management	Bins \$1000
Other	Field Marking \$500
Total in-kind	2500.00

#### Cash support

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

Marketing materials	nil
Total cash	nil
Bank details	
(for cash component of grant)	
Account name	
BSB	
Account number	

# Project budget and financial details

Event income	
Please provide details of your event income:	
Events assistance funding requested	2500
Expected sales revenue (including ticket sales)	0.00

Contribution from your organisation	20,000

Total income 22,500

#### **Event expenditure**

Please provide details of your event expenditure:

Venue hire	1000
Waste management	1000
Staff costs	20,000
Other expenses	Field Marking 500
Total surplus / deficit:	nil

in the future and not reliant on Council funding?

How do you plan to ensure the event will be sustainable 
The event is almost 100% taxpayer funded through the **NSW Department of Education** 

## **MWRC Website Directory**

#### **Event image**

Please upload a high resolution image

20220328\_144432.jpg

Max mum f e s ze 16MB. Landscape mage preferred 1200 x 800.

#### **Event description**

Please note: This will be used on Councilis public website. Please nc ude a nfomat on that s re evant for your attendees.

NSW PSSA BOYS Softball Championships

#### Declaration

Privacy statement & terms and conditions

I have read and accept the pr vacy statement, any above statements and app cable terms and conditions as sted on Councits website.

I have read and accept any applicable terms and conditions

I have read the eligibility guidelines & criteria to ensure my application is eligible

I confirm that:

The information contained in the application form and within the attachments are true and correct
This application has been submitted with the full

knowledge and support of the applicant

A copy of current insurance will be provided before

A copy of current insurance will be provided before funding is received

Organisations with outstanding acquittals from past events will not have their applications reviewed until acquittals are received

Signature



Uploaded signature image: 20220328\_150041.jpg

# **Events Assistance Program**



Submission date: 25 March 2022, 2:44PM

Receipt number: 4
Related form version: 8

### Before you begin

Mid-Western Regional Council's <u>Events Assistance Program</u> is designed to assist community events which benefit the local economy and attract visitors to the region.

#### Please note you will need the following to complete this form:

- · Your business or organisation details
- · Bank details for cash component of grant
- · A copy of your current Certificate of Currency
- · Event details including dates, expected attendance, planned marketing activity, event costings
- · A hi-res image of your event

Please ensure you have read the <u>eligibility guidelines and criteria</u> to ensure you are eligible to apply for Events Assistance Funding.

ALL questions must be completed. Incomplete applications will not be accepted.

Please read and accept the <u>privacy statement</u> and any applicable <u>terms and conditions</u>. If a fee or charge is required, payment must be made before submitting the form.

#### Your details

First name	
Last name	
Organisation	Mudgee Gulgong Wolves FC

ABN	28 577 130 259
Email	
A copy of your submission will be sent to this email address.	
Phone number	
Address	

# Organisation details

Are you registered for GST?	No	
Is your organisation incorporated?	Yes	
Is your organisation not-for-profit?	Yes	

### **Certificate of Currency**

Please upload a copy of your current Certificate of Currency.

Please note: Events MUST have insurance current at time of the event, certificate-of-currency-2022 (2).pdf to be eighe to receive funding. If this will expire before your event date, an updated version will be required before funding is released.

# **Event details**

Name of the event	Mudgee Masters 2022
Event start date	17/09/2022
Number of event days	2
Event location	Pitts Ln, Putta Bucca NSW 2850, Australia Map (-32.5840597, 149.5856174)
How often is the event held?	Annually
What year was the event established?	2019
Local communty members or volunteers participating in the event	Less than 500 residents

Number of overnight visitors	300
What methods do you use to collect data on attendance?	Ticket sales / entries
How do you plan to promote or market the event?	Flyers Social media Radio TV

# **Booking details**

Is this event being held on Council land or venue?	Yes
Has a booking form been completed or a request to book been made?	Yes
Please provide your Bookable booking ID - this can be found in the top right corner of your booking confirmation PDF	8252
Does the booking relate to Glen Willow?	Yes
Please select all areas of the facility that you wish to use in your booking	Main stadium (inclusive of all facilities) Field 2

# Funding details

Has your event previously received funding from Council?	Yes
Please list year(s) and amount(s) received	2019 Waiving of hire fees
Do you wish to apply for multi-year funding?	Yes
Please select the years you are applying for	2022 2023 2024

#### **Funding requested**

Must not exceed \$2,500

#### In-kind support

If you are requesting **IN-KIND** support, please provide details AND value of support (dollar amounts). E.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's <u>Fees and Charges</u> for specific amounts.

All events requesting 100% in-kind assistance receive 10 bonus points towards scoring of application.

Venue hire (please indicate which venue and dollar amount)	Glen Willow Stadium - \$2,500 per annum	
Total in-kind	\$2,500 per annum	
Cash support		
Please provide details of <b>CASH</b> support requested AND dollar amounts. For any cash funding received, copies of invoices may be required as evidence along with an invoice.		
Total cash	\$0	
Bank details		
(for cash component of grant)		
Account name		
BSB		
Account number		

# Project budget and financial details

Event income	
Please provide details of your event income:	
Events assistance funding requested	\$2,500
Expected sales revenue (including ticket sales)	\$6,000

Contribution from your organisation	\$1,500
Sponsorships	\$3,000
Total income	\$13,000
Event expenditure	
Please provide details of your event expenditure:	
Marketing	\$1,500
Venue hire	\$2,500
Event infrastructure	\$1,000
Staff costs	\$500
Other expenses	\$750 Officials costs, \$4,000 canteen stock, \$750 physio
Total surplus / deficit:	\$2,500
If surplus budget, please provide further details on what this will be used for	Supporting the growth of junior football in the region, purchasing of equipment
How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?	As the event becomes more established and registrations grow the revenue from the entry fees will cover the set up costs and running costs of the event. The profits from the canteen will then be the profit for the club and will make it self supporting.

# **MWRC Website Directory**

## **Event image**

Discount of a bish as a billion in	N
Please upload a high resolution image	New Wolves Logo.png
Max mum f esze 16MB. Landscape mage preferred 1200 x 800.	48.JPG
	50.JPG
	1.JPG
	43.JPG

#### **Event description**

Please note: This will be used on Council's public website. Please noude a information that is relevant for your attendees.

A fun and friendly over 35s 11v11 football tournament played on the "Wembley of the West" in Mudgee on the 17th & 18th Sept 2022. The facilities will be outstanding, the football possibly not. But there will be many laughs and stories that will live forever.

Social media link

https://www.facebook.com/mudgeemasters

Event website / ticketing link

https://www.registernow.com.au/secure/Register.aspx ?E=46886

#### Declaration

Privacy statement & terms and conditions

I have read and accept the <u>pr vacy statement</u>, any above statements and app cable <u>terms and conditions</u> as sted on Counc 's website.

I have read and accept any applicable terms and conditions

I have read the eligibility guidelines & criteria to ensure my application is eligible

I confirm that:

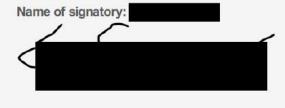
The information contained in the application form and within the attachments are true and correct

This application has been submitted with the full knowledge and support of the applicant

A copy of current insurance will be provided before funding is received

Organisations with outstanding acquittals from past events will not have their applications reviewed until acquittals are received

Signature



Link to signature

# **Events Assistance Program**



Submission date: 17 March 2022, 10:06AM

Receipt number: 2
Related form version: 8

#### Before you begin

Mid-Western Regional Council's <u>Events Assistance Program</u> is designed to assist community events which benefit the local economy and attract visitors to the region.

#### Please note you will need the following to complete this form:

- · Your business or organisation details
- · Bank details for cash component of grant
- · A copy of your current Certificate of Currency
- · Event details including dates, expected attendance, planned marketing activity, event costings
- · A hi-res image of your event

Please ensure you have read the <u>eligibility guidelines and criteria</u> to ensure you are eligible to apply for Events Assistance Funding.

ALL questions must be completed. Incomplete applications will not be accepted.

Please note that you will need to read and accept the <u>privacy statement</u> and applicable <u>terms and conditions</u> in the final stage of this form before submitting.

#### Your details

First name	
Last name	
Organisation	Mudgee Bridge CLub Inc.

ABN	n/a
Email	
A copy of your submission will be sent to this email address.  Phone number	
Address	
Address	

# Organisation details

Are you registered for GST?	No	
Is your organisation incorporated?	Yes	
Is your organisation not-for-profit?	Yes	

### **Certificate of Currency**

Please upload a copy of your current Certificate of Currency.

Please note: Events MUST have insurance current at time of the event, Mudgee Bridge Club Allianz Certificate of Currency.pdf to be eighe to receive funding. If this will expire before your event date, an updated version will be required before funding is released.

# **Event details**

Name of the event	Mudgee Bridge CLub Congress 2022
Event start date	12/11/2022
Number of event days	2
Event location	267 Ulan Rd, Bombira NSW 2850, Australia <u>Map</u> (-32.5710667, 149.6070859)
How often is the event held?	yearly
What year was the event established?	2017 (after many years)
Local communty members or volunteers participating in the event	Less than 500 residents

Number of single day visitors to the region for this event 100 approx

Number of overnight visitors	100 approx
What methods do you use to collect data on attendance?	Ticket sales / entries
How do you plan to promote or market the event?	Flyers Social media Other
Please specify other marketing methods used	NSWBA calendar

## **Booking details**

Is this event being held on Council land or venue?	No
Does the booking relate to Glen Willow?	No

## Funding details

Has your event previously received funding from Council?	Yes
Please list year(s) and amount(s) received	2017, 2018, 2019 - \$500 each time
Do you wish to apply for multi-year funding?	No

#### **Funding requested**

Must not exceed \$2,500

#### In-kind support

If you are requesting **IN-KIND** support, please provide details AND value of support (dollar amounts). E.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's <u>Fees and Charges</u> for specific amounts.

All events requesting 100% in-kind assistance receive 10 bonus points towards scoring of application.

Total in-kind n/a

### Cash support

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

Prizes	\$3,110.00 paid in 2021
Catering	\$7000 approx if max numbers are reached (160) \$22 pp paid to R McCarthy in 2021
Total cash	\$1,000
Bank details	
(for cash component of grant)	
Account name	
BSB	
Account number	

# Project budget and financial details

Event income	
Please provide details of your event income:	
Events assistance funding requested	\$1,000
Expected sales revenue (including ticket sales)	\$16,000
Contribution from your organisation	provision of labour and morning and afternoon teas
Sponsorships	MWRC
Stallholder fees	n/a
Other grant funding received	nil
Other income	nil
Total income	\$16,000 if max numbers reached

#### **Event expenditure**

Please provide details of your event expenditure:

Marketing	\$500
Venue hire	\$750
Staff costs	\$1380.00
Other expenses	11,120.98 actual expenses from 2021 congress
Total surplus / deficit:	\$70.62 (2021 congress)
If surplus budget, please provide further details on what this will be used for	club supplies
How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?	Increased entries as players regain confidence post pandemic restrictions

## **MWRC Website Directory**

#### Event image

Please upload a high resolution image DSC03914.JPG

Max mum f e s ze 16MB. Landscape mage preferred 1200 x 800.

#### **Event description**

Please note: This will be used on Councilis public website. Please not ude a information that is relevant for your attendees.

2022 Mudgee Bridge Club Congress will be held on the 12th and 13th of November in the Main Pavilion, AREC. Pairs will be played on Saturday and teams on Sunday. Ongoing morning/afternoon teas provided by club members and lunch is catered both days. Entry fees are \$50 pp per day. All enquiries to Marelle Irvine 0407 730 996 or mudgeebridgeclub@gmail.com

Social media link n/a

Event website / ticketing link https://nswba.com.au/tourn/eventDetails.asp?tid=3556

#### Declaration

Privacy statement & terms and conditions

I have read and accept the <u>pr vacy statement</u>, any above statements

and app cable terms and conditions as sted on Counc 's website.

I have read and accept any applicable terms and conditions

I have read the eligibility guidelines & criteria to ensure my application is eligible

I confirm that:

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

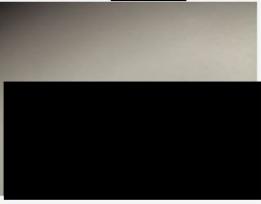
This application has been submitted with the full knowledge and support of the applicant

A copy of current insurance will be provided before funding is received

Organisations with outstanding acquittals from past events will not have their applications reviewed until acquittals are received

Signature

Name of signatory:



<u>Uploaded signature image: EB738A85-EF13-41A1-A684-062C9B0F5F6D.jpeg</u>

# **Events Assistance Program**



Submission date: 19 April 2022, 6:33PM

Receipt number: 8
Related form version: 1

#### Before you begin

Mid-Western Regional Council's <u>Events Assistance Program</u> is designed to assist community events which benefit the local economy and attract visitors to the region.

#### Please note you will need the following to complete this form:

- · Your business or organisation details
- · Bank details for cash component of grant
- · A copy of your current Certificate of Currency
- · Event details including dates, expected attendance, planned marketing activity, event costings
- · A hi-res image of your event

Please ensure you have read the <u>eligibility guidelines and criteria</u> to ensure you are eligible to apply for Events Assistance Funding.

ALL questions must be completed. Incomplete applications will not be accepted.

Please read and accept the <u>privacy statement</u> and any applicable <u>terms and conditions</u>. If a fee or charge is required, payment must be made before submitting the form.

#### Your details

First name	
Last name	
Organisation	Mudgee Race Club Inc

ABN	25 480 052 313
Email A copy of your submission will be sent to this email address.	
Phone number	
Address	Ulan Rd, Bombira NSW 2850, Australia Map (-32.574646, 149.6035991)

# Organisation details

Are you registered for GST?	Yes
Is your organisation incorporated?	Yes
Is your organisation not-for-profit?	No

### **Certificate of Currency**

Please upload a copy of your current Certificate of Currency.

Please note: Events MUST have insurance current at time of the event, Racing NSW - COP-82.pdf to be eighe to receive funding. If this will expire before your event date, an updated version will be required before funding is released.

# **Event details**

Name of the event	Mudgee Cup
Event start date	02/12/2022
Number of event days	1
Event location	Mudgee Race Course No coordinates found
How often is the event held?	Annually
What year was the event established?	Unknown
Local communty members or volunteers participating in the event	Less than 500 residents

Number of single day visitors to the region for this event 500

Number of overnight visitors	2000
What methods do you use to collect data on attendance?	Ticket sales / entries Crowd counters Gut-feel
How do you plan to promote or market the event?	PR Social media Print advertising Radio TV

# Booking details

Is this event being held on Council land or venue?	No
Does the booking relate to Glen Willow?	No

# Funding details

What funding are you applying for?

Has your event previously received funding from Council?	Yes
Please list year(s) and amount(s) received	2021 - \$2000; 2020 and previously unknown to me
Do you wish to apply for multi-year funding?	Yes
Please select the years you are applying for	2022 2023 2024
Funding requested	
Must not exceed \$2,500	

Both

#### In-kind support

If you are requesting **IN-KIND** support, please provide details AND value of support (dollar amounts). E.g. Council venue hire fee, preparation of Traffic Control Plan, Traffic Control Personnel, Waste Management). Refer to Council's <u>Fees and Charges</u> for specific amounts.

All events requesting 100% in-kind assistance receive 10 bonus points towards scoring of application.

Traffic management	Traffic Control Personnel and Plan - \$500
Total in-kind	\$500

#### Cash support

Please provide details of how your **CASH** assistance will be used, including. For any cash funding received, copies of invoices may be required as evidence along with an invoice.

Salaries	\$500
Prizes	\$750
Catering	\$750
Total cash	\$2000
Bank details	
(for cash component of grant)	
Account name	
BSB	
Account number	

# Project budget and financial details

Event income	
Please provide details of your event income:	
Events assistance funding requested	\$2500
Expected sales revenue (including ticket sales)	\$100000

Contribution from your organisation	\$100000
Sponsorships	\$25000
Total income	202750
Event expenditure	
Please provide details of your event expenditure:	
Marketing	10000
Event infrastructure	10000
Waste management	1000
Staff costs	12000
Total surplus / deficit:	169750
If surplus budget, please provide further details on what this will be used for	Promotion of the region and Mudgee Race Club
How do you plan to ensure the event will be sustainable in the future and not reliant on Council funding?	The Mudgee Cup has been a successful long running event and we foresee this continuing into the future.

# **MWRC Website Directory**

#### **Event image**

Please upload a high resolution image 211203 Logo.png

Max mum f e s ze 16MB. Landscape mage preferred  $1200 \times 800$ .

#### **Event description**

Please note: This will be used on Councits public website. Please not ude a information that is relevant for your attendees.

Mudgee Cup Horse Race Meeting at Mudgee Race Club

#### **Declaration**

Privacy statement & terms and conditions  I have read and accept the <u>pr vacy statement</u> , any above statements and app cable <u>terms and conditions</u> as sted on Counc 's website.	I have read and accept any applicable terms and conditions I have read the eligibility guidelines & criteria to ensure my application is eligible
I confirm that:	The information contained in the application form and within the attachments are true and correct This application has been submitted with the full knowledge and support of the applicant A copy of current insurance will be provided before funding is received Organisations with outstanding acquittals from past events will not have their applications reviewed until acquittals are received
Signature	Name of signatory:  Link to signature

Summary of Applications with Recommendations

	Summary of Applications with Recommendations												
Organisation	Event Name	Event Start Date	Description	Requested Amount Cash	Requested Amount In kind	Request for Multi-Year Funding	Local Community Nolunteer Participation	Capacity to ensure event continues and develops in the future	Economic Activity Generated from event	Bonus Points	Total Score	Recommendation	Approved for
Mudgee Bridge Club	Mudgee Bridge Club Congress 2022		2022 Mudgee Bridge Club Congress will be held on the 12th and 13th of November in the Main Payllion, AREC. The proposed event has an expected attendance of 200 players (both local and visiting) over the 2 days. \$1,000 of cash support is requested to cover the cost of venue hire and support event operations. It is recommended that if Council wishes to support the event in 2022 the recommended amount of funding based on the scoring scale is \$500 of cash sistance. Council has previously supported the event (2017,2018, 2019), with \$500 in Events Assistance Funding.	\$1,000.00	\$0.00	no	0	3	2	0	5	\$500.00	
Mudgee Gulgong Wolves FC	Mudgee Masters 2022	17/09/2022	The proposed event is a fun and friendly over 35s 11v11 football tournament to be played on 17 - 18th Sept 2022 at Glen Willow Sports Stadium with an expected attendance of 350, made up of locals and visitors over the 2 days, 52,500 has been requested to contribute to the cost of the hire of the main stadium and field 2. It is recommended that if Council wishes to support the event in 2022,2023 & 2024 the recommended amount of funding based on the scoring scale is \$2,000 of in-kind assistance. Council previously supported the event in 2019 with in-kind assistance to cover venue hire of Glen Willow.	\$0.00	\$2,500.00	Yes <b>2</b> 22,23,24	0	3	6	10	16	\$2,000.00	
NSW PSSA	Boys Softball Championships	30/08/2022	The proposed event is to host the 2022 NSW PSSA Boys Softball Championships in August. The three day event has an expected attendance of 300, with school sporting teams competing for the MSW PSSA State Title. \$2,500 of in-kind support is requested to contribute to the cost of Westend venue hile, field markings and waste management. It is recommended that if Council wished to support the event in 2022 the recommended amount of funding based on the scoring scale is \$1,500.	\$0.00	\$2,500.00	no	0	3	2	10	15	\$1,500.00	
Mudgee Race Club	Mudgee Cup 2022	2/12/2022	The proposed event is the annual Mudgee Cup, with an expected attendance of 3,000 spectators made up of locals and visitors. \$2,500 of support is requested made up of \$2000 in cash to contribute to the cost of advertising and \$500 in-kind for Traffic Personnel. It is recommended that if Council wishes to support the event in 2022.2023 & 2024 the recommended amount of funding based on the scoring scale is \$2,000 of cash assistance. Council supported the event in 2019 & 2021, with \$2,000 in Events Assistance Funding.	\$2,000.00	\$500.00	Yes 22,23,24	1	3	12	0	15	\$2,000.00	

tal \$6,000

# C. MMUNITY GRANTS





# **Application Form**

#### APPLICANTS DETAILS

Name of Organisation	Back to Gulgong 150th Anniversary
Contact Person	
Address	
Phone	
Email	
ABN	32002617807
Bank Account Name	
BSB	
Account Number	

#### PROJECT / ACTIVITY DETAILS

Name of Project / Activity

Amount of funding requested

\$ 2,000.00

START (click to tick)

FINISH (click to tick)

11th June 2022

12th June

Briefly, describe Project / Activity

Gulgong' 150th Anniversary was 2020 and we received a \$5000 funding from Council which we returned in full. Cancelled due tot Covid. Again in 2021cancelled. This year we are planning a smaller event with a family fun day on Saturday at Red Hill with Colonial Games and foot races for the kids as well as music and food stalls on Sunday we will hold the Grand Colonial Ball.

#### **CXXMMUNITYGRANTS**

#### ADDRESS CRITERIA

Because the accommodation is booked out in Gulgong we will have to run buses from Mudgee to the events on both days.

The schools are holding reunions on the weekend which again will draw a very large number of people from all over Australia. Because all these people will need accommodation, drinks, food etc. this put additional funds into the local economy.. partners.

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

(Note: limited number of characters)

I would hope there would be 30% of local residents attending both days. Judging by the number attending in 2020 we had over 55 of the 170 people attending the ball were residents of Gulgong and Mudgee

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

The group organizing the reunion are expecting at least 700 expats and their partners. There will also be the families of these people attending one or both of the events.

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

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

(Note: limited number of characters)

As we have only just been given the go ahead from West NSW Health we have not done a great deal of consultation with other groups except the Arts Council and Henry Lawson Committee.

The Gulgong Little Athletics will be attending the Saturday Fun Day and will help arrange the foot races for the children. We intend to give every child participating a prize.

Saturday. My committee will be organising all the acitvities on Red Hill with the help of Gulgong Little Athletics.

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

(Note: limited number of characters)

I have been organising major events in Sydney for over 30 years so will be capable of organising the Ball with the assistance of our committee.

# **C**MMUNITY GRANTS

	Community Grant (amount sought from Council)		\$ 2,000.00
Project Income	Expected Sales Revenue i.e. Entry Fee, Membersh		
	Other Income		\$ 980.00
TOTAL INCOME			\$ 2,980.00
List proposed cash expenditur	e (provide copies of quotes for equipment)		
			\$ 300.00
			\$ 2,000.00
			\$ 500.00
Project Expenditure			
TOTAL EXPENDITURE			\$ 2,800.00
TOTAL EXITENDITORE			\$ 2,000.00
TOTAL SURPLUS / DEFICIT			\$ 180.00
	The surplus will beneeded to buy prizes for	or the children on the S	Saturday.
If a siting a sumbor bodget	-land		
If positive or surplus budget, provide further details/explan	ation		
what this surplus will be used	I for.		
	(Note: Unspent grants >\$200 will be required to be	returned to MWRC)	
FINANCIAL DETAILS			
		YES (click to tick)	NO (click to tick)
Is your group/organisation In	corporated?	•	
Have you registered for Good	ds & Services Tax (GST) purposes?	•	
Do you have an Australian B ABN please attach a 'Statem	usiness Number (ABN)? Note: If you do not have an ent by Supplier' form	•	

NO (aliak to tiak)

### **C**MMUNITY GRANTS

0	
DATE / YEAR	AMOUNT
2020	\$ 5,000.00
YES (click to tick)	NO (click to tick)
•	
	\$ 980.61
	2020

#### APPLICATION CHECKLIST

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

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

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

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

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

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

SUPPLIED? (click to tick)				
YES	NO			
•	0			
•				
•				
•	0			
•				

VEQ /oliok to fick\

#### **AUTHORISATION OF APPLICANT**

Name	
Position	
Date	8th February 2022

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

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

I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.

I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.

## **C**MMUNITYGRANTS

#### SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to <a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>

**DELIVER TO:** Customer Service Locations

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

MAIL TO: Mid-Western Regional Council

Attn: Finance Department

PO Box 156

MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION



# C. MMUNITY GRANTS





# **Application Form**

#### APPLICANTS DETAILS

Name of Organisation	Kanandah Retirement Ltd
Contact Person	
Address	
Phone	
Email	
ABN	85002535846
Bank Account Name	
BSB	
Account Number	

#### PROJECT / ACTIVITY DETAILS

Northern Wing

Amount of funding requested

\$ 4,918.00

START (click to tick)

Dec 1st 2021

| Start and Finish date | Dec 1st 2021

| Standah is building a new wing of 11 residential rooms and undertaking an upgrade to the fire safety system throughout the whole facility. One room will be specifically designed as an isolation room in the event of an infectious disease outbreak. The building needs to be equipped with specialist aged care beds and mattresses.

### **C**MMUNITYGRANTS

#### ADDRESS CRITERIA

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

(Note: limited number of characters)

The provision of modern, safe and appealing aged care facilities to cater for the vulnerable aged and frail in our community is of the highest priority. These citizens deserve nothing less than an outstanding facility to call home when they can no longer cope in their own residences. The whole community will benefit from this project as families and carers will be assured that their loved ones have access to the best facilities and equipment to support them in their aged years.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

Kanandah caters for over 90 residents. The direct impact on their families, carers and friends is far wider. The equipment that this grant will allow us to purchase will be in use for many years and benefit a large number of community members.

The specialist beds outlined in this grant request will provide great comfort and safety to our

elderly and frail residents.

In addition the staff will benefit from using the most modern equipment in their constant daily effort to ensure that residents are comfortable and safe.

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

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

(Note: limited number of characters)

Kanandah Auxiliary, Kanandah Board of Directors, Kanandah family and carers Support Group as well as all Kanandah staff have all had input into the design of our project.

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

(Note: limited number of characters)

Over the past 20 years Kanandah has designed and constructed a number of major additions to our facility. The staff, working with the Board have managed these projects within budget and in a timely manner.

We have an excellent record of delivering projects, both large and small, to suit the needs of our residents.

The current project is valued at nearly \$3 million and is being managed successfully by Kanandah staff and Board of Directors.

# **COMMUNITY GRANTS**

Project Income	Community Grant (amount sought from Council)	- Oslas	\$ 4,918.00
Project Income	Expected Sales Revenue i.e. Entry Fee, Membershi	p Sales	
	Other Income		
TOTAL INCOME			\$ 4,918.00
List proposed cash expenditure	e (provide copies of quotes for equipment)		
	2 x Eurocare Floorline Beds, head/foot boards, matte	resses	\$ 4,918.00
		j	
Project Expenditure		İ	
		[	
Г			
TOTAL EXPENDITURE			\$ 4,918.00
TOTAL SURPLUS / DEFICIT			\$ 0.00
If positive or surplus budget, provide further details/explan what this surplus will be used	ation	returned to MWRC)	
FINANCIAL DETAILS			
Is your group/organisation In	corporated?	YES (click to tick)	NO (click to tick)
Have you registered for Good	ds & Services Tax (GST) purposes?	•	
Do you have an Australian Business Number (ABN)? Note: If you do not have ABN please attach a 'Statement by Supplier' form		•	$\bigcirc$

# C**\$**MMUNITY**GRANTS**

		YES (click to tick)	NO (click to tick)
Has your organisation/group previous from Council?	ısly received a Community Grant	•	
		DATE / YEAR	AMOUNT
If yes, please advise date and amou	int	2019	\$ 2,741.00
		YES (click to tick)	NO (click to tick)
Did your group return the acquittal for	orm?	•	
Closing bank balance from the most	recent bank statement or treasurer's report		\$ 43,000.00
Comment on cash set aside for specific projects (optional)	Kanandah is a locally owned and operated not strict Federal Govt guidelines. Most of the fund Accommodation Deposits (RADs) that are fully non-capital expenditure such as the fit-out of or	s listed below are in the refundable to residents	form of Refundable
APPLICATION CHECKLIST			
if the following are not attached with t	he application, this may result in the application	not being considered.	
		SUPPLIE	D? (click to tick)
A conv of the group'e/organication's	most recent bank statement or treasurer's	YES	NO NO
report	most recent bank statement of treasurers	•	
A copy of the group's/organisation's	public liability insurance	•	
Where the group intends to purchas	e equipment, a copy of the quote/s obtained	•	0
Where the groups/organisations doe required	es not have an ABN, 'Statement by Supplier' is	0	•
If your group is not incorporated, ple	ase supply a letter from your auspicing body	0	•
AUTHORISATION OF APPLIC	ANT		
Name			
Position			
Date	28th February 2022		
ı			
I confirm that the information of	contained in the application form and within the a	ttachments are true and	correct.
I confirm that this application h	as been submitted with the full knowledge and s	support of the applicant.	
•	nas been submitted with the full knowledge and s Grants Program acquittal requirements and und		ds may be required to be

## **C**MMUNITYGRANTS

#### SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to <a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>

**DELIVER TO:** Customer Service Locations

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

MAIL TO: Mid-Western Regional Council

Attn: Finance Department

PO Box 156

MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

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# CEMMUNITYGRANTS





# **Application Form**

#### **APPLICANTS DETAILS**

Name of Organisation	Mudgee Valley Writers Group
Contact Person	
Address	
Phone	
Email	
ABN	59557 152715
Bank Account Name	
BSB	
Account Number	

#### PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Much More Than Words photographic prompt writing competition					
Amount of funding requested	\$ 2,000.00					
	START (click to tick)	FINISH (click to tick)				
Start and Finish date	14/03/2022	31/08/2022				
Briefly, describe Project / Activity	Entrants submit a STORY, ARTICLE or POEM to 250 words on any subject to be accompanied by a PHOTO. Top twenty entries will receive a free copy of printed anthology, at the exhibition of photos and written submissions in August 2022.					

### **C**MMUNITYGRANTS

#### ADDRESS CRITERIA

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

(Note: limited number of characters)

Much More Than Words competition last ran in 2019 attracting over 160 entrants. The winners were announced at an exhibition held at Club Mudgee. The winning and highly commended entrants and families visited Mudgee over the weekend. This competition continues to give an opportunity for those in rural and remote areas a forum for diverse ranges of voices to be heard and a place for creative writing to be showcased. MVW is a not-for-profit organisation affiliated with the Fellowship of Australian Writers. All members are volunteers who are established writers committed to nurturing and developing new writing talent in and around the Mudgee region.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

The entries are open Australia wide. However, we always receive a number of local entries. Besides the local entries we support local businesses in holding the exhibition. In 2019 it was held at Club Mudgee, this year we hope to link in with the 'Home Grown' presentations which are part of the 2022 Readers Festival events held throughout the year. We also publish a limited number of copies of Much More Than Words anthology which we sell through the local bookstore--The Book Nest.

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

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

(Note: limited number of characters)

The organisers of The Readers Festival are aware of our desire to hold the award exhibition at the 2022 Readers Festival. We understand entrants to the exhibition will be charged a fee which will go to the Readers Festival organisation. We have also informed The Book Nest that we wish to sell the anthologies through them and understand they will take a commission.

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

(Note: limited number of characters)

We have run numerous successful projects of this kind. The first photo and prose competition was held in 2019 and surpassed our expectations.

The 2022 competition has only be open for two days and we have already received enquiries and positive feedback from probable entrants.

## **C**MMUNITYGRANTS

	Community Grant (amount sought from Council)	\$ 2,000.00			
Project Income	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 1,000.00			
	Other Income	\$ 0.00			
TOTAL INCOME	\$ 3,000.00				
List proposed cash expenditur	re (provide copies of quotes for equipment)				
	Lease of venue for exhibition	\$ 500.00			
	Purchase of refreshments	\$ 400.00			
Draiget Evpanditure	Publication of anthology	\$ 900.00			
Project Expenditure	Stationary sundries (including flyers and postersadvertising)	\$ 500.00			
	printing of photos for exhibition (dependent on # entries)	\$ 550.00			
	Postage and fuel	\$ 150.00			
TOTAL EXPENDITURE	TOTAL EXPENDITURE \$3,00				
TOTAL SURPLUS / DEFICIT	TOTAL SURPLUS / DEFICIT \$ 0.00				

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

These figures are dependent on the number of entries being only 150. The 2019 entrants totaled over 160. The surplus allows additional funds should they be required (increased number of entrants). Prize monies will be taken from the entrants fees.

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

#### FINANCIAL DETAILS

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

# C**\$**MMUNITY**GRANTS**

			YES (click to tick)	NO (click to tick)	
Has your organisation/group previously received a Community Grant from Council?		•			
If yes, please advise date and amount		DATE / YEAR 2018	\$ 500.00		
Did your group return the acquittal form?		YES (click to tick)	NO (click to tick)		
Closing bank balance from the most recent bank statement or treasurer's report				\$ 1,736.00	
	nment on cash set aside for cific projects (optional)	second in a series 'Footprints in the Hills' which	pilation of biographies of local residents. This is the ch is currently for sale through the Book Nest and on com. Funds held in the account are for administrative rship sought closer to publication date.		
APPLICATION CHECKLIST					
f the	following are not attached with t	he application, this may result in the application	not being considered.		
			SUPPLIED? ( YES	click to tick)	
A copy of the group's/organisation's most recent bank statement or treasurer's report		•			
A copy of the group's/organisation's public liability insurance		•			
Where the group intends to purchase equipment, a copy of the quote/s obtained			•	0	
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required			•	0	
If your group is not incorporated, please supply a letter from your auspicing body				0	
AUTHORISATION OF APPLICANT					
Nam	ne				
Posi	tion				
Date	•	15/03/2022			
<b>√</b>	I confirm that the information o	contained in the application form and within the	attachments are true and cor	rect.	
<u></u>	I confirm that this application h	slication has been submitted with the full knowledge and support of the applicant.			
<b>✓</b>	I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.				
<b>√</b>	I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.				

## **C**MMUNITYGRANTS

#### SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to <a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>

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

MAIL TO: Mid-Western Regional Council

Attn: Finance Department

PO Box 156

MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

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# C.S.MMUNITY GRANTS





# **Application Form**

### APPLICANTS DETAILS

Name of Organisation	The Business Concierge LTD
Contact Person	
Address	
Phone	
Email	
ABN	62619797572
Bank Account Name	
BSB	
Account Number	

### PROJECT / ACTIVITY DETAILS

Amount of funding requested

\$2500.00

START (dick to tick)

Start and Finish date

December 2022

We provide programs to High Schools and Primary Schools in Mudgee, Kandos and Gulgong in order to teach Finance Literacy Skills, Interview and Employment Skills and Mental Health. Subjects not coverred in the School curriculum. We have 60 subjects Schools can choose from based on the needs of the School and students.

We have been supplied our program for Schools in the Mudgee Region for 15 years.

#### ADDRESS CRITERIA

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

(Note: limited number of characters)

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

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

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

(Note: limited number of characters)

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

(Note: limited number of characters)

The program will allow for better trained and better educated young people as they venture beyond the protective walls of the Schooling system and become employed momey earning, momey spending contribuitors of the Mid Western Community.

They will be given the confidence to sit an Interview whether this is for a job or University placement

They will be trained to understand the world of work and what the expectations will be of their employers but also what their rights and expectations should be as employees. They will be trained on how to Budget and control their spending and therefore not be a burden on the region and be able to support the economics in the region.

They will be taught how Credit Cards and Debt work and how not to get caught up living a life in debt just to have the latest of everything.

Based on previous years we would expect 830 Year 7/9/10/11 High School Students will participate in the program.

We would also have 15 to 20 Teachers and parents also participate in the days we spend at the schools.

We have worked closely with Maureen Hutchison at Club Mudgee since 2013 and they also support our program with a contribution from Clubgrants of \$2500.00.

We also work very closely with the Principals and Staff and Students from all the Schools to organise and design the programs to fit with their needs.

We have been running this program throughout NSW for 23 years and have been recognised by the Department of Education for 9 consectutive years as bringing excellent programs to Schools that are needed by young people but not covered for in the Schools Curriculum. We have a history in the Mid Western Region over the last 15 years of providing our annual reporting and feedback from all schools that take part to both Club Mudgee and the Mid Western Regional Council and this has always been very positive regarding achieving what we set out to achieve.

We currently deal with over 460 Schools in NSW, attend numerous Careers Advisers regional meetings and deal with Principals, Teachers and Students on a daily basis. Therefore we have a vast network of contacts, and a keen understanding of exactly where our program fits and who to terrest the information to

	Community Grant (amount sought from Council)	\$2500.00
Project Income	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$2834.00
	Other Income	\$2000.00
TOTAL INCOME		\$7334.00
List proposed cash expenditure	e (provide copies of quotes for equipment)	
	Printing	\$1493.00
	Accomodation	\$841.00
D : 45 W	Payment for 2 Presenters	\$5000.00
Project Expenditure		
TOTAL EXPENDITURE		\$7334.00
TOTAL SURPLUS / DEFICIT		0
If positive or surplus budget, provide further details/explar what this surplus will be used	nation	
FINANCIAL DETAILS		
Is your group/organisation In	corporated?  ds & Services Tax (GST) purposes?	NO (click to tick)
	usiness Number (ABN)? Note: If you do not have an	

		YES (click to tick)	NO (click to tick)	
Has your organisation/group previ from Council?	ously received a Community Grant	•		
Total Council:		DATE / YEAR	AMOUNT	
If yes, please advise date and amount		2014 to 2021	\$ 2000.00	
Did your group return the acquittal form?		YES (click to tick)	NO (click to tick)	
Closing bank balance from the mo	st recent bank statement or treasurer's report		\$12268.55	
Comment on cash set aside for specific projects (optional)	Please note this is the Account set up for our of all funds are used directly to run the School process. The current funds in the account are for program ClubGrants from Canterbury and Wests Camp	ograms around NSW. ams to be run in Sydney in	-	
APPLICATION CHECKLIST				
If the following are not attached with	n the application, this may result in the application	not being considered.		
			7 (click to tick)	
A copy of the group's/organisation report	's most recent bank statement or treasurer's	YES •	NO	
A copy of the group's/organisation	's public liability insurance	•		
Where the group intends to purcha	ase equipment, a copy of the quote/s obtained	•		
Where the groups/organisations d required	oes not have an ABN, 'Statement by Supplier' is			
If your group is not incorporated, p	lease supply a letter from your auspicing body			
AUTHORISATION OF APPLI	CANI			
Name				
Position				
Date	Concierge Enterprises			
I confirm that the information	contained in the application form and within the	attachments are true and o	correct.	
I confirm that this application	has been submitted with the full knowledge and	support of the applicant.		
I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be require returned to Council.			s may be required to be	
I am aware that this applicat	I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information			

provided.

### SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to <a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>

**DELIVER TO:** Customer Service Locations

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

MAIL TO: Mid-Western Regional Council

Attn: Finance Department

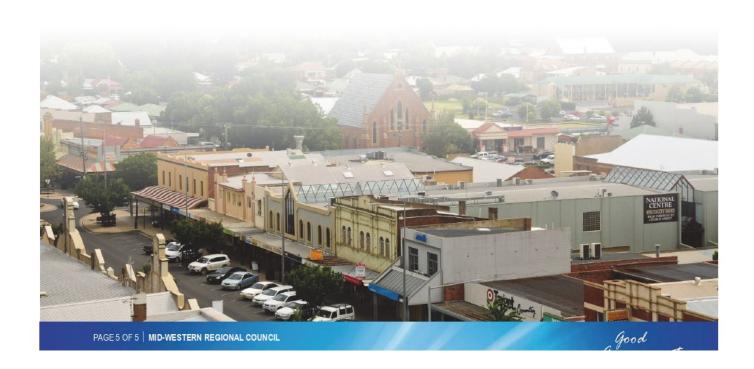
PO Box 156

MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION









# **Application Form**

APPLICANTS DETAILS

Name of Organisation	ILFORD PUBLIC SCHOOL P&C ASSOCIATION INCORPORATED
Contact Person	
Address	
Phone	
Email	
ABN	98212771600
Bank Account Name	
BSB	
Account Number	

#### PROJECT / ACTIVITY DETAILS

Amount of funding requested

\$ 10,000.00

START (dick to tick)

Start and Finish date

1/2/2022

Our aim is to provide a proper food service van for the community and the committee to raise funds for the kids at our local school. The van will also be available to other community organisations such as the Rural Fire Brigade & Country Women 's Association.

To deliver good quality food to the community in need in the most effective way. In times of emergency and natural disasters such as fires,

#### ADDRESS CRITERIA

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

(Note: limited number of characters)

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

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

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

(Note: limited number of characters)

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

(Note: limited number of characters)

We have been running the driver reviver program at Ilford for many years. The driver reviver site provides drivers and their passengers with a place where they can stop safely for a break, particularly on long trips and during peak holiday periods. We occupy the Ilford Coach Stop location and is managed by volunteers from a wide range of service organisations and community groups, who provide travellers with free beverages, snacks, and conversations. We currently serve from a donated trailer to serve the travellers.

The historical site of Ilford has been in operation for many years, it continues to be an important landmark for travellers on the Castlereagh Highway and is the only roadside rest stop with toilet facilities for 64km outside Mudgee.

This service is greatly appreciated by the travellers, as it can be a blessing on a long trip.

Residential particiation is 100 per cent, all people who man the van are local volunteers

we usually have about 20 people rostered on during shifts

During the past few years, the drought, and the massive bush fire Gospers Mountain, demonstrated that our community, would greatly benefit from a mobile food preparation van. During these activities we wish to minimise risks, such as malnutrition, mental health in identified communities that may be at greater risk from the effects of a major emergency. Ilford was the main point for the Rural Fire Service, managing the fire resources during this emergency. The local community CWA and volunteers helped the fire fighters by coordinating a rostered meal for every shift no matter what time. The volunteers catered for extensive breakfasts, and evening meals.

see attached for more information

The P&C executive will organise, consult and deliver the van.

we have just delivered the upgrade to the school playground softfall, the process was quotes and then organising the project site upgrades needed so that it could be fully implemented



During the past few years, the drought, and the massive bush fire Gospers Mountain, demonstrated that our community, would greatly benefit from a mobile food preparation van.

During these activities we wish to minimise risks, such as malnutrition, mental health in identified communities that may be at greater risk from the effects of a major emergency.

Ilford was the main point for the Rural Fire Service, managing the fire resources during this emergency. The local community CWA and volunteers helped the fire fighters by coordinating a rostered meal for every shift no matter what time. The volunteers catered for extensive breakfasts, and evening meals.

Lunches were packed for the men during the day, we did find that if we could utilise the mobile van, it would make accessibility easier for the fire fighters.

On the whole the community would greatly benefit from having this food van. It would create a safe and healthy environment for all community groups, to distribute food etc for their causes.

The past 3 years have shown that our community at Ilford is very vulnerable. We have endured the drought, the major bush fires of 2020 and now covid. The drought bought a lot of uncertainty and stress for our local community. People were struggling to feed their livelihood and put food on the tables. Community events did help a lot of people during this time. To go somewhere and have a decent meal was utmost on our agenda.

The Devasting fires showed us how our community can pull together. The catering was a major factor of keeping our volunteers in good health. It showed us that our resources were stretched and this food van would be an additional resource for small to very large incidents.

All of the resources used during the fires was all on a volunteer basis, everyone pulled together to add their bit, however small, to help our community survive.

The community pulled thru with this everyone offering their honest help. This will give us the resource to participate in a diverse range of informal activities and recreation opportunities for our town.

This interaction with all members of the community, gives us a more open view and an opportunity to help existing and build new relationships

Council support with this venture, would be a great way to help the community, its staff, and families in the area and those who are travelling to your workplace.

CIĢIMMUNITY <b>GI</b>	RANTS			
	Community G	rant (amount sought from Council)		\$ 10,000.00
Project Income	Expected Sale	es Revenue i.e. Entry Fee, Membership S	Sales	\$ 5,734.00
	Other Income			\$ 26,000.00
TOTAL INCOME				\$ 41,734.00
ist proposed cash expe	enditure (provide copi	es of quotes for equipment)		
	commerial for			\$ 41,734.00
Project Expenditure				
TOTAL EXPENDITUR	RE			\$ 41,734.00
TOTAL SURPLUS / DE	FICIT			\$ 0.00
If positive or surplus b provide further details what this surplus will be	/explanation			
	(N	ote: Unspent grants >\$200 will be required to be ret	umed to MWRC)	
FINANCIAL DETAI	10			
FINANCIAL DETAI	LS		YES (click to tick)	NO (click to tick)
Is your group/organisa	ation Incorporated?		•	0
Have you registered f	or Goods & Services	Tax (GST) purposes?	•	0
Do you have an Austr ABN please attach a	alian Business Numb Statement by Supplie	er (ABN)? Note: If you do not have an	•	0

		YES (click to tick)	NO (click to tick)
las your organisation/group previo	usly received a Community Grant		•
rom Council?		DATE / YEAR	AMOUNT
yes, please advise date and amo	unt		\$
yes, please advise and and		YES (click to tick)	NO (dick to tick)
old your group return the acquittal	form?	•	
Closing bank balance from the mos	st recent bank statement or treasurer's report		\$ 10,269.4
	there is further money pending payment of \$1600	00 to be received at the	e end of April 2022
comment on cash set aside for specific projects (optional)			
PPLICATION CHECKLIST	the application, this may result in the application no	ot being considered.	
3		SUPPLIE	ED? (click to tick)
conv of the group's/organisation	's most recent bank statement or treasurer's	YES	NO NO
eport		•	
eport A copy of the group's/organisation			
eport A copy of the group's/organisation Nhere the group intends to purcha Nhere the groups/organisations de	's public liability insurance	•	
eport A copy of the group's/organisation Where the group intends to purcha Where the groups/organisations de equired	's public liability insurance ase equipment, a copy of the quote/s obtained	•	
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report A copy of the group's/organisation Nhere the group intends to purcha Nhere the groups/organisations di required If your group is not incorporated, p UTHORISATION OF APPLI Name Position	's public liability insurance ase equipment, a copy of the quote/s obtained ces not have an ABN, 'Statement by Supplier' is blease supply a letter from your auspicing body	<u>•</u>	
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report A copy of the group's/organisation A copy of the group intends to purchate A confirm that the information A confirm that this application	's public liability insurance ase equipment, a copy of the quote/s obtained ces not have an ABN, 'Statement by Supplier' is clease supply a letter from your auspicing body  CANT  7 April 2022  In contained in the application form and within the attention has been submitted with the full knowledge and su	tachments are true an upport of the applicant	d correct.
report A copy of the group's/organisation Where the group intends to purcha Where the groups/organisations de required If your group is not incorporated, p  UTHORISATION OF APPLI  Name Position Date  I confirm that the information  I confirm that this application	's public liability insurance ase equipment, a copy of the quote/s obtained ces not have an ABN, 'Statement by Supplier' is blease supply a letter from your auspicing body  CANT  7 April 2022	tachments are true an upport of the applicant	d correct.

### SUBMIT YOUR APPLICATION

EMAIL:

After you complete this digital form, please save it to your computer and email to <a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>

DELIVER TO:

MAIL TO:

Customer Service Locations

86 Market Street

109 Herbert Street GULGONG 77 Louee Street RYLSTONE

MUDGEE

Mid-Western Regional Council

Attn: Finance Department

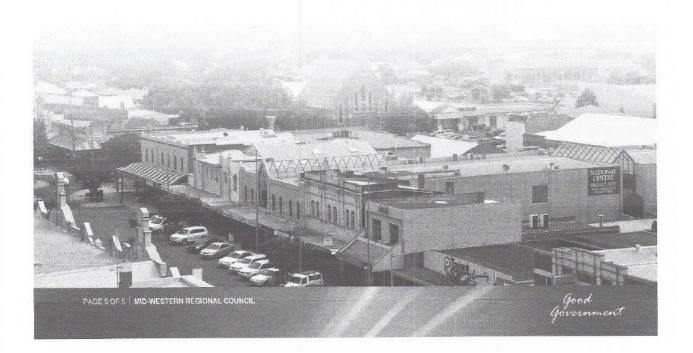
PO Box 156

MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

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# **Application Form**

### APPLICANTS DETAILS

Name of Organisation	Mudgee & District Kennel & Obedience Club Inc [No. INC 1900039]		
Contact Person			
Address			
Phone			
Email			
ABN			
Bank Account Name			
BSB			
Account Number			

### PROJECT / ACTIVITY DETAILS

Amount of funding requested

\$ 2,500.00

START (click to tick)

Start and Finish date

Sinish date

Start and Finish date

Sinish date

Start and Finish date

Sinish date

Operation of the Annual Championship Dog Shows, Obedience and Rally Trials on 5th August [for setup], 6th and 7th August 2022 at Victoria Park at Gulgong. This is an annual event that has taken place on these grounds for more than 30 years, although we were forced by Covid 19 to cancel the events in 2020and 2021.

#### ADDRESS CRITERIA

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

(Note: limited number of characters)

The Mudgee & District Kennel & Obedience Club Inc is the only provider in the MWRC area of dog training from beginners, to achieve acceptable social behaviour of dogs in the community, up to elite competition level. This is the principal benefit to the wider community. The Annual Dog Shows, Obedience and Rally Trials are the culmination of our year round activity in Dog Training, and is the only ocassion in the MWRC area that combines a Championship Show and Obedience in one event. This attracts a paying entry of some 350 dogs and people, of whom some 70% are from outside the area, who utilise local accommodation, restaurant and service providers for the two or three day period they come here to participate in the events.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

Resident participation in the Championship Dog Shows, Obedience and Rally Trials will exceed 100 [about 30% of total entries]. With publicity via local media, newspaper and radio, and social media, visitor numbers are estimated at 500 plus over the two days of competition. No entry fee is charged to spectators and visiting public. All income is derived from competitors entry fees supplemented by club fundraising such as raffles and a "100 Club".

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

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

(Note: limited number of characters)

The Gulgong Sports Council has been a long term supporter of the Mudgee & District Kennel & Obedience Club Inc, holding our annual events at Victoria Park Gulgong for many years. The Kennel Club utilises the Gulgong Rescue Squad [VRA] to clean the grounds and remove rubbish both during and after the event for an agreed donation. The club also utilises the services of the Cooyall Hall Committee associated with the Cooyall Rural Fire Brigade to provide catering services for competitors and visitors. The Gulgong Hospital Auxilliary is also involved in providing lunches and morning teas for the judges and stewards paid for by the club. These groups retain all the benefits and profits from their activity as a regular annual fundraiser for themselves.

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

(Note: limited number of characters)

The Mudgee & District Kennel & Obedience Club Inc has been operating for more than 40 years, and has been holding a combined Championship Dog Show and Obedience Trial at Victoria Park Gulgong on the second weekend of August for more than 30 years. The club's members also operate the Championshp Dogs section for the Mudgee Show Society, the Rylstone Show Society, and this year 2022, also ran the same for the Gulgong Show Society when they resumed holding a Dog Section for the first time since 2003. The Mudgee & District Kennel & Obedience Club is the only registered organisation that provides ongoing weekly dog training and socialisation from beginners to top level obedience trialling practice.

	Community Grant (amount sought from Council)	\$ 2,500.00
Project Income	Expected Sales Revenue i.e. Entry Fee, Membership Sales	\$ 9,500.00
	Other Income	\$ 200.00
TOTAL INCOME		\$ 12,200.00
List proposed cash expendi	ture (provide copies of quotes for equipment)	
	Judges Accomodation in Gulgong	\$ 1,950.00
	Judges Fees, meals and travel expenses	\$ 2,000.00
Decidet Evenenditure	Cash Prizemoney for successful competitors	\$ 2,450.00
Project Expenditure	Ribbons, sashes and winners certificates	\$ 1,850.00
	Printing [catalogues, competitors cards & stationery]	\$ 450.00
	Ground hire, portable toilet hire, cleaning & rubbish removel	\$ 2,700.00
TOTAL EXPENDITURE		\$ 11,400.00
TOTAL SURPLUS / DEFICIT		\$ 800 00

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

Any surplus is used for future expenses for the next years event. The Community Grant sought this year includes cover for the cost of hiring a portable toilet for use near the Obedience Rings on the far side of Victoria Park from the Amenities Building, plus the cost of toilet paper and paper towels. The Gulgong Sports Council, now disbanded by MWRC as a Committee of Council, previously supplied these items to the Mudgee & District Kennel & Obedience Club as part of their support for holding the event in Gulgong.

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

#### FINANCIAL DETAILS

Is your group/organisation Incorporated?

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

Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form

			YES (click to tick)	NO (click to tick)
Has your organisation/group previously received a Community Grant from Council?		•		
If yes, please advise date and amount		nt	1986 to 2021	\$ 1,500.00
Did your group return the acquittal form?		orm?	YES (click to tick)	NO (click to tick)
Clos	ing bank balance from the most	recent bank statement or treasurer's report		\$ 1,881.74
	ment on cash set aside for ific projects (optional)	Part of the funding is for hire of a PortaLoo pre grant requested is therefore on the basis of rel security bond [\$1000] plus funding for the abo acquittals were not required before Communit	lief from the Ground Hire Fe ve Portaloo and general exp	e [about \$500 and the enses, Prior to 2018,
APPI	LICATION CHECKLIST			
If the f	following are not attached with t	he application, this may result in the application	not being considered.	
			SUPPLIED? ( YES	(click to tick) NO
A co repo		most recent bank statement or treasurer's	•	0
A copy of the group's/organisation's public liability insurance			•	0
Whe	re the group intends to purchas	e equipment, a copy of the quote/s obtained	0	•
Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required		•	0	
If yo	ur group is not incorporated, ple	ase supply a letter from your auspicing body	•	
AUT	HORISATION OF APPLIC	ANT		
Nam	ie			
Posi	tion			
Date		11/04/2022		
✓	I confirm that the information of	ontained in the application form and within the	attachments are true and cor	rrect.
✓	I confirm that this application h	as been submitted with the full knowledge and	support of the applicant.	
✓	I acknowledge the Community returned to Council.	Grants Program acquittal requirements and un	derstand that surplus funds i	may be required to be
✓	I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.			ease of information

### SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to <a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>

**DELIVER TO:** Customer Service Locations

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

MAIL TO: Mid-Western Regional Council

Attn: Finance Department

PO Box 156

MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

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# C.S. MMUNITY GRANTS





# **Application Form**

### APPLICANTS DETAILS

Name of Organisation	Cementa Inc
Contact Person	
Address	
Phone	
Email	
ABN	37 127 491 296
Bank Account Name	
BSB	
Account Number	

### PROJECT / ACTIVITY DETAILS

Amount of funding requested

\$ 5,000.00

START (dick to tick)

Start and Finish date

Finish date

T/5/22

We are asking council to support the delivery of our 5th Cementa Festival which engages local residents and groups with visiting and local artists to make artworks for this four day festival. We have over 40 artists with works involving over 12 local community groups and approximately 50 local people that will garner an audience of up to 2000 visitors from Sydney

#### ADDRESS CRITERIA

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

(Note: limited number of characters)

for a four-day celebration of Australian contemporary art and community in the small town of Kandos that hosts it. This is done through the exhibition of video, installation, sound, performance, painting and sculptural artworks in venues and locations across the town and surrounds. Venues include shopfronts, the scout hall, local museum and community centre, the golf course, front yards and public parks, and this year we will run community markets. Taking its regional situation as its focus, Cementa celebrates the rich diversity of voices that can be heard within our arts communities. Businesses large and small, community groups and educational institutions within the region all benefit through direct involvement, financial opportunities and a sense of community well-being.

Cementa Festival is a biennial festival that brings together over 50 regional and urban artists

Estimated number of residents and out of town guests is 1,500 - 2000.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

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

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

(Note: limited number of characters)

All projects associated with Cementa Festival are conducted with a high level of consultation with local community groups, business owners and stakeholders. This festival involves partnerships with Wiradjuri Center, Museum, Krr Radio Station, Country Womens Association, Kandos High School and Primary School, RSCC, Henbury Golf Club, Scouts, Catholic Church, Community Charity Shop, Kandos Kids and Carers and more. We also have ongoing relationships with Barnardos, Rylstone-Kandos Business Group and Rotary Club.

Cementa Inc has 10 years of experience in delivering its four day festival. A team of 15 professionals and volunteers are working together to deliver the event on a limited budget. Their roles vary from project management and artist/community liaison to preparatory work, curation, production design and marketing strategy/development and delivery.

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

(Note: limited number of characters)

	Community Grant (amount sought from Council)				
Project Income	Expected Sales Revenue i.e. Entry Fee, Membershi	ip Sales	\$ 0.00		
	Other Income				
TOTAL INCOME		l	\$ 5,000.00		
List proposed cash expenditur	e (provide copies of quotes for equipment)				
	Hire of Community Hall from MWRC (reimburse)		\$ 776.00		
	Hire of 15 x rubbish bins from MWRC for Angus Ave	enue (waive)	\$ 580.00		
D : 15 P	Hire of 2 x Portaloos - Coates 7 day Hire fixed rate (	@ \$225 per loo	\$ 450.00		
Project Expenditure	Print promotional material (program, maps, induction	n information)	\$ 1,994.00		
	Soup kitchen for volunteers x 4 days @ \$250 per da	ay; Water \$50	\$ 1,050.00		
	CWA Hall Hire (reimburse)		\$ 150.00		
TOTAL EXPENDITURE		,	\$ 5,000.00		
TOTAL SURPLUS / DEFICIT	TOTAL SURPLUS / DEFICIT \$ 0.00				
If positive or surplus budget, provide further details/explan what this surplus will be used	ation	returned to MWRC)			
FINANCIAL DETAILS					
Is your group/organisation In	corporated?	YES (click to tick)	NO (click to tick)		
Have you registered for Good	ds & Services Tax (GST) purposes?	•			
Do you have an Australian B	usiness Number (ABN)? Note: If you do not have an				

		YES (click to tick)	NO (click to tick)
Has your organisation/group previous	usly received a Community Grant	•	
from Council?		DATE / YEAR	AMOUNT
If yes, please advise date and amou	int	2019	\$ 1,326.00
Did your group return the acquittal fo	orm?	YES (click to tick)	NO (click to tick)
Closing bank balance from the most	t recent bank statement or treasurer's report		
Comment on cash set aside for specific projects (optional)			
APPLICATION CHECKLIST			
f the following are not attached with t	he application, this may result in the application	not being considered.	
		SUPPLIED <sup>*</sup> YE\$	7 (click to tick) NO
A copy of the group's/organisation's report	most recent bank statement or treasurer's	•	
A copy of the group's/organisation's	public liability insurance	•	0
Where the group intends to purchas	e equipment, a copy of the quote/s obtained	0	•
Where the groups/organisations doe required	es not have an ABN, 'Statement by Supplier' is	0	•
If your group is not incorporated, ple	ease supply a letter from your auspicing body	0	•
AUTHORISATION OF APPLIC	ANT		
Name			
Position			
Date	15/04/22		
✓ I confirm that the information of	contained in the application form and within the a	attachments are true and c	correct
<u> </u>	nas been submitted with the full knowledge and		
<u>•</u>	Grants Program acquittal requirements and unc		s may be required to be

I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information

provided.

### SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to <a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>

**DELIVER TO:** Customer Service Locations

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MAIL TO: Mid-Western Regional Council

Attn: Finance Department

PO Box 156

MUDGEE NSW 2850

SUBMIT ONLINE

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# C.E. MMUNITY GRANTS





# **Application Form**

### APPLICANTS DETAILS

Name of Organisation	Jarrod Emeny
Contact Person	
Address	
Phone	
Email	
ABN	
Bank Account Name	
BSB	
Account Number	

### PROJECT / ACTIVITY DETAILS

Amount of funding requested

\$ 3,000.00

START (click to tick)

Start and Finish date

Start and Finish date

University of Illinois Premier Camp

\$ 3,000.00

START (click to tick)

July 9th 2022

This is a college camp for potential elite student athletes at the University of Illinois in Chicago. The university has funded for the cost of the camp however the airfares to this opportunity present the main financial challenge. I have received an invitation from the head coach to attend this event with all camp costs covered other than airfares to the university.

#### ADDRESS CRITERIA

Giving awareness of possibilities to represent our region at an international level for both able bodied and disabled athletes in our region. Stating that with hard work and determination opportunities will open for incredible experiences and careers in sport.

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

(Note: limited number of characters)

Throughout my career in Basketball already Mudgee has been the main siupporter of my endeavours, this is shown by the mention of our region in all media representation that I undertake. With the opportunity to travel overseas to play basketball, I see the chance for me to further represent our community with pride and passion. Ill be travelling by myself for this opportunity to begin relations with a major college wheelchair basketball program with the intention of signing to their program to both compete and undertake a masters degree.

(Please provide no. of estimated participants)

(Note: limited number of characters)

Participents of this camp are 30 elite athletes eyeing a spot on the college program or to gain valuablle experience.

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

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

(Note: limited number of characters)

I plan to collaborate with a number of local communities from schools to sporting groups with the backing of Spinal Cord Injuries Australia to inspire and educate on opportunities that can arise from focusing on the possitive side of adversity. I also eagerly await any offers or collaboration in our community.

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

(Note: limited number of characters)

So far I have had a number of tournaments in a number of states both representing my region, state and nation. I will also be competing in the national wheelchair basketball league with the nations best team, The Wollongong Rollerhawks. The league will take place in a number of state capitals with the finals in Darwin July 1st and 2nd.

	Community Grant (amount sought from Council)		\$ 3,000.00
Project Income	Expected Sales Revenue i.e. Entry Fee, Membershi	p Sales	\$ 0.00
	Other Income		\$ 0.00
TOTAL INCOME			\$ 3,000.00
List proposed cash expenditur	e (provide copies of quotes for equipment)		
	Airfares to and from Illinois, USA		\$ 3,000.00
Project Expenditure			
гюјем Ехрепиције			
TOTAL EXPENDITURE			\$ 3,000.00
TOTAL SURPLUS / DEFICIT			\$ 0.00
If positive or surplus budget, provide further details/explan	please		
what this surplus will be used			
	(Note: Unspent grants >\$200 will be required to be	returned to MWRC)	
FINANCIAL DETAILS			
		YES (click to tick)	NO (click to tick)
Is your group/organisation In	corporated?		•
Have you registered for Good	ds & Services Tax (GST) purposes?		•
Do you have an Australian B ABN please attach a 'Statem	usiness Number (ABN)? Note: If you do not have an ent by Supplier' form		•

			YES (click to tick)	NO (click to tick)
	your organisation/group previ Council?	ously received a Community Grant	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	O John to John
If ye	s, please advise date and amo	punt	5/2020	* 1,000.00
Did	your group return the acquittal	form?	YES (click to tick)	NO (click to tick)
Clos	sing bank balance from the mo	st recent bank statement or treasurer's report		
	nment on cash set aside for cific projects (optional)			
\PP	LICATION CHECKLIST			
the	following are not attached with	the application, this may result in the application	not being considered.	
			SUPPLIED?	
A co		's most recent bank statement or treasurer's	YES	NO •
A co	py of the group's/organisation	's public liability insurance	0	•
Whe	ere the group intends to purch	ase equipment, a copy of the quote/s obtained	0	•
Whe		oes not have an ABN, 'Statement by Supplier' is	0	•
If yo	ur group is not incorporated, p	lease supply a letter from your auspicing body	$\circ$	•
λUΤ	HORISATION OF APPLI	CANT		
Nan	ne			
Posi	ition			
Date	9	29/4/2022		
<b>√</b>	I confirm that the information	contained in the application form and within the	attachments are true and co	rrect.
<b>√</b>	I confirm that this application	has been submitted with the full knowledge and	support of the applicant.	
<u>√</u>	I acknowledge the Communi returned to Council.	ty Grants Program acquittal requirements and un	derstand that surplus funds	may be required to be
/	1	ion will be reproduced in the Council Business Pa	per, and authorise public re	lease of information

provided.

### SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to <a href="mailto:council@midwestern.nsw.gov.au">council@midwestern.nsw.gov.au</a>

**DELIVER TO:** Customer Service Locations

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

MAIL TO: Mid-Western Regional Council

Attn: Finance Department

PO Box 156

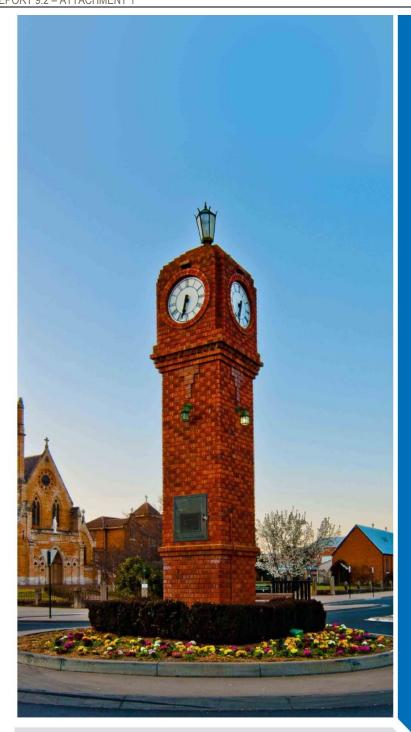
MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION





Government

QUARTERLY BUDGET REVIEW STATEMENT MARCH 2022

**ATTACHMENTS** 

18 MAY 2022

MID-WESTERN REGIONAL COUNCIL
CORPORATE: FINANCE





THIS DOCUMENT HAS BEEN PREPARED BY NEIL BUNGATE, MANAGERE FINANCIAL PLANNING FOR MID-WESTERN REGIONAL COUNCIL.

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

DATE OF PUBLICATION: 18 MAY 2022

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# 1. Proposed Budget Variations

Approval of the proposed budget variations in this report will have the following impact on Council's funding sources:

					Grand
Fund	Funding Source	21/22	22/23	23/24	24/25 Total
	ASSET REPLACEMENT		(045.050)		(40.000)
General	RESERVE	805,353	(815,353)		(10,000)
	CAPITAL PROGRAM RESERVE	1 256 532	(224.040)		021 574
		1,256,523	(334,949)		921,574
	CONTRIBUTIONS	5,000	(5,000)		0
	DEVELOPER CONTRIBUTIONS	360,129	(79,579)		280,550
	DOA - SALE OF				
	PASSENGER VEHICLES	(300,000)			(300,000)
	EMPLOYEE LEAVE ENTITLEMENTS RESERVE	100,000			100,000
	GRT - AERODROMES	·			,
	CAPITAL	15,000	(15,000)		0
	GRT - BUSHFIRE & EMERGENCY SERVICES				
	- CAPITAL	3,113,400	(3,091,400)		22,000
	GRT - ENVIRONMENT GRANTS	43,333			43,333
	GRT - FINANCIAL ASSISTANCE - GENERAL COMPONENT	(3,545,619)	3,248,444		(297,175)
	GRT - FINANCIAL ASSISTANCE - ROADS COMPONENT	(2,069,550)	1,902,140		(167,410)
	GRT - FOOTPATHS &	(2,005,550)	1,502,140		(107,410)
	CYCLEWAYS - CAPITAL	374,472	(374,472)		0
	GRT - LIBRARY GRANT	(3,070)			(3,070)
	GRT - OTHER GRANT	452420			452.420
	INCOME GRT - OTHER GRANT	152,128			152,128
	INCOME - CAPITAL	269,384	(269,384)		0
	GRT - RECREATION - CAPITAL	1,446,762	(1,446,762)		0
	GRT - ROADS & BRIDGES OTHER				
	CAPITAL	2,218,607	(2,070,182)		148,425
	GRT - YOUTH SERVICES	(62,645)			(62,645)

Fund	Funding Source	21/22	22/23	23/24	24/25	Grand Total
	INT - INTEREST ON					
	INVESTMENTS	20,000				20,000
	INT - INTEREST ON					
	S93F AGREEMENTS	10,000				10,000
	INV - CAPITAL MOVEMENT					
	INVESTMENT					
	PROPERTIES	(775,300)				(775,300)
	LAND DEVELOPMENT	(775,500)				(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	RESERVE	1,160,820	(40,000)			1,120,820
	MUDGEE	_,,	(1-),			_,
	COMMUNITY					
	FACILITIES S7.11	(15,000)				(15,000)
	MUDGEE PLAN	(,,				(//
	ADMINISTRATION					
	S7.11	(19,000)				(19,000)
	MUDGEE RECREATION	, , ,				, , ,
	& OPEN SPACE \$7.11	(45,000)				(45,000)
	MUDGEE	, , ,				, , ,
	STORMWATER					
	MANAGEMENT S7.11	(8,000)				(8,000)
	MUDGEE TRANSPORT					
	FACILITIES S7.11	(90,000)				(90,000)
	NON-CASH					
	CONTRIBUTIONS -					
	CAPITAL	(866,500)	(27,500)	(27,500)	(27,500)	(949,000)
	OCCUPATIONAL					
	<b>HEALTH &amp; SAFETY</b>	(12,745)				(12,745)
	OTHER INTERNAL					
	RESTRICTIONS	5,544,515	(5,615,169)			(70,654)
	OTR - GENERAL SALES	170,000				170,000
	OTR - INTERNAL					
	PLANT HIRE INCOME	2,300,000				2,300,000
	OTR - OTHER					
	REVENUE	(10,000)				(10,000)
	OTR - PLANT					
	LEASEBACK FEES	40,000				40,000
	OTR - RECOVERY OF					
	LEGAL COSTS	(40,000)				(40,000)
	OTR -					
	REIMBURSEMENT -					
	GENERAL INSURANCE	(50,433)				(50,433)
	OUTSIDE MUDGEE					
	COMMUNITY					
	FACILITIES S7.11	(5,000)				(5,000)
	OUTSIDE MUDGEE					
	PLAN					
	ADMINISTRATION					
	S7.11	(2,500)				(2,500)
	OUTSIDE MUDGEE					
	RECREATION & OPEN					
	SPACE S7.11	(10,000)				(10,000)

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Fund	Funding Source	21/22	22/23	23/24	Grand 24/25 Total
	OUTSIDE MUDGEE				
	TRANSPORT				
	FACILITIES S7.11	(24,000)			(24,000)
	PLANT REPLACEMENT RESERVE	(1,704,012)			(1,704,012)
	RAT - NOTIONAL -	(_,, _ ,,,			(=): - : ! = = /
	BUSINESS	(6,500)			(6,500)
	RAT - NOTIONAL -	40.000			40.000
	FARMLAND RAT - NOTIONAL -	18,000			18,000
	RURAL RESIDENTIAL	(5,200)			(5,200)
	RAT - NOTIONAL -	(-,,			(-,,
	URBAN RESIDENTIAL	(12,700)			(12,700)
	RAT - PENSIONER				
	RATE REBATE -	(2.000)			(2,000)
	FARMLAND RAT - PENSIONER	(2,000)			(2,000)
	RATE REBATE - RURAL				
	RESIDENTIAL	6,200			6,200
	RAT - PENSIONER				
	RATE REBATE - URBAN	4.700			4.700
	RESIDENTIAL RMS CONTRIBUTIONS	4,700			4,700
	- BLOCK	38,000			38,000
	RMS CONTRIBUTIONS	,			•
	- CAPITAL	298,835	(298,835)		0
	ROADS & BRIDGES -	242.000			242.000
	CAPITAL NON RTA ROADWORKS	242,000			242,000
	MAINTENANCE	(50,757)			(50,757)
	S93F PLANNING	` ' '			, , ,
	AGREEMENTS	(360,000)			(360,000)
	S94 DISTRICT OPEN				/
	SPACE	(32,500)			(32,500)
	S94 DRAINAGE 2A	5,000			5,000
	S94 LIBRARY BUILDING S94 LIBRARY	5,500			5,500
	RESOURCES	(2,700)			(2,700)
	S94 LOCAL OPEN	(=, ,			(-//
	SPACE	(7,200)			(7,200)
	S94 PLAN	<i>(</i> )			(
	ADMINISTRATION	(3,500)			(3,500)
	S94A LEVIES SEAL EXTENSION	(21,400)			(21,400)
	PROGRAM RESERVE	93,000			93,000
	UCF - AIRPORT	20,000			55,500
	LANDING FEES	75,670			75,670
	UCF - CONSTRUCTION				
	CERTIFICATES	(35,000)			(35,000)
	UCF - DEVELOPMENT APPLICATIONS	(150,000)			(150,000)
	UCF - FOOD CONTROL	(2,300)			(2,300)
	CC TOOD CONTROL	(2,300)			(2,300)

MID-WESTERN REGIONAL COUNCIL | PAGE 7 OF 69

Fund	(3,950) (5,000) (15,980) 1,322,039 (4,500) 1,687,650 135,466 350,000 3,919,924 (7,838) 7,838 0 (17,600)
DEVELOPMENT FEES   (3,950)	(5,000) (15,980) 1,322,039 (4,500) 1,687,650 135,466 350,000 3,919,924 (7,838) 7,838 0 (17,600)
	(5,000) (15,980) 1,322,039 (4,500) 1,687,650 135,466 350,000 3,919,924 (7,838) 7,838 0 (17,600)
UCF - REZONING	(15,980)  1,322,039  (4,500) 1,687,650 135,466 350,000  3,919,924  (7,838) 7,838 0 (17,600)
NOTE	1,322,039 (4,500) 1,687,650 135,466 350,000 <b>3,919,924</b> (7,838) 7,838 0 (17,600)
CERTIFICATES	1,687,650 135,466 350,000 <b>3,919,924</b> (7,838) 7,838 0 (17,600)
UNSPENT GRANTS   175,466   (40,000     (41,708   175,466   (40,000   175,466   (40,000   175,466   (40,000   175,466   (41,708   175,466   (41,708   175,466   (41,708   175,466   (41,708   175,466   (41,708   175,466   (41,708   175,466   (41,708   175,466   (41,708   (41,	135,466 350,000 <b>3,919,924</b> (7,838) 7,838 0 (17,600)
VPA   391,708   (41,708)	350,000 3,919,924 (7,838) 7,838 0 (17,600)
VPA   391,708   (41,708)	3,919,924 (7,838) 7,838 0 (17,600)
General           Total         13,690,355 (10,001,782)         114,494         116,857           Rylstone         FEES         (7,838)	3,919,924 (7,838) 7,838 0 (17,600)
Rylstone Sports UCF - GROUND HIRE Council FEES (7,838)  Unrestricted Cash 7,838  Rylstone Sports Council Total 0  Saleyards Unrestricted Cash (17,600)  Saleyards (17,600)  GRT - EMPLOYMENT & Sewer TRAINING PROGRAMS (16,800)  INT - INTEREST ON SEWER FUNDS 80,000  NON-CASH CONTRIBUTIONS - CAPITAL (173,000)  OTR - COUNCIL PROPERTY RENTAL (20,000)  RAT - SEWER	(7,838) 7,838 0 (17,600)
Sports UCF - GROUND HIRE Council FEES (7,838)  Unrestricted Cash 7,838  Rylstone Sports Council Total 0  Saleyards Unrestricted Cash (17,600)  Saleyards Total (17,600)  GRT - EMPLOYMENT & Sewer TRAINING PROGRAMS (16,800)  INT - INTEREST ON SEWER FUNDS 80,000  NON-CASH CONTRIBUTIONS - CAPITAL (173,000)  OTR - COUNCIL PROPERTY RENTAL (20,000)  RAT - SEWER	7,838 0 (17,600)
Unrestricted Cash 7,838  Rylstone Sports Council Total 0  Saleyards Unrestricted Cash (17,600)  Saleyards Total (17,600)  GRT - EMPLOYMENT & (16,800)  INT - INTEREST ON SEWER FUNDS 80,000  NON-CASH CONTRIBUTIONS - CAPITAL (173,000)  OTR - COUNCIL PROPERTY RENTAL (20,000)  RAT - SEWER	7,838 0 (17,600)
Rylstone Sports Council Total 0  Saleyards Unrestricted Cash (17,600)  Saleyards (17,600)  GRT - EMPLOYMENT & (16,800)  INT - INTEREST ON SEWER FUNDS 80,000  NON-CASH CONTRIBUTIONS - CAPITAL (173,000)  OTR - COUNCIL PROPERTY RENTAL (20,000)  RAT - SEWER	0 (17,600)
Saleyards Total (17,600)  GRT - EMPLOYMENT & (16,800)  INT - INTEREST ON SEWER FUNDS 80,000  NON-CASH CONTRIBUTIONS - CAPITAL (173,000)  OTR - COUNCIL PROPERTY RENTAL (20,000)  RAT - SEWER	(17,600)
Saleyards   (17,600)	
Total	(17 (00)
Sewer TRAINING PROGRAMS (16,800)  INT - INTEREST ON SEWER FUNDS 80,000  NON-CASH CONTRIBUTIONS - CAPITAL (173,000)  OTR - COUNCIL PROPERTY RENTAL (20,000) RAT - SEWER	(17,600)
SEWER FUNDS 80,000  NON-CASH CONTRIBUTIONS - CAPITAL (173,000)  OTR - COUNCIL PROPERTY RENTAL (20,000)  RAT - SEWER	(16,800)
CONTRIBUTIONS - CAPITAL (173,000) OTR - COUNCIL PROPERTY RENTAL (20,000) RAT - SEWER	80,000
PROPERTY RENTAL (20,000) RAT - SEWER	(173,000)
	(20,000)
DECIDENTIAL (45 000)	(45,000)
RESIDENTIAL (15,900)	(15,900)
S64 230,000 (220,000)	230,000
S64 SEWER (230,000)	(230,000)
SEWER RESERVE 828,000 (820,000)  UCF - SEWER  CONNECTION FEE (28,000)	8,000
CONNECTION FEE (28,000)  UCF - SEWER  DISCHARGE FEE (9,000)	(28,000)
DISCHARGE FEE (9,000) UCF - SEWER USAGE -	(9,000)
LIQUID TRADE WASTE 5,000	5,000
UCF - SEWER USAGE -	.,
NON RESIDENTIAL 80,000	
Unrestricted Cash 619,000 (380,000)	80,000
Sewer Total 1,349,300 (1,200,000)	80,000 239,000

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						Grand
Fund	Funding Source	21/22	22/23	23/24	24/25	Total
	GRT - PENSIONER					
	RATE SUBSIDY -	4.000				4 000
Waste	WASTE	4,000				4,000
	INT - INTEREST ON	40.000				40.000
	OTHER FUNDS	40,000				40,000
	OTR - GENERAL SALES OTR - OTHER	38,000				38,000
	REVENUE	(43,000)				(43,000)
	RAT - BUSINESS	(43,000)				(43,000)
	WASTE PICKUP	(4,000)				(4,000)
	RAT - DOMESTIC	( - , ,				( -//
	WASTE CHARGES	(4,100)				(4,100)
	RAT - GENERAL WASTE					
	MANAGEMENT					
	CHARGES	(4,500)				(4,500)
	UCF - RECYCLING					
	SCRAP METAL	(250,000)				(250,000)
	UCF - TIPPING FEES	(200 000)				(200.000)
	GENERAL WASTE	(300,000)				(300,000)
	Unrestricted Cash	499,198				499,198
	WASTE RESERVE	(2,735)				(2,735)
Waste		(07.407)				(07.407)
Total	INT INTEREST ON CCA	(27,137)				(27,137)
Water	INT - INTEREST ON S64 CONTRIBUTIONS	(8,000)				(8,000)
water	INT - INTEREST ON	(8,000)				(8,000)
	WATER FUNDS	50,000				50,000
	NON-CASH	,				,
	CONTRIBUTIONS -					
	CAPITAL	(12,000)				(12,000)
	RAT - PENSIONER					
	RATE REBATE - WATER					
	CHARGES	(6,000)				(6,000)
	S64	603,000				603,000
	S64 WATER	(595,000)				(595,000)
	UCF - WATER					
	CONNECTION FEE	(80,000)				(80,000)
	UCF - WATER METER	(6,000)				(6,000)
	TESTING & READINGS UCF - WATER USAGE -	(6,000)				(6,000)
	OTHER WATER	(20,000)				(20,000)
	UCF - WATER USAGE -	(20,000)				(20,000)
	RESIDENTIAL	120,000				120,000
	Unrestricted Cash	146,940	(80,000)			66,940
	WATER RESERVE	433,606	(75,000)			358,606
Water			(. 5)000)			220,000
Total		626,546	(155,000)			471,546
Grand			Ĺ			
Total		15,621,464 (	11,356,782)	114,494	116,857	4,496,033

# 1.1 2021/2022

Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Members Expenses - Councillor claims for carer expenses.	3,600	-	0	-	0	-	0	-	0	(3,600)
General	Australia Day Celebrations - Savings recognised for the Australia Day Celebration.	-2,560	-	0	-	0	-	0	-	0	2,560
General	Audit & Risk Committee - Reduction in internal audit program	-20,000	-	0	-	0	-	0	-	0	20,000
General	Orana Water Utilities Alliance - Move membership expenses from OWUA to OWUA small projects.	-17,500	-	0	-	0	-	0	-	0	17,500
General	OWUA Small Projects - Move membership expenses from OWUA to OWUA small projects. Recognise MWRC Contribution share to the OWUA project. Budget Required for W-Lab Subscription.	23,700	CONTRIBUTION FROM OTHER FUNDS (INTERNAL INCOME)	(55,224)	-	0	-	0	-	0	31,524
General	Insurance - General - Insurance higher than budget for	16,451	-	0	-	0	-	0	-	0	(16,451)
General	Corporate Buildings Admin - Depreciation adjustment (non- cash)	-6,506	-	0	-	0	-	0	-	0	6,506
General	Corporate - Community Services Office - Additional funds required to meet the increase in cleaning standards, due to increased activity with the building.	5,000	-	0	-	0	-	0	-	0	(5,000)
General	Buildings Major Projects Admin - Savings due to vacancies	-15,000	-	0	-	0	-	0	-	0	15,000
General	Mudgee Administration Building Upgrade - Update network cables	11,000		0	-	0	-	0	-	0	(11,000)

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Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Buildings Master Key System - Delays due to change in scope of security upgrades	-111,149	-	0	-	0	ASSET REPLACEMENT RESERVE	111,149	-	0	0
General	Mudgee Admin Building Extension - Mudgee Admin Building extension deferred due to Delays in design phase caused by consultancy challenges caused by Covid	-700,000	-	0	-	0	ASSET REPLACEMENT RESERVE	248,489	-	0	451,511
General	Corporate Governance - Hire of the Senior Compliance officer and recovery of legal costs	85,000	OTR - RECOVERY OF LEGAL COSTS	(70,000)	OTR - REIMBURSEMENT - GENERAL INSURANCE	(5,850)	-	0	-		(9,150)
General	Records Operations - Savings in employee costs and delays with supplier completing the Council minute book binding project.	-31,000	-	0	-	0	-	0	-	0	31,000
General	Executive Support - Savings due to vacancies	-180,000	-	0	-	0	-	0	-	0	180,000
General	Human Resources - Staff survey not required this year	-16,000	-	0	-	0	-	0	-	0	16,000
General	Staff Training, Conferences & Seminars - Conferences and training savings as some course were not able to be undertaken due to covid19 restrictions	-85,000	-	0	-	0	-	0	-	0	85,000
General	Staff Leave Entitlements - Overheads will not be fully recovered due to vacancies, some cost savings in leave payments lower than budget	-191,000	INTERNAL INCOME - LEAVE, SICK LEAVE AND SUPERANNUATION OVERHEADS	600,000	-	0	EMPLOYEE LEAVE ENTITLEMENTS RESERVE	100,000	-	0	(509,000)

	FINA	

Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Workplace Health & Safety - Savings in wages due to vacancies, increased incentive funds, deferred Health Wellbeing day to 22.23 (\$8k), defer other training 22.23(\$26k)	-210,500	OCCUPATIONAL HEALTH & SAFETY	(12,745)	-	0	-	0	-	0	223,245
General	Financial Services - Savings due to vacancies, increase audit service cost and financial statement templates	-116,580	-	0	-	0	-	0	-	0	116,580
General	Revenue Collection - Savings in employee and debt recovery costs	-85,500	UCF - S603 CERTIFICATES & OTHER REVNEUE	(8,500)	OTR - RECOVERY OF LEGAL COSTS	30,000	-	0	-	0	64,000
General	Plans Of Management - Crown Lands - Grant income from Crown Land Plans Management.  Due to the nature of the project it will need to continue on into the next financial year.	-57,000	GRT - OTHER GRANT INCOME	(21,201)		0	-	0		0	78,201
General	Stores & Purchasing - Savings due to vacancies	-83,800	OTR - OTHER REVENUE	(3,000)	-	0	-	0	-	0	86,800
General	Information Technology Operations - Depreciation adjustment (non- cash)	-1,630	-	0	-	0	-	0	-	0	1,630
General	Covid19 Response - Return unspent funds for covid19 response	-245,400	-	0	-	0	-	0	-	0	245,400
General	Mid-Western Operations Administration - Revised wages, transfer from asset management	129,000	OTR - OTHER REVENUE	(3,000)	-	0	-	0	-	0	(126,000)
General	MWRC Ops Admin - 48 Depot Rd - Additional funds required for rental and cleaning costs.	7,950	-	0	-	0	-	0	-	0	(7,950)
General	Asset Management Admin - Savings due to vacancies	-225,000	-	0	-	0	-	0	-	0	225,000

Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Plant Operations Fund - Depreciation adjustment (non- cash)	-393,012	OTR - REIMBURSEMENT - GENERAL INSURANCE, INTERNAL PLANT HIRE INCOME & PLANT LEASEBACK FEES	2,295,417	DOA - SALE OF PASSENGER VEHICLES (NON- CASH)	(300,000)	PLANT REPLACEMENT RESERVE	(1,649,917)	-	0	47,512
General	Council Works Depots - Buildings - Depreciation adjustment (non- cash)	1,098	-	0	-	0	-	0	-	0	(1,098)
General	Council Works Depot Operations - Additional depot and washbay maintenance required	29,000	-	0	-	0	-	0	-	0	(29,000)
General	Plant Purchases - Amendments to replacement schedule of vehicles	119,095	CONTRIBUTION FROM OTHER FUNDS (INTERNAL INCOME)	(30,000)	-	0	PLANT REPLACEMENT RESERVE	(54,095)		0	(35,000)
General	Rural Fire Service - General Operations - Recognise RFS fleet. These assets are now required to be recognised as a Council asset for \$497k. Depreciation of RFS assets now required to be recognised as a Council asset for \$801k (non-cash)	801,280	NON-CASH CONTRIBUTIONS - CAPITAL	(497,000)	-	0	-	0	-	0	(304,280)
General	Bushfire Recovery -Make Safe Program (DRFA) - Make Safe program has been complete	-84,709	-	0	-	0	UNSPENT GRANTS	84,709	-	0	0
General	Bushfire Recovery - Ilford Hall (DRFA) - Multi-year funded project deferred into the next financial year	-20,000	-	0	-	0	UNSPENT GRANTS	20,000	-	0	0
General	Bushfire Recovery - Olinda Hall (DRFA) - Multi-year funded project deferred into the next financial year.	-20,000	-	0	-	0	UNSPENT GRANTS	20,000	-	0	0

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Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Fire Control Centre - Cudgegong Community - Multi-year funded project.	-3,000,000	GRT - BUSHFIRE & EMERGENCY SERVICES - CAPITAL	3,000,000	-	0	-	0	-	0	0
General	Rural Fire Service - Cooks Gap Station (Capital) - Savings recognised	-22,000	GRT - BUSHFIRE & EMERGENCY SERVICES - CAPITAL	22,000	-	0	-	0	-	0	0
General	Rural Fire Service - Lue Station (Capital) - Delays in project.	-91,400	GRT - BUSHFIRE & EMERGENCY SERVICES - CAPITAL	91,400	-	0	-	0	-	0	0
General	Animal & Pest Control - Depreciation adjustment (non- cash)	-2,453	-	0	-	0	-	0	-	0	2,453
General	Mudgee Pound Upgrade - Renovation & Extension - Delays due to inability engaging contractors in expected timeframes and in supply of materials	-160,000	-	0	-	0	ASSET REPLACEMENT RESERVE	160,000	-	0	0
General	Public Health Registrations & Inspections - Savings due to vacancies	-40,858	UCF - FOOD CONTROL	(2,300)	UCF - OTHER PUBLIC HEALTH FEES	(5,000)	-	0	-	0	48,158
General	Covid Testing Clinic - Health NSW has rejected payment Councils costs for the operations of the Covid testing clinic.  Estimated costs for the Covid testing clinics less than expected.	-83,644	GRT - OTHER GRANT INCOME	134,239		0		0		0	(50,595)
General	Pop-Up Covid Vaccination Clinics - Health NSW has rejected payment Councils costs for the operations of the pop-up Covid vaccination clinic. Estimated costs of pop-up Covid vaccination clinics less than expected.	-41,329	GRT - OTHER GRANT INCOME	46,471		0		0	-	0	(5,142)
General	Weeds Inspection - Internal plant hire actuals less than expected.	-40,000	-	0	-	0	-	0	-	0	40,000

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General	Youth Services Administration - Multi-year project. To claim amounts budgeted in previous years.	0	GRT - YOUTH SERVICES	(62,645)	-	0	-	0	-	0	62,645
General	Ironed Out Operations - Some staff have taken unpaid leave.	-20,000	-	0	-	0	-	0	-	0	20,000
General	Rag Cut And Bale Operations - Funding to be received from Netwaste for rag cuttings, baling and sales	15,048	GRT - OTHER GRANT INCOME	(7,381)	-	0	-	0	-	0	(7,667)
General	Country University Centre - Delays in receipt of funding and confirmation of project – multi-year project adjustment	-30,000	-	0	-	0	-	0	-	0	30,000
General	Strategic Planning - Unexpected increase in Planning Proposal applications being lodged with the Council.  The role of the Strategic Planner remains vacant.	-67,000	UCF - REZONING APPLICATIONS	(15,980)	-	0	-	0	-	0	82,980
General	Development Control - Increase development occurring in the region resulting in increase revenue,  75k in legal expenses, savings due to vacancies	-22,000	UCF - DEVELOPMENT APPLICATIONS	(150,000)	-	0	-	0	-	0	172,000
General	Heritage - Local Heritage Advisors - Workload is continually increasing for the Heritage Advisor. A particular increase is in appointment requests by Council's Operations and Major Projects teams.	6,000	-	0	-	0	-	0	-	0	(6,000)
Waste	Domestic Waste Management - Annual revenue review	0	RAT - DOMESTIC WASTE CHARGES	(4,100)	-	0	-	0	-	0	4,100

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Fund	E: FINANCE   Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
Waste	Waste - General Operations - Waste revenue and operations review, \$2.8k Depreciation adjustment (non-cash)	24,402	RATES, INTEREST & OTHER REVENUE	30,500	UCF - TIPPING FEES GENERAL WATE	(300,000)	-	0	-	0	245,098
General	Waste - Commercial Waste - Internal income for commercial waste pick up at MWRC facilities	0	INTERNAL INCOME - WASTE TIPPING FEES	(130,262)		0		0		0	130,262
Waste	Mudgee Recycling Operations - Recycling scrap metal income.	0	UCF - RECYCLING SCRAP METAL	(250,000)	-	0	-	0	-	0	250,000
Waste	Gulgong WTS Office Replacement - WTS Office Replacement costs higher than expected	2,735	-	0	-	0	WASTE RESERVE	(2,735)	-	0	0
General	Street Cleaning - Tipping fee for street sweeper waste	20,000	-	0	-	0	-	0	-	0	(20,000)
General	Drainage Maintenance - The wet year has required more drainage maintenance to be carried out than usual	300,000	-	0	-	0	-	0	-	0	(300,000)
General	Stormwater Asset Survey - Multi- year project	-54,000	-	0	-	0	ASSET REPLACEMENT RESERVE	54,000	-	0	0
General	Mudgee Floodplain Management Plan Stage 2 - Multi-year funded project.	-65,000	GRT - ENVIRONMENT GRANTS	43,333	-	0	-	0	-	0	21,667
General	Putta Bucca Wetlands Toilet - Design phase of the project prolonged due to flood plan and planning requirements	-94,934	-	0	-	0	DEVELOPER CONTRIBUTIONS	79,579	CAPITAL PROGRAM RESERVE	15,355	0
General	Putta Bucca Wetlands -Pathways And Car Park (Requires Grant) - Multi-year funded project.	-25,000	GRT - RECREATION - CAPITAL	25,000	-	0	-	0	-	0	0

Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Putta Bucca Wetlands Infrastructure - Multi-year funded project.	-374,472	GRT - FOOTPATHS & CYCLEWAYS - CAPITAL	374,472	-	0	-	0	-	0	0
General	Cemetery Mtce - Administration - Depreciation adjustment (non- cash)	1,556	-	0		0	-	0	-	0	(1,556)
General	Cemetery Capital Program - Cemetery Capital funds to be used for the Mudgee Cemetery Road Upgrade	-10,000	-	0	-	0	ASSET REPLACEMENT RESERVE	6,678	CAPITAL PROGRAM RESERVE	3,322	0
General	Mudgee Cemetery Road Upgrade - To ensure that upgrade is satisfactory whilst plant/equipment was mobilised onsite.	10,000	-	0	-	0	ASSET REPLACEMENT RESERVE	(6,678)	CAPITAL PROGRAM RESERVE	(3,322)	0
General	Public Toilets - General Operations - Installation of a new door and signage on Market Street and within Byron Place to direct the public towards these toilets.  Move all toilet maintenance budgets under one budget.  Depreciation adjustment of \$2,796 (non-cash)	44,510	-	0	-	0	-	0	-	0	(44,510)
General	Public Toilets - Mudgee Baby Change Room - Move all toilet maintenance budgets under one budget.	-12,784	-	0	-	0	-	0	-	0	12,784
General	Public Toilets - Rylstone - Move all toilet maintenance budgets under one budget.	-29,522	-	0	-	0	-	0	-	0	29,522
Water	Water Management & Administration - Revision of water revenue and admin costs, non- cash asset (\$12k)	-143,900	RAT - PENSIONER RATE REBATE - WATER CHARGES, INTEREST & UCF - WATER USAGE	58,000	NON-CASH CONTRIBUTIONS CAPITAL	(12,000)	-	0	-	0	97,900

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Water	Water Management Studies - Move to 22/23 budget to continue water modelling engagements.	-80,000	-	0	-	0	-	0	-	0	80,000
Sewer	Sewer Mains - Capital - Transfer to 22/23. Relining tender advertised, but not expected to commence until 22/23. Delay due to staff resources unavailable for project management.	-820,000	-	0	-	0	SEWER RESERVE	820,000	-	0	0
Water	Water Mains Ops & Maint - \$112,000 for risk assessment of Rylstone Dam upgrade. Transfer budget savings from water meter operations, Water Pump Station Operations. Water River Intakes Operations and Gulgong Water Treatment Operations	397,000	-	0	-	0	-	0		0	(397,000)
Water	Water Meter Ops & Maint - New fleet of water meters in which maintenance in minimal	-115,000	-	0	-	0	-	0	-	0	115,000
Water	Water New Connections - Increase in costs associated with increased development.	40,000	-	0	-	0	-	0	-	0	(40,000)
Water	Water Pump Station Ops & Maint - Savings recognised in association with labour resource availability	-50,000	-	0	-	0	-	0	-	0	50,000
Water	Water River Intakes Ops & Maint - Savings recognised in association with labour resource availability	-50,000	-	0	-	0	-	0	-	0	50,000
Water	Water T'Ment Plant Ops & Maint Gulgong - Savings recognised in association with labour resource availability	-70,000	-	0	-	0	-	0	-	0	70,000

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Water	Water Rylstone Dam Upgrade - A procuring risk assessment conducted with aim of reducing upgrade works. \$112k to be transferred to the operational budget.	-350,000	-	0	-	0	WATER RESERVE	238,000	-	0	112,000
Water	Water Mains - Nicholson St Court To Cox - Savings recognised to be used for the Horatio St - Court to Cox project.	-55,000	-	0	-	0	WATER RESERVE	55,000	-	0	0
Water	Water Mains - Nicholson St Court St West Road Crossing - Internal income for commercial waste pick up at MWRC facilities	-5,606	-	0	-	0	WATER RESERVE	5,606	-	0	0
Water	Water Mains - Nicholson St Court St East Road Crossing - Additional scope due to major value at reservoir requiring replacement.	10,000	-	0	-	0	WATER RESERVE	(10,000)	-	0	0
Water	Water Mains - Horatio St Court To Cox - Water mains at Horatio St between Court and Cos St to commence in in May/June	55,000	-	0	-	0	WATER RESERVE	(55,000)	-	0	0
Water	Water Pump Station - Capital Renewals - Procurement for secondary chlorination system upgrades in Rylstone Water Supply unsuccessful (exceeded budget estimates. Transfer remaining budget to 2022/23 to re-scope.	-75,000	-	0	-	0	WATER RESERVE	75,000	-	0	0
Water	Water Reservoir Renewals - Savings to be transferred to water fund.	-25,000	-	0	-	0	WATER RESERVE	25,000	-	0	0

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Water	Water Treatment Plant - Renewals - Rylstone Switchboard replacement not progressed due to being unable to secure design contract.	-100,000	-	0	-	0	WATER RESERVE	100,000	-	0	0
Water	Rural Customer Fill Stations - Savings recognised.	-9,040	-	0	-	0	-	0	-	0	9,040
Sewer	Sewer Management & Administration - Review of revenue and sewer admin costs, and \$173k Contributed developer sewer asset (non-cash).	-181,300	RAT - SEWER, UCF SEWER, INTEREST & GRT -EMPLOYMENT & TRAINING PROGRAMS	75,300	NON_CASH CONTRIBUTION	(173,000)	-	0	-	0	279,000
Sewer	Sewer Management Studies - Move to 2022/23 to continue sewer modelling engagement and further strategic planning studies	-380,000	-	0	-	0	-	0	-	0	380,000
Sewer	Sewer Mains Ops & Maint - Transfer to Sewer Condition Assessment Project to clearly identify sewer condition assessment related to Mudgee STP and Putta Bucca RM to be undertaken May-June 2022.	-75,000		0		0	-	0	-	0	75,000
Sewer	Sewer New Connections - Increase in costs associated with increased development.	40,000	-	0	-	0	-	0	-	0	(40,000)
Sewer	Sewer Condition Assessment - Sewer condition assessment related to Mudgee STP and Putta Bucca RM to be undertaken May- June 2022.	75,000	-	0	-	0	-	0	-	0	(75,000)
Sewer	Sewer Mains Relining - Return savings to sewer fund.	-8,000	-	0	-	0	SEWER RESERVE	8,000	-	0	0

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General	Library - General Operations - Additional software and licensing for mobile application for library services and funding received for the Tech savvy Seniors Grant funding and increase in State Library NSW Grant.	8,000	GRT - LIBRARY GRANT	(3,070)	-	0	-	0	-	0	(4,930)
General	Community Centres - Hargraves Court - Depreciation adjustment (non-cash)	-1,876	-	0	-	0	-	0	-	0	1,876
General	Hargraves Court House Building - External Works - Still in investigation stage, waiting on report and scope of works from Heritage Advisor	-56,954	-	0	-	0	ASSET REPLACEMENT RESERVE	56,954	-	0	0
General	Community Buildings Administration - Depreciation adjustment (non-cash)	-1,119	-	0	-	0	-	0	-	0	1,119
General	Town Hall - External Brickwork - Delays due to Heritage Advisor Report and time predicted for procumbent is greater than expected	-50,000	-	0	-	0	ASSET REPLACEMENT RESERVE	50,000	-	0	0
General	Active Parks - Administration - Depreciation increase of \$42k (non-cash)  Contributed Artwork asset of \$75k (non-cash)	42,342	NON-CASH CONTRIBUTIONS - CAPITAL	(75,500)	-	0	-	0	-	0	33, 158
General	Active Parks - Glen Willow Accessible Amenities Building - Defer the Glen willow Accessible building project.	-103,000	GRT - RECREATION - CAPITAL	103,000	-	0	-	0		0	0

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General	Glen Willow Sports Ground Upgrades - Delays due to weather and ability to engage contractors in expected timeframes - multi-year project adjustment.  Reallocate funding from Glen Willow Upgrades as a portion of the funding can be used for the upgrade of the Carpark.	-357,722	GRT - RECREATION - CAPITAL	357,722	-	0	-	0		0	0
General	Glen Willow Carpark - Reallocate funding from Glen Willow Upgrades as a portion of the funding can be used for the upgrade of the Carpark.	57,722	GRT - RECREATION - CAPITAL	(57,722)	-	0	-	0	-	0	0
General	Mudgee Showground Tree Planting (Requires Grant) - Awaiting grant funding, therefore project to be complete in the next financial year.	-20,000	GRT - RECREATION - CAPITAL	10,000	-	0	-	0	-	0	10,000
General	Glen Willow Netball Area Bubbler (Requires Grant) - Awaiting grant funding, therefore project to be complete in the next financial year.	-10,000	CONTRIBUTIONS	5,000		0		0	-	0	5,000
General	Victoria Park Mudgee - Fencing - Funding deed for grant has not yet been received therefore cannot commence works.	-60,000	GRT - RECREATION - CAPITAL	60,000		0	-	0	-	0	0
General	Gulgong Tennis Courts - Delays in grant funding resulting in insufficient time to complete project, therefore will be completed in the next financial year.	-130,000	GRT - RECREATION - CAPITAL	130,000	-	0	-	0	-	0	0
General	Clandulla Recreation Park Amenities - Delays due to processes related to Aboriginal Land Claim	-120,000	-	0	-	0	LAND DEVELOPMENT RESERVE	40,000	CAPITAL PROGRAM RESERVE	80,000	0

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General	Victoria Park Gulgong- Grandstand Improvements - Funding deed for grant has not yet been received therefore cannot commence works until 2022/23	-20,000	GRT - RECREATION - CAPITAL	20,000	-	0	-	0	-	0	0
General	Rylstone & Kandos Dog Park - Delays due to unsuccessful in engaging contractor following 2 RFQ attempts.	-90,000	GRT - RECREATION - CAPITAL	90,000	-	0	-	0	-	0	0
General	Putta Bucca Training Camp Facility -Stage 3 (Requires Grant) - Delays due to planning process requirements - multi-year project adjustment	-92,000	GRT - RECREATION - CAPITAL	92,000	-	0	-	0	-	0	0
General	Mudgee Showgrounds - Pathway Improvements - Project scope to be finalised at the completion of the Mudgee Showground grandstand project	-40,000	-	0	-	0	CAPITAL PROGRAM RESERVE	40,000	-	0	0
Rylstone Sports Council	Rylstone Sports Council - Ground hire fees for Rylstone Sports Council.	0	UCF - GROUND HIRE FEES	(7,838)	-	0	-	0	-	0	7,838
General	Victoria Park Mudgee - Sight Screens & Seating - Funding deed for grant has not yet been received therefore cannot commence works.	-70,000	GRT - RECREATION - CAPITAL	70,000	-	0	-	0	-	0	0
General	Victoria Park Gulgong - Shot Put/Discus Replacement - Delays in commencement of works.	-25,000	-	0	-	0	ASSET REPLACEMENT RESERVE	25,000	-	0	0
General	Passive Parks - Administration - Depreciation adjustment (non- cash)	-11,272	-	0	-	0	-	0	-	0	11,272
General	Drainage Reserve Maintenance - Additional funds required due to the extended rainfall and therefore growing season.	8,000		0		0		0		0	(8,000)

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General	Red Hill - Pathway And Landscaping Upgrade - Red Hill Advisory yet to provide feedback on the proposed scope. Discussions on material type and pathway to be finalised before RFQ.	-40,000	GRT - OTHER GRANT INCOME - CAPITAL	40,000	-	0	-	0	-	0	0
General	Red Hill - Building Maintenance - Remuneration for the Gulgong Gold Experience Coordinator.	10,822	-	0	-	0	-	0	-	0	(10,822)
General	Sculptures Across The Region - Installation of additional sculptures in Gulgong and Rylstone for the associated promotional material.	30,600	-	0	-	0	-	0	-	0	(30,600)
General	Playground Shading Program - Mudgee skate part shade structure has been subject to native title approval/planning review resulting in delays.	-119,000	GRT - RECREATION - CAPITAL	68,296	-	0	VPA	41,708	CAPITAL PROGRAM RESERVE	8,996	0
General	Red Hill Capital Works - Delays due to planning process requirements and inability to engage contractors in expected timeframes - multi-year project adjustment	-130,000	GRT - RECREATION - CAPITAL	60,119	-	0	ASSET REPLACEMENT RESERVE	9,762	-	0	60,119
General	Clandulla Mountain Bike Trail Development (Requires Grant) - Following extensive consultation with the regions MTB clubs and state forest this project is now unachievable for a number of reasons. To be moved into the future year and other options to be investigated.	-245,000	GRT - RECREATION - CAPITAL	145,000	-	0	CAPITAL PROGRAM RESERVE	100,000	-	0	0
General	Coronation Park Fence - Shortages of contractors available resulting in delays in the project.	-35,000	-	0	-	0	-	0	-	0	35,000

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Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Rotunda Park Kandos - Rotunda Minor Works - Additional works for 10k are required to achieve a long term satisfactory result. Project to be completed in the next financial year	-10,000		0	-	0	ASSET REPLACEMENT RESERVE	10,000	-	0	0
General	Coronation Park Gulgong - Irrigation Renewal - Funding deed for coronation park has not been received therefore cannot commence works.	-30,192	GRT - RECREATION - CAPITAL	30,000	-	0	-	0	-	0	192
General	Lawson Park Mudgee -Irrigation Renewal - Unsuccessful in engaging contractor following 2 RFQ attempts	-30,192	-	0	-	0	ASSET REPLACEMENT RESERVE	30,000	-	0	192
General	Bridge And Steps Replacement - Rylstone Common - Project still in the design phase. Multi-year funded project to be carried into the next financial year.	-40,000	GRT - OTHER GRANT INCOME - CAPITAL	40,000	-	0	-	0	-	0	0
General	Mudgee Riverside - Walking Track Improvements - Awaiting funding deed to continue with the project.	-35,000	GRT - RECREATION - CAPITAL	35,000	-	0	-	0	-	0	0
General	Passive Park Signage Replacement - Funding deed has not yet been received therefore cannot commence any more works. More planning is required into the signage design strategy for Council open space network.	-21,000	GRT - RECREATION - CAPITAL	21,000	-	0	-	0	-	0	0
General	Art Gallery Operations - Depreciation adjustment (non- cash)	7,339	-	0	-	0	-	0	-	0	(7,339)
General	Art Gallery Facility - Project progressing but delays in planning processes - multi-year project adjustment	-200,000	GRT - OTHER GRANT INCOME - CAPITAL	189,384	-	0	CAPITAL PROGRAM RESERVE	10,616	-	0	0

CORPORAT	E: FINANCE										
Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	
General	Building Regulatory Services - Savings due to vacancies	-101,700	UCF - CONSTRUCTION CERTIFICATES	(35,000)	UCF - OTHER DEVELOPMENT FEES	(3,950)	-	0	-	0	140,650
General	Town Approaches Maintenance - Increased rain events has prolonged the growing season more than usual and therefore required a significant increase in mowing frequency	30,000	-	0	-	0	-	0	-	0	(30,000)
General	Urban Roads - Administration - Contributed developer road asset of \$294k (non-cash). Depreciation expense increase 1,932 (non-cash).	1,932	NON-CASH CONTRIBUTIONS - CAPITAL	(294,000)	-	0	-	0	-	0	292,068
General	Rural Sealed Roads Administration - Financial Assistance Grant to be received as an advance payment for \$964k.Increase in estimated Financial Assistance Grant.  Depreciation adjustment for \$17k(non-cash)	16,841	GRT - FINANCIAL ASSISTANCE - ROADS COMPONENT	(1,034,775)	-	0	OTHER INTERNAL RESTRICTIONS	1,034,775	-	0	(16,841)
General	Rural Sealed Roads Maintenance - Maintenance has been prioritised in other areas such as drainage maintenance	-400,000		0	-	0	-	0	-	0	400,000
General	Rural Sealed Roads Shoulder Maintenance - Maintenance has been prioritised in other areas such as drainage maintenance	-80,000	-	0	-	0	-	0	-	0	80,000
General	Rural Rd Mtce - Charbon Area - Change in the Charbon Road Maintenance fees	0	ROADWORKS MAINTENANCE	(50,757)	-	0	UNSPENT GRANTS	50,757	-	0	0

Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	
General	Rural Reseal - Pyramul Rd Pyramul Seg 140-190 - Additional work required on Pyramul Road	13,774	-	0	-	0	-	0	-	0	(13,774)
General	Wilpinjong Mine Entrances - Ulan Wollar Rd - Project complete with savings	-335,000	ROADS & BRIDGES - CAPITAL NON RTA	242,000	-	0	SEAL EXTENSION PROGRAM RESERVE	93,000	-	0	0
General	Rural Sealed Regional Road Admin - Block Grant received is less than originally expected.	0	RMS CONTRIBUTIONS - BLOCK	38,000	-	0	-	0	-	0	(38,000)
General	Hill End Road Safety Improvements - Multi-year project. Negotiating property acquisition has delayed this project, specifically related to the property changing hands after an agreement had been made with the original owner.	-298,835	RMS CONTRIBUTIONS - CAPITAL	298,835	-	0	-	0	-	0	0
General	Rural Unsealed Roads Administration - Financial Assistance Grant to be received as an advance payment \$964k. Increase in estimated Financial Assistance Grant.  Recognise Book value of infrastructure scrapped \$60k	60,000	GRT - FINANCIAL ASSISTANCE - ROADS COMPONENT	(1,034,775)	-	0	OTHER INTERNAL RESTRICTIONS	964,121	-	0	10,654
General	Rural Unsealed Roads Grading Program - Grading has been carried out based on road condition, additional budget required.	240,000	-	0	-	0	-	0	-	0	(240,000)
General	Rural Unsealed Roads Minor Maintenance - Maintenance higher than expected due to wet weather.	80,000	-	0	-	0	-	0	-	0	(80,000)

Fund	E: FINANCE   Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Seal Extension - Queens Pinch Rd - Multi- year funded project. Delays due to Flora and Fauna studies identifying an endangered plant coupled with resource shortages has delayed this project.	-400,000	GRT - ROADS & BRIDGES OTHER CAPITAL	400,000	-	0	-	0	-	0	0
General	Seal Extension - Botobolar Rd - Multi-year project. Move budget into the next financial year. Delays due to flow on effect from wet weather and resource shortages have delayed this project	-822,001	GRT - ROADS & BRIDGES OTHER CAPITAL	635,182	-	0	-	0		0	186,819
General	Goodiman Creek Bridge Replacement - Multi-year funded project. Timing of the project uncertain due to the tendering complexity due to multiple council's involvement.	-950,000	GRT - ROADS & BRIDGES OTHER CAPITAL	950,000	-	0	-	0	-	0	0
General	Dixons Long Point Crossing - Multi- year funded project.	-85,000	GRT - ROADS & BRIDGES OTHER CAPITAL	85,000	-	0	-	0	-	0	0
General	Regional Rural Sealed Bridge Maintenance - Depreciation adjustment (non-cash)	266,756	-	0	-	0	-	0	-	0	(266,756)
General	Pedestrian - Putta Bucca Walkway - Costs higher than budgeted for	2,079	-	0	-	0	-	0	-	0	(2,079)
General	Footpath - Walkers Oval To Cultural Precinct - Costs for the project higher than budgeted for.	6,300	-	0	-	0	-	0	-	0	(6,300)
General	Airport - Operations & Maintenance - Income from Airport Landing Fees Lower than originally expected.  The internal rates have increased due to the recent Airport Subdivision.	-41,784	UCF - AIRPORT LANDING FEES	75,670	-	0	-	0	-	0	(33,886)

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Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
	Reduce budget for Fly Pelican. Actuals less than expected										
General	Airport Hanger And Studio - Awaiting approval from funding body for change of project scope - multi-year project adjustment	-15,000	GRT - AERODROMES CAPITAL	15,000	-	0	-	0	-	0	0
General	Ow - Funds been used throughout the year on specific Ordered Works. This budget is no longer required.	-908,004	UCF - RMS STATE ROADS - ORDERED WORKS	1,121,644	-	0	-	0	-	0	(213,640)
General	Ow - Resurfacing Improvements - This budget is no longer required.	-280,000	UCF - RMS STATE ROADS - ORDERED WORKS	315,000	-	0	-	0	-	0	(35,000)
General	Ow - Heavy Patching - Additional works done for Heavy patching on state roads.	56,665	UCF - RMS STATE ROADS - ORDERED WORKS	(103,451)	-	0	-	0	-	0	46,786
General	Ow - Reseals - Complete reseal works	-267,397	UCF - RMS STATE ROADS - ORDERED WORKS	106,455	-	0	-	0	-	0	160,942
General	Ow - Ilford Sofala Intersection Asphalt Works - Completed works Ilford	2,290	UCF - RMS STATE ROADS - ORDERED WORKS	(7,646)	-	0	-	0	-	0	5,356
General	Ow - Mr633 Seg 170 Shoulder Widening Wo308.21.18 - Project complete. Savings recognised	-246,389	UCF - RMS STATE ROADS - ORDERED WORKS	(109,963)		0		0		0	356,352
General	Ow - Goolma Rd Shoulder Widening Wo308.22.06/08 - Project complete. Savings recognised	-32,840	-	0	-	0	-	0	-	0	32,840

CORPORAT	E: FINANCE										
Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	CDB Pedestrian Crossing Lighting Upgrade - Project complete. Savings recognised.	-9,658	GRT - ROADS & BRIDGES OTHER CAPITAL	78,425	-	0	CAPITAL PROGRAM RESERVE	(78,426)	-	0	9,659
General	High Pedestrian Activity Area 40Km/H - Remove duplicate budget	-70,000	GRT - ROADS & BRIDGES OTHER CAPITAL	70,000	-	0	-	0	-	0	0
General	Caravan Park - Mudgee Valley Park - Depreciation adjustment (non-cash)	-30,000		0		0	-	0		0	30,000
General	Cudgegong Waters Caravan Park - Kiosk & Office - Delays due to planning approval processes and inability to engage contractors in expected timeframes - multi-year project adjustment	-120,000	GRT - RECREATION - CAPITAL	102,128	-	0	-	0	-	0	17,872
General	Rylstone Caravan Park - Capital - Delays due to planning approval processes and inability to engage contractors in expected timeframes – multi-year project adjustment	-200,200	GRT - RECREATION - CAPITAL	70,219	-	0	ASSET REPLACEMENT RESERVE	49,999	CAPITAL PROGRAM RESERVE	79,982	0
General	Cudgegong Waters Park House - Delays due to planning approval processes	-230,000	-	0	-	0	-	0	-	0	230,000
General	Cudgegong Waters - Public Toilets - No grant funding secured yet - multi-year project adjustment	-15,000	GRT - RECREATION - CAPITAL	15,000	-	0	-	0	-	0	0
General	Major Events Glen Willow - The Waratah's Super Rugby Match did not go ahead	-120,000	OTR - GENERAL SALES	120,000	-	0	-	0	-	0	0
General	Flavours Of Mudgee - Remove majority of the budget as the Flavours of Mudgee was cancelled this year due to Covid. Some budget to remain for preparation of the 2022/23 event.	-99,015	OTR - GENERAL SALES	50,000	-	0	-	0	-	0	49,015

	CORPORATE. FINANCE										
Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
Saleyards	Saleyards Administration - Reallocate budget for insurance not previously split between the funds.	17,600	-	0	-	0	-	0	-	0	(17,600)
General	Property - Burrundulla Land Development - To develop concept plan for the site.	10,000	-	0	-	0	-	0	-	0	(10,000)
General	Property - Development Mortimer St - Develop a concept plan for the site	10,000	-	0	-	0	-	0	-	0	(10,000)
General	Commercial Prop - Administration - Valuation of the property in Gulgong. This potential sale was withdrawn.	17,843	-	0	-	0		0		0	(17,843)
	Depreciation decrease of \$1,057 (non-cash)										
General	Commercial Property Purchase - The purchase of this property at Gulgong was withdrawn.	-1,120,820	-	0	-	0	LAND DEVELOPMENT RESERVE	1,120,820	-	0	0
General	General Purpose Revenue - \$1m Surplus transfer to capital reserve, Financial Assistance Grant to be received as an advance payment \$3.5m. Increase in estimated 222/23 Financial Assistance Grant. Gain on revaluation of \$775k, other minor adjustments to annual revenue	0	RATE INCOME, INTEREST & FINANCIAL ASSISTANCE GRANT	(3,523,119)	CAPITAL MOVEMENT INVESTMENT PROPERTIES	(775,300)	CAPITAL PROGRAM RESERVE	1,000,000	OTHER INTERNAL RESTRICTIONS	3,545,619	(247,200)
General	General Fund Developer Contributions - Additional contributions income	0	S7.11 & 7.12 CONTRIBUTIONS & INTERST	(280,550)	S93F PLANNING AGREEMENTS AND INTEREST	(350,000)	VPA	350,000	DEVELOPER CONTRIBUTIONS	280,550	0
General	S64 Water Contributions - Additional contributions	0	INT - INTEREST ON S64 CONTRIBUTIONS	(8,000)	S64 WATER	(595,000)	S64	603,000	-	0	0
General	S64 Sewer Contributions - Additional contributions	0	S64 SEWER	(230,000)	-	0	S64	230,000		0	0
Total		(16,000,728)		4,971,707		(2,490,100)		6,264,871		4,010,502	3,243,748

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Fund	Variation	Expenditure Budget Variation\$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation\$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Members Expenses - Councillor claims for carer expenses.	3,600	-	0	-	0	-	0	-	0	(3,600)
General	Buildings Master Key System - Delays due to change in scope of security upgrades	111,149	-	0	-	0	ASSET REPLACEMENT RESERVE	(111,149)	-	0	0
General	Mudgee Admin Building Extension - Mudgee Admin Building extension deferred due to Delays in design phase caused by consultancy challenges caused by Covid	700,000		0	-	0	ASSET REPLACEMENT RESERVE	(248,489)	-	0	(451,511)
General	Records Operations - Savings in employee costs and delays with supplier completing the Council minute book binding project.	9,000	-	0	-	0	-	0	-	0	(9,000)
General	Workplace Health & Safety - Savings in wages due to vacancies, increased incentive funds, deferred Health Wellbeing day to 22.23 (\$8k), defer other training 22.23(\$26k)	34,000	-	0	-	0	-	0	-	0	(34,000)
General	Plans Of Management - Crown Lands - Grant income from Crown Land Plans Management.  Due to the nature of the project it will need to continue on into the next financial year.	57,000		0	-	0	-	0	-	0	(57,000)
General	Bushfire Recovery - Ilford Hall (DRFA) - Multi-year funded project deferred into the next financial year	20,000	-	0	-	0	UNSPENT GRANTS	(20,000)	-	0	0

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Fund	Variation	Expenditure Budget Variation\$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation\$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Bushfire Recovery - Olinda Hall (DRFA) - Multi-year funded project deferred into the next financial year.	20,000	-	0	-	0	UNSPENT GRANTS	(20,000)	-	0	0
General	Fire Control Centre - Cudgegong Community - Multi-year funded project.	3,000,000	GRT - BUSHFIRE & EMERGENCY SERVICES - CAPITAL	(3,000,000)	-	0	-	0	-	0	0
General	Rural Fire Service - Lue Station (Capital) - Delays in project.	91,400	GRT - BUSHFIRE & EMERGENCY SERVICES - CAPITAL	(91,400)	-	0	-	0	-	0	0
General	Mudgee Pound Upgrade - Renovation & Extension - Delays due to inability engaging contractors in expected timeframes and in supply of materials	160,000	-	0	-	0	ASSET REPLACEMENT RESERVE	(160,000)	-	0	0
General	Country University centre - Delays in receipt of funding and confirmation of project – multi-year project adjustment	30,000	-	0	-	0	-	0	-	0	(30,000)
General	Waste - Commercial Waste - Internal income for commercial waste pick up at MWRC facilities	0	INTERNAL WASTE TIPPING FEES	(132,867)	-	0	-	0	-	0	132,867
General	Stormwater Asset Survey - Multi- year project	54,000	-	0	-	0	ASSET REPLACEMENT RESERVE	(54,000)	-	0	0
General	Mudgee Floodplain Management Plan Stage 2 - Multi-year funded project.	65,000	-	0	-	0	-	0	-	0	(65,000)
General	Putta Bucca Wetlands Toilet - Design phase of the project prolonged due to flood plan and planning requirements	94,934	-	0		0	DEVELOPER CONTRIBUTIONS	(79,579)	CAPITAL PROGRAM RESERVE	(15,355)	0
General	Putta Bucca Wetlands -Pathways And Car Park (Requires Grant) - Multi-year funded project.	25,000	GRT - RECREATION - CAPITAL	(25,000)	-	0	-	0	-	0	0

Fund	TE: FINANCE   Variation	Expenditure Budget Variation\$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Putta Bucca Wetlands Infrastructure - Multi-year funded project.	374,472	GRT - FOOTPATHS & CYCLEWAYS - CAPITAL	(374,472)	-	0	-	0	-	0	0
Water	Water Pump Station - Capital Renewals - Procurement for secondary chlorination system upgrades in Rylstone Water Supply unsuccessful (exceeded budget estimates. Transfer remaining budget to 2022/23 to re-scope.	75,000	-	0	-	0	WATER RESERVE	(75,000)	-	0	0
Sewer	Sewer Management Studies - Move to 2022/23 to continue sewer modelling engagement and further strategic planning studies	380,000	-	0	-	0	-	0	-	0	(380,000)
Water	Water Management Studies - Move to 22/23 budget to continue water modelling engagements.	80,000	-	0	-	0	-	0	-	0	(80,000)
Sewer	Sewer Mains - Capital - Transfer to 22/23. Relining tender advertised, but not expected to commence until 22/23. Delay due to staff resources unavailable for project management.	820,000	-	0	-	0	SEWER RESERVE	(820,000)	-	0	0
General	Hargraves Court House Building - External Works - Still in investigation stage, waiting on report and scope of works from Heritage Advisor	56,954	-	0	-	0	ASSET REPLACEMENT RESERVE	(56,954)	-	0	0
General	Town Hall - External Brickwork - Delays due to Heritage Advisor Report and time predicted for procumbent is greater than expected	50,000	-	0	-	0	ASSET REPLACEMENT RESERVE	(50,000)	-	0	0

Fund	Variation	Expenditure Budget Variation\$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation\$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Active Parks - Administration - Depreciation increase of \$42k (non- cash)  Contributed Artwork asset of \$75k (non-cash)	0	NON-CASH CONTRIBUTIONS - CAPITAL	(27,500)	-	0	-	0	-	0	27,500
General	Active Parks - Glen Willow Accessible Amenities Building - Defer the Glen willow Accessible building project.	103,000	GRT - RECREATION - CAPITAL	(103,000)	-	0	-	0	-	0	0
General	Glen Willow Sports Ground Upgrades - Delays due to weather and ability to engage contractors in expected timeframes - multi-year project adjustment.  Reallocate funding from Glen Willow Upgrades as a portion of the funding can be used for the upgrade of the Carpark.	300,000	GRT - RECREATION - CAPITAL	(300,000)	-	0	-	0	-	0	0
General	Mudgee Showground Tree Planting (Requires Grant) - Awaiting grant funding, therefore project to be complete in the next financial year.	20,000	GRT - RECREATION - CAPITAL	(10,000)	-	0	-	0	-	0	(10,000)
General	Glen Willow Netball Area Bubbler (Requires Grant) - Awaiting grant funding, therefore project to be complete in the next financial year.	10,000	CONTRIBUTIONS	(5,000)	-	0	-	0	-	0	(5,000)
General	Victoria Park Mudgee - Fencing - Funding deed for grant has not yet been received therefore cannot commence works.	60,000	GRT - RECREATION - CAPITAL	(60,000)	-	0	-	0	-	0	0

CORPORA	TE: FINANCE										
Fund	Variation	Expenditure Budget Variation\$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Gulgong Tennis Courts - Delays in grant funding resulting in insufficient time to complete project, therefore will be completed in the next financial year.	130,000	GRT - RECREATION - CAPITAL	(130,000)	-	0	-	0	-	0	0
General	Clandulla Recreation Park Amenities - Delays due to processes related to Aboriginal Land Claim	120,000	-	0	-	0	LAND DEVELOPMENT RESERVE	(40,000)	CAPITAL PROGRAM RESERVE	(80,000)	0
General	Victoria Park Gulgong- Grandstand Improvements - Funding deed for grant has not yet been received therefore cannot commence works until 2022/23	20,000	GRT - RECREATION - CAPITAL	(20,000)	-	0	-	0	-	0	0
General	Rylstone & Kandos Dog Park - Delays due to unsuccessful in engaging contractor following 2 RFQ attempts.	90,000	GRT - RECREATION - CAPITAL	(90,000)	-	0	-	0	-	0	0
General	Putta Bucca Training Camp Facility -Stage 3 (Requires Grant) - Delays due to planning process requirements - multi-year project adjustment	92,000	GRT - RECREATION - CAPITAL	(92,000)	-	0	-	0	-	0	0
General	Mudgee Showgrounds - Pathway Improvements - Project scope to be finalised at the completion of the Mudgee Showground grandstand project	40,000		0	-	0	CAPITAL PROGRAM RESERVE	(40,000)	-	0	0
General	Victoria Park Mudgee - Sight Screens & Seating - Funding deed for grant has not yet been received therefore cannot commence works.	70,000	GRT - RECREATION - CAPITAL	(70,000)	-	0	-	0	-	0	0
General	Victoria Park Gulgong - Shot Put/Discus Replacement - Delays in commencement of works.	25,000	-	0	-	0	ASSET REPLACEMENT RESERVE	(25,000)	-	0	0

Fund	Variation	Expenditure Budget Variation\$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Red Hill - Pathway And Landscaping Upgrade - Red Hill Advisory yet to provide feedback on the proposed scope. Discussions on material type and pathway to be finalised before RFQ.	40,000	GRT - OTHER GRANT INCOME - CAPITAL	(40,000)	-	0	-	0	-	0	0
General	Playground Shading Program - Mudgee skate part shade structure has been subject to native title approval/planning review resulting in delays.	119,000	GRT - RECREATION - CAPITAL	(68,296)	-	0	VPA	(41,708)	CAPITAL PROGRAM RESERVE	(8,996)	0
General	Red Hill Capital Works - Delays due to planning process requirements and inability to engage contractors in expected timeframes - multi-year project adjustment	130,000	GRT - RECREATION - CAPITAL	(60,119)	-	0	ASSET REPLACEMENT RESERVE	(9,762)	-	0	(60,119)
General	Clandulla Mountain Bike Trail Development (Requires Grant) - Following extensive consultation with the regions MTB clubs and state forest this project is now unachievable for a number of reasons. To be moved into the future year and other options to be investigated.	245,000	GRT - RECREATION - CAPITAL	(145,000)	-	0	CAPITAL PROGRAM RESERVE	(100,000)	-	0	0
General	Coronation Park Fence - Shortages of contractors available resulting in delays in the project.	35,000	-	0	-	0	-	0	-	0	(35,000)
General	Rotunda Park Kandos - Rotunda Minor Works - Additional works for 10k are required to achieve a long term satisfactory result. Project to be completed in the next financial year	20,000		0	-	0	ASSET REPLACEMENT RESERVE	(20,000)	-	0	0

Fund	Variation	Expenditure Budget Variation\$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Coronation Park Gulgong - Irrigation Renewal - Funding deed for coronation park has not been received therefore cannot commence works.	30,000	GRT - RECREATION - CAPITAL	(30,000)	-	0	-	0	-	0	0
General	Lawson Park Mudgee -Irrigation Renewal - Unsuccessful in engaging contractor following 2 RFQ attempts	30,000	-	0	-	0	ASSET REPLACEMENT RESERVE	(30,000)	-	0	0
General	Bridge And Steps Replacement - Rylstone Common - Project still in the design phase. Multi-year funded project to be carried into the next financial year.	40,000	GRT - OTHER GRANT INCOME - CAPITAL	(40,000)		0		0		0	0
General	Mudgee Riverside - Walking Track Improvements - Awaiting funding deed to continue with the project.	35,000	GRT - RECREATION - CAPITAL	(35,000)	-	0	-	0	-	0	0
General	Passive Park Signage Replacement - Funding deed has not yet been received therefore cannot commence any more works. More planning is required into the signage design strategy for Council open space network.	21,000	GRT - RECREATION - CAPITAL	(21,000)	-	0	-	0	-	0	0
General	Art Gallery Facility - Project progressing but delays in planning processes - multi-year project adjustment	200,000	GRT - OTHER GRANT INCOME - CAPITAL	(189,384)	-	0	CAPITAL PROGRAM RESERVE	(10,616)	-	0	0
General	Building Regulatory Services - Savings due to vacancies	17,104	-	0	-	0	-	0	-	0	(17, 104)

Fund	Variation	Expenditure Budget Variation\$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Rural Sealed Roads Administration - Financial Assistance Grant to be received as an advance payment for \$964k.Increase in estimated Financial Assistance Grant.  Depreciation adjustment for \$17k(non-cash)	0	GRT - FINANCIAL ASSISTANCE - ROADS COMPONENT	940,570	-	0	OTHER INTERNAL RESTRICTIONS	(1,034,775)	-	0	94,205
General	Hill End Road Safety Improvements - Multi-year project. Negotiating property acquisition has delayed this project, specifically related to the property changing hands after an agreement had been made with the original owner.	298,835	RMS CONTRIBUTIONS - CAPITAL	(298,835)	-	0	-	0	-	0	0
General	Rural Unsealed Roads Administration - Financial Assistance Grant to be received as an advance payment \$964k.Increase in estimated Financial Assistance Grant.  Recognise Book value of infrastructure scrapped \$60k	0	GRT - FINANCIAL ASSISTANCE - ROADS COMPONENT	961,570	-	0	OTHER INTERNAL RESTRICTIONS	(1,034,775)	-	0	73,205
General	Seal Extension - Queens Pinch Rd - Multi- year funded project. Delays due to Flora and Fauna studies identifying an endangered plant coupled with resource shortages has delayed this project.	400,000	GRT - ROADS & BRIDGES OTHER CAPITAL	(400,000)	-	0	-	0	-	0	0
General	Seal Extension - Botobolar Rd - Multi-year project. Move budget into the next financial year. Delays due to flow on effect from wet weather and resource shortages have delayed this project	822,001	GRT - ROADS & BRIDGES OTHER CAPITAL	(635,182)	-	0		0	-	0	(186,819)

Fund	Variation	Expenditure Budget Variation\$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Goodiman Creek Bridge Replacement - Multi-year funded project. Timing of the project uncertain due to the tendering complexity due to multiple council's involvement.	950,000	GRT - ROADS & BRIDGES OTHER CAPITAL	(950,000)	-	0	-	0	-	0	0
General	Dixons Long Point Crossing - Multi- year funded project.	85,000	GRT - ROADS & BRIDGES OTHER CAPITAL	(85,000)	-	0	-	0	-	0	0
General	Airport Hanger And Studio - Awaiting approval from funding body for change of project scope - multi-year project adjustment	15,000	GRT - AERODROMES CAPITAL	(15,000)	-	0	-	0	-	0	0
General	Cudgegong Waters Caravan Park - Krosk & Office - Delays due to planning approval processes and inability to engage contractors in expected timeframes - multi-year project adjustment	120,000	GRT - RECREATION - CAPITAL	(102,128)	-	0	-	0	-	0	(17,872)
General	Rylstone Caravan Park - Capital - Delays due to planning approval processes and inability to engage contractors in expected timeframes – multi-year project adjustment	200,200	GRT - RECREATION - CAPITAL	(70,219)		0	ASSET REPLACEMENT RESERVE	(49,999)	CAPITAL PROGRAM RESERVE	(79,982)	0
General	Cudgegong Waters Park House - Delays due to planning approval processes	230,000	-	0	-	0	-	0	-	0	(230,000)
General	Cudgegong Waters - Public Toilets - No grant funding secured yet - multi-year project adjustment	15,000	GRT - RECREATION - CAPITAL	(15,000)	-	0	-	0	-	0	0

Fund	Variation	Expenditure Budget Variation\$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	General Purpose Revenue - \$1m Surplus transfer to capital reserve, Financial Assistance Grant to be received as an advance payment \$3.5m. Increase in estimated 222/23 Financial Assistance Grant. Gain on revaluation of \$775k, other minor adjustments to annual revenue	0	GRT - FINANCIAL ASSISTANCE - GENERAL COMPONENT	3,248,444		0	OTHER INTERNAL RESTRICTIONS	(3,545,619)		0	297,175
Total		11,489,649		(2,580,818)		0		(7,677,425)		(184,333)	(1,047,073)

# 1.3 2023/2024

Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Members Expenses - Councillor claims for carer expenses.	3,600	-	0	-	0	-	0	-	0	(3,600)
General	Waste - Commercial Waste - Internal income for commercial waste pick up at MWRC facilities	0	INTERNAL WASTE TIPPING FEES	(135,524)	-	0	-	0	-	0	135,524
General	Active Parks - Administration - Depreciation increase of \$42k (non- cash)  Contributed Artwork asset of \$75k (non-cash)	0	NON-CASH CONTRIBUTIONS - CAPITAL	(27,500)	-	0	-	0	-	0	27,500
General	Building Regulatory Services - Savings due to vacancies	17,430	-	0	-	0	-	0	-	0	(17,430)
Total		21,030		(163,024)		0		0		0	141,994

1.4 2024/2025

Fund	Variation	Expenditure Budget Variation \$	Revenue Funding Source 1	Revenue Funding Source 1 Variation \$	Revenue Funding Source 2	Revenue Funding Source 2 Variation \$	Restricted Funding Source 1	Restricted Funding Source 1 Variation\$	Restricted Funding Source 2	Restricted Funding Source 2 Variation \$	Unrestricted Cash Variation \$
General	Members Expenses - Councillor claims for carer expenses.	3,600	INTERNAL WASTE TIPPING FEES	(138,235)	-	0	-	0	-	0	134,635
General	Waste - Commercial Waste - Internal income for commercial waste pick up at MWRC facilities	0	-	0	-	0	-	0	-	0	0
General	Active Parks - Administration - Depreciation increase of \$42k (non- cash)  Contributed Artwork asset of \$75k (non-cash)	0	NON-CASH CONTRIBUTIONS - CAPITAL	(27,500)	-	0	-	0	-	0	27,500
General	Building Regulatory Services - Savings due to vacancies	17,778	-	0	-	0	-	0	-	0	(17,778)
Total		21,378		(165,735)		0		0		0	144,357

# 2. Cash and Investment Summary

RESERVE	Opening Balance	Current Budgeted Movement	Proposed Budgeted Changes	Revised Budget Movement	Revised Budget Closing Balance	Actual Balance Year To Date
Internal Reserves Employee Leave Entitlements	3,395	(300)	100	(200)	3,195	3,470
Land Development	1,682	(1,692)	1,161	(531)	1,151	1,662
·						
Election	231	(155)	0	(155)	76	283
Plant Replacement	8,138	(1,652)	(1,704)	(3,356)	4,782	8,296
Asset Replacement	2,922	3	805	808	3,730	4,025
Capital Program	3,869	(834)	1,257	422	4,291	4,873
Livestock Exchange	34	0	0	0	34	34
State Roads Warranty	388	0	0	0	388	388
Future Fund	820	300	0	300	1,120	1,045
Community Plan	0	395	0	395	395	(72)
Seal Extension Program	3,076	(930)	93	(837)	2,239	2,841
Other Internal Restrictions	3,501	(3,501)	5,545	2,043	5,545	875
TOTAL INTERNAL RESERVES	28,057	(8,367)	7,256	(1,110)	26,946	27,722

CORPORATE: FINANCE						
RESERVE	Opening Balance	Current Budgeted Movement	Proposed Budgeted Changes	Revised Budget Movement	Revised Budget Closing Balance	Actual Balance Year To Date
External Reserves				1701		
Waste	3,573	(55)	(3)	(58)	3,515	3,660
Sewer	9,242	1,173	828	2,001	11,243	10,770
Water	6,800	1,150	434	1,583	8,383	8,464
Community Services	77	0	0	0	77	77
Community Tenancy Scheme	216	46	0	46	262	211
Family Day Care	173	(74)	0	(74)	99	130
Bequest - Simpkins Park	101	0	0	0	101	101
Community Transport Vehicle Replacement	310	0	0	0	310	310
Public Road Closure Compensation	1,080	0	0	0	1,080	1,080
Other External Restrictions	45	0	0	0	45	45
Developer Contributions (VPA)	2,942	866	392	1,258	4,199	4,134
Developer Contributions (7.11 & 7.12)	4,815	243	360	603	5,418	5,422
Developer Contributions (S64 Water)	6,812	336	603	939	7,751	7,826
Developer Contributions (S64 Sewer)	3,736	240	230	470	4,206	4,178
Unspent Grants	1,217	(842)	175	(667)	550	925

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RESERVE	Opening Balance	Current Budgeted Movement	Proposed Budgeted Changes	Revised Budget Movement	Revised Budget Closing Balance	Actual Balance Year To Date
Waste Fund Unrestricted Cash	1,965	(78)	632	0	2,519	2,645
Sewer Fund Unrestricted Cash	3,353	(844)	619	0	3,128	3,341
Water Fund Unrestricted Cash	2,376	(1,658)	147	0	865	1,180
Contract Liabilities	12,688	0	0	0	12,688	10,516
Trust Deposits TOTAL EXTERNAL RESERVES	828 <b>62,348</b>	0 <b>503</b>	0 <b>4,417</b>	6,102	828 <b>67,268</b>	429 <b>65,444</b>
TOTAL RESERVES	90,405	-7,864	11,673	4,992	94,215	93,167
Unrestricted Cash	13,177	(4,939)	2,075	(2,864)	10,313	19,593
TOTAL RESTRICTED CASH, CASH EQUIVALENTS AND INVESTMENTS	103,582	(12,803)	13,748	2,128	104,528	112,760

# 3. Unrestricted Cash by Fund

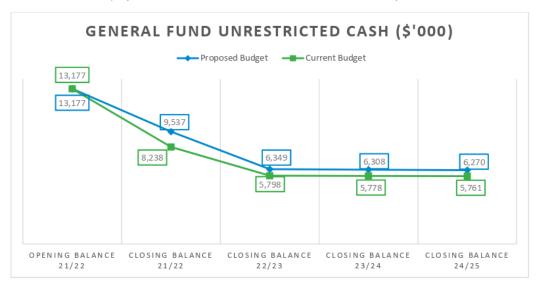
# 3.1 General Fund

Council finished the 2020/21 financial year with an unrestricted cash balance of \$13.177 million. As adopted by Council the Original Budget projected a decrease to 30 June 2022 of \$1,061 million. Council has since adopted the following budget movements, summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(1,061)	Decrease
Revotes	(1,671)	Decrease
Approved variations	(2,207)	Decrease
QBR proposed variations	1,299	Increase
Estimated movement to 30 June 2022	(3,640)	Decrease
Projected balance at 30 June 2022	9,537	

A projected unrestricted cash balance of \$10,313 million represents about 9 weeks of Council's 2020/21 operating expenditure budget. This is a high level of unrestricted cash and is adequate to ensure Council is able to meet its debts and obligations as they fall due.

The General Fund projected unrestricted cash balance over the next four years is shown below.



#### 3.2 Water Fund

Council finished the 2020/21 financial year with a Water fund unrestricted cash balance of \$2.376 million. As adopted by Council the Original Budget projected a decrease to 30 June 2022 of \$1,030 million. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(1,030)	Decrease
Revotes	0	Decrease
Approved variations	(628)	Decrease
QBR proposed variations	147	Increase
Estimated movement to 30 June 2022	(1,511)	Decrease
Projected balance at 30 June 2022	865	

#### 3.3 Sewer Fund

Council finished the 2020/21 financial year with a Sewer Fund unrestricted cash balance of \$3.353 million. As adopted by Council the Original Budget projected a decrease to 30 June 2022 of \$232k. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(232)	Decrease
Revotes	0	Decrease
Approved variations	(612)	Decrease
QBR proposed variations	619	Increase
Estimated movement to 30 June 2022	(225)	Decrease
Projected balance at 30 June 2022	3,128	

#### 3.4 Waste Fund

Council finished the 2020/21 financial year with a Waste Fund unrestricted cash balance of \$1.965 million. As adopted by Council the Original Budget projected an increase to 30 June 2022 of \$59k. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	59	Increase
Revotes	(13)	Decrease
Approved variations	(124)	Decrease
QBR proposed variations	632	Increase
Estimated movement to 30 June 2022	554	Increase
Projected balance at 30 June 2022	2,519	

#### 3.5 Other Funds

Council maintains a number of other funds including:

- · Private Works
- Saleyards
- Mudgee Sports Council
- Gulgong Sports Council
- Rylstone Sports Council

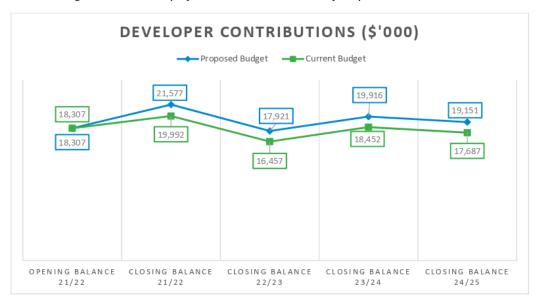
At 30 June of each financial year, the cash balance held in the above Funds forms part of the overall General Fund Unrestricted Cash Balance.

# 4. Developer Contributions – Section 64, 7.11 and 7.12

Council finished the 2020/21 financial year with a Developer Contributions balance of \$18.305 million. As adopted by Council the Original Budget projected a decrease to 30 June 2022 of \$708k. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	708	Increase
Revotes	(79)	Decrease
Approved variations	1,056	Increase
QBR proposed variations	1,585	Increase
Estimated movement to 30 June 2022	3,270	Increase
Projected balance at 30 June 2022	21,577	

The following chart shows the projected balances over a four year period.



Detailed Section 64, 7.11 & 7.12 movements and current balances are as follows:

S94/64 Plan Item	Opening Balance	Budget Transfers To	Budget Transfers From	Budget Closing Balance	Current Balance
Traffic Management	969	225	60	1,135	1,176
Open Space Community	1,856	289	0	2,145	2,131
Facilities	732	59	12	780	776
Administration Civic	450	70	40	480	485
Improvements	22	0	-	22	22
Car Parking	261	2	-	263	261
S94A Levies	349	50	-	399	399
Drainage – 2A <b>Total S94</b>	175	20	-	195	189
Contributions	4,815	716	112	5,4189	5,439
S64 Sewer	3,736	470	-	4,207	4,187
S64 Water	6,812	1,115	176	7,752	7,845
Voluntary Planning Agreements	2,941	1,379	121	4,199	4,146
Total Developer Contributions	18,304	3,680	410	21,577	21,618

# 5. Loan Borrowings

Council's 2021/22 Operational Plan includes the proposed borrowings below.

Project	Fund	Original Budget \$'000	Current Budget \$'000	Proposed Variations \$'000	Proposed Budget \$'000	Actual YTD \$'000
Solar Array	General	1,976	0	0	0	0
Mudgee Valley Park Expansion	General	0	5,000	0	5,000	0

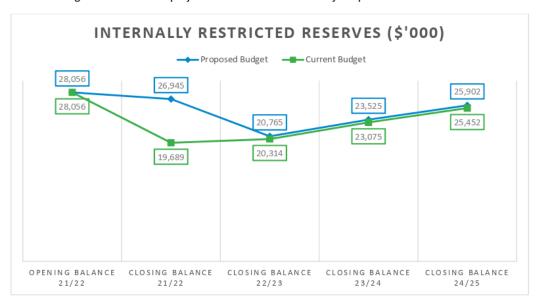
# 6. Reserves

#### 6.1 Internally Restricted Reserves

Council finished the 2020/21 financial year with an Internally Restricted Reserve balance of \$28.056 million. As adopted by Council the Original Budget projected a decrease to 30 June 2022 of \$3.870 million. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	(3,715)	Decrease
Revotes	(1,739)	Decrease
Approved variations	(2,913)	Decrease
QBR proposed variations	7,256	Increase
Estimated movement to 30 June 2022	(1,111)	Decrease
Projected balance at 30 June 2022	26,945	

The following chart shows the projected balances over a four year period.

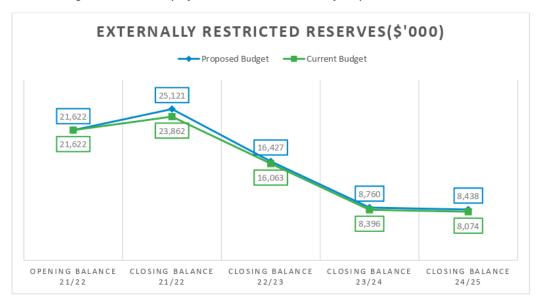


### 6.2 Externally Restricted Reserves

Council finished the 2020/21 financial year with an Externally Restricted Reserve balance of \$21.622 million. As adopted by Council the Original budget projected an increase to 30 June 2022 of \$181k. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	181	Increase
Revotes	(313)	Decrease
Approved variations	2,372	Increase
QBR proposed variations	1,259	Increase
Estimated movement to 30 June 2022	3,499	Increase
Projected balance at 30 June 2022	25,121	

The following chart shows the projected balances over a four year period.



# 7. Unspent Grants and Contributions

Council finished the 2020/21 financial year with unspent grants and contributions of \$1.2 million. As adopted by Council the Original Budget projected a decrease of \$1.37 million to 30 June 2022. The budget movements are summarised below.

Variation	Amount (\$'000)	Movement
Original Budget	2	Increase
Revotes	(819)	Decrease
Approved variations	(25)	Decrease
QBR proposed variations	175	Increase
Estimated movement to 30 June 2022	(667)	Decrease
Projected balance at 30 June 2022	550	

### 8. Contract liabilities

Due to changes in Australian Accounting Standards Council now has a new type of External restriction. This is shown in the financial statements as External restrictions – included in liabilities.

The amount reported is externally restricted contract liabilities. In Council's case the majority of this amount is grants whereby payment has been received ahead of the grant agreement performance obligations being met. In other words Council has an obligation to spend the grant funds received in accordance with the agreement, but has not yet done so and cannot recognise the revenue until this occurs.

The balance at 31 March 2022 is \$10,516 million. This is all restricted to the General Fund.

The largest amounts held at the end of the quarter are:

- Ulan Road Strategy \$3.98 million
- Fixing Local Roads Program \$4.17 million
- Local Roads and Community Infrastructure Grant \$291k
- Resources for Regions \$507k

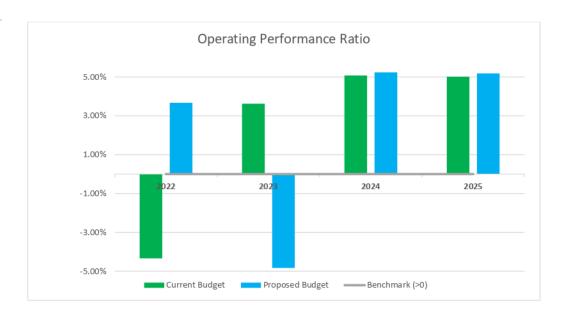
# 9. Consolidated Balance Sheet and Income Statement

\$'000	ACTUAL YTD	ACTUAL 30 JUNE 202
ASSETS		
Current Assets		
Cash & Cash Equivalents	6,871	6,80
Investments	76,602	71,71
Receivables	23,147	7,65
Inventories	1,907	1,91
Contract Assets	1	8,28
Current Assets classified as 'held for sale'	653	65
Other	36	9
Total Current Assets	109,217	97,12
Non-Current Assets		
Investments	28,228	25,11
Receivables	-	
Infrastructure, Property, Plant & Equipment	1,040,173	1,036,30
Investment Property	7,934	7,93
Intangible Assets	355	41
Right of use assets	590	59
Total Non-Current Assets	1,077,280	1,070,35
TOTAL ASSETS	1,186,497	1,167,47
LIABILITIES		
Current Liabilities		
Payables	4,778	8,28
Contract liabilities	11,798	12,84
Lease liabilities	87	8
Borrowings	795	1,56
Employee benefit provisions	8,312	8,31
Provisions	39	5
Total Current Liabilities	25,809	31,14
Non-Current Liabilities		
Lease liabilities	514	51
Borrowings	8,873	8,87
Employee benefit provisions	597	59
Provisions	4,912	4,85
Total Non-Current Liabilities	14,896	14,84
Total LIABILITIES	40,705	45,99
Net Assets	1,145,792	1,121,48
	.,,	.,.21,70
EQUITY		
Retained Earnings	538,108	513,80
Revaluation Reserves	607,684	607,68
Other Reserves	-	231,42
		1,121,48

Income Statement								
\$'000	ORIGINAL ANNUAL BUDGET	APPROVED VARIATIONS	REVISED ANNUAL BUDGET	ACTUAL YTD	% REVISED BUDGET	PROPOSED VARIATIONS	PROJECTED ANNUAL BUDGET	% PROJECTED ANNUAL BUDGET
INCOME								
Rates & Annual Charges	44,782	113	44,895	44,603	99%	11	44,906	99%
User Charges & Fees	14,892	2,731	17,623	4,916	28%	(575)	17,048	29%
Interest & Investment Revenue	1,736	(300)	1,436	640	45%	583	2,019	32%
Other Revenues	4,024	387	4,411	737	17%	(39)	4,372	17%
Grants & Contributions Operating	14,418	(5)	14,413	6,577	46%	5,523	19,936	33%
Grants & Contributions Capital	33,054	(2,294)	30,760	4,571	15%	(5,461)	25,299	18%
TotalIncome	112,906	632	113,538	62,044	55%	42	113,580	55%
EXPENDITURE								
Employee Benefits & Oncosts	30,472	1,601	32,073	16,032	50%	(1,339)	30,734	52%
Borrowing Costs	545	-	545	546	100%	-	545	100%
Materials & Contracts	15,821	7,666	23,487	7,574	32%	(332)	23,155	33%
Depreciation & Amortisation	18,239	(101)	18,138	8,769	48%	1,036	19,174	46%
Other Expenses	8,556	634	9,190	3,883	42%	(195)	8,995	43%
Loss on Disposal of Assets	1,843	625	2,468	(1,862)	-75%	(240)	2,228	-84%
Total Expenditure	75,476	10,425	85,901	34,942	41%	(1,070)	84,831	41%
Net Result	37,430	(9,793)	27,637	27,102		1,112	28,749	
Net Result before Capital Items	4,376	(7,499)	(3,123)	22,531		6,573	3,450	

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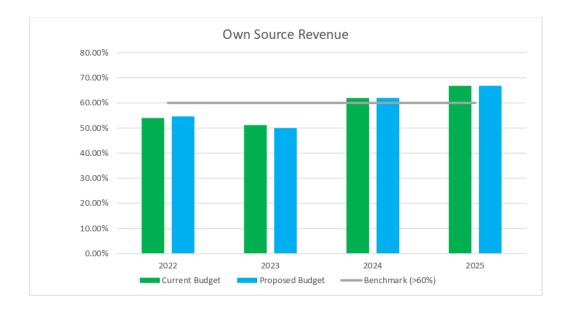
# 10. Key Financial Indicators



Note: Excludes Water & Sewer Fund

Measures Council's ability to keep operating expenses, including depreciation, within its continuing revenue.

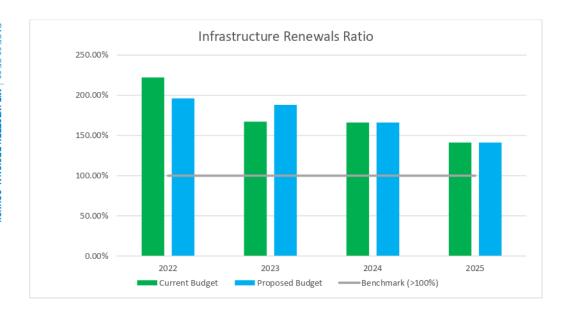
The main reason for an increase in the ratio for 2022 and a decrease in 2023 is the timing of the 2022/23 Financial Assistance Grant as this was received in advance. There was also a major increase in the



Note: Excludes Water & Sewer Fund

Measures Council's degree of reliance on external funding

The main reason for an increase in this ratio is due to the some projects being delayed into the 2022/23 financial year including the Cudgegong Community Fire Control Centre and the Goodiman Creek Bridge however this was offset up the Financial Assistance Grant which was paid in advance resulting in only a minor increase in Own Source Revenue.



Note: Excludes Water & Sewer Fund

The rate at which assets are being renewed against the rate of depreciation

The main reason for the decrease in this ratio is due to the delay in Goodiman Creek Bridge Replacement into the 2022/23 financial year.

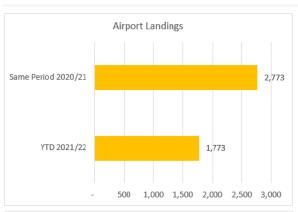
# 11. Capital Budget Funding

Capital Funding (\$ '000)	ORIGINAL ANNUAL BUDGET	APPROVED VARIATIONS	CURRENT ANNUAL BUDGET	PROPOSED VARIATIONS	PROPOSED ANNUAL BUDGET	ACTUAL YTD	ACTUAL YTD/ PROPOSED ANNUAL BUDGET
Capital Grants & Contributions	(34,342)	2,125	(32,217)	7,983	(24,233)	(7,243)	30%
Loans	(1,976)	(3,024)	(5,000)	0	(5,000)	0	0%
External Restrictions							
S94 Developer Contributions - General	(152)	0	(152)	80	(72)	(8)	11%
S64 Developer Contributions - Water Fund	(1,002)	826	(176)	0	(176)	(58)	33%
S64 Developer Contributions - Sewer Fund	(125)	125	0	0	0	0	0%
S93F Developer Contributions	(84)	(79)	(163)	42	(121)	(97)	80%
Specific Purpose Unexpended Grants	0	(291)	(291)	0	(291)	0	0%
Reserves - Water	(3,987)	2,437	(1,550)	434	(1,117)	(392)	35%
Reserves - Sewerage Services	(1,751)	424	(1,327)	828	(499)	(347)	70%
Reserves - Domestic Waste Management	(1,053)	98	(955)	(3)	(958)	(588)	61%
Internal Restrictions			0		0		0%
Reserves - Plant & Vehicle Replacement	(7,089)	529	(6,560)	(54)	(6,614)	(1,832)	28%
Reserves - Asset Replacement	(2,640)	782	(1,858)	741	(1,117)	(347)	31%
Reserves - Capital Program	(4,155)	1,313	(2,841)	257	(2,585)	(524)	20%
Reserves - Land Development	(40)	(3,621)	(3,661)	1,161	(2,500)	(19)	1%
Reserves - Seal Extension	(1,039)	109	(930)	0	(930)	(235)	25%
Income from Sale of Assets			0		0		
General Purpose Revenue	(6,291)	(2,010)	(8,302)	1,032	(7,270)	(12,499)	172%
Total Capital Funding	(65,726)	(256)	(65,983)	12,500	(53,483)	(24,189)	45%

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# 12. Key Performance Indicators

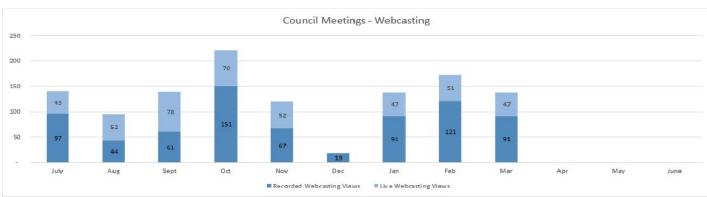
### 12.1 Connecting Our Region

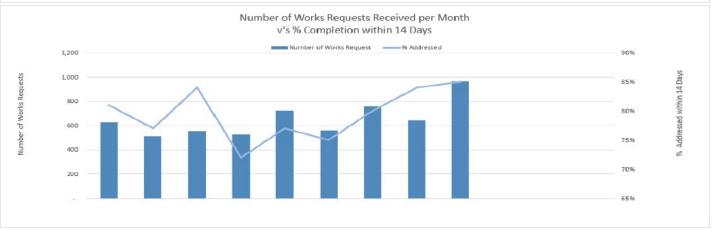




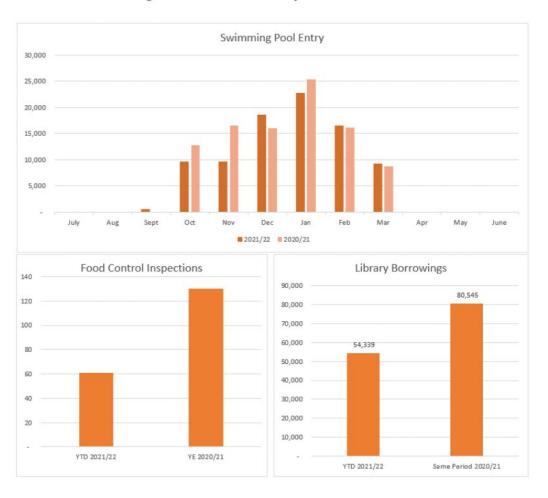


#### 12.2 Good Government

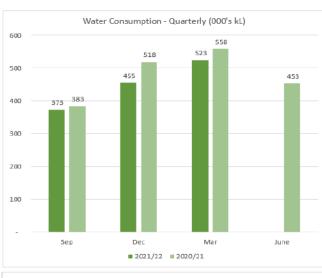


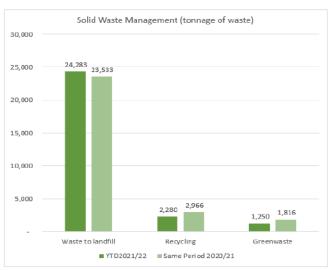


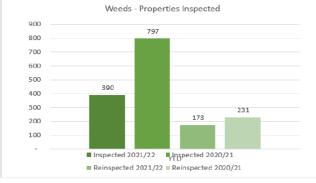
### 12.3 Looking after Our Community

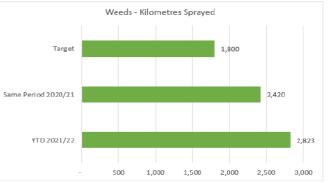


### 12.4 Protecting our Natural Environment









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6,000

5,000

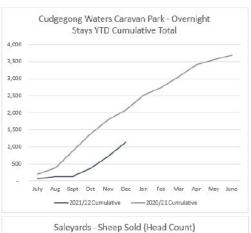
4,000

3,000

2,000

1,000

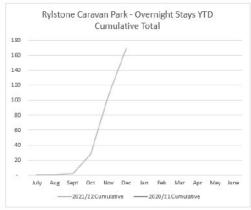
## 12.5 Building a Strong Local Economy

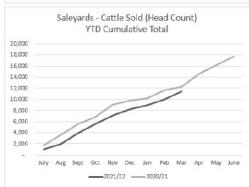


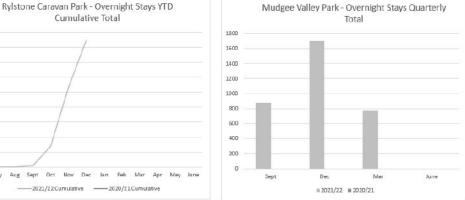
YTD Cumulative Total

July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June

2021/22 ----2020/21







## 13. Contract, Legal and Consultant Expenses

#### CONTRACTS > \$50,000

The following contracts with a value greater than \$50,000 were entered into during the period 1 January 2022 to 31 March 2022 and have yet to be fully performed.

Note that individual Panel Tender appointments are not included in the table below. For example, provision of general contractor services. Council creates panels of preferred suppliers from the tender responses received. Purchases are then made from the preferred supplier lists, and purchase decisions may vary for particular works depending upon availability and location.

Contractor	Contract Detail/Purpose	Contract Value (\$)	Commencement Date		Duration (Months)	Budgeted (Y/N)
Upright Management	2021 58 Upright Management - Project Manager Mudgee Pump Upgrade	\$60,310.00	10/01/2022	17		Υ
Premise Australia Pty Ltd	Mudgee Water Network Upgrade	\$106,790.00	21/03/2022	3		Υ
Graymont (Australia) Pty Ltd	Graymont - Provision of Hydrated Lime	\$300,000.00	01/01/2022	35		Υ
Origin Energy Electricity Limited	Electricity Supply Mudgee Arts Precinct	\$77,737.00	17/01/2022	18		N
Technology One Limited	Technology One Software as a Service Agreement and Scope of Works	\$2,896,819.00	15/03/2022	64		Υ

#### LEGAL EXPENSES

This financial year to date, Council has incurred \$163,270 of legal expenses. The primary areas of expenditure are:

- Facility Lease
- Rent Valuation
- Revenue Collection

- Road land matters
- Caravan Park License
- Corporate Governance

Development Control

#### CONSULTANCIES

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally, it is the advisory nature of the work that differentiates a consultant from other contractors.

This financial year to date, Council has incurred \$209,379 of consultancy expenses. The primary areas of expenditure are:

- Glen Willow Sports Ground
- Plans of Management Crown Lands
- Leachate Pond Enlargement
- Corporate Governance
- Sewer Management studies
- Waste Management Strategy

- New Tip Cell Construction
- IT Corporate IT Software
- Goodiman Creek Bridge Replacement
- Mudgee Water Headworks
- Sewer Augmentation at Rylstone and Kandos

# 14. Councillor Fees and Expenses Paid or Reimbursed as at 31 March 2022

Councillor Expenses											
	General Operations	Cr Cavalier	Cr Holden	Cr Karavas	Cr Kennedy	Cr Martens	Cr O'Neill	Cr Paine	Cr Shelley	CrThompson	TOTAL
Councillor Fees	-	13,793.28	10,344.96	13,793.28	13,793.28	10,344.96	10,344.96	13,793.28	13,793.28	13,793.28	113,794.56
Mayoral Fees	-	-	-	-	30,093.28	-	-	-	-	-	30,093.28
Council Meeting Expenses (accommodation, travel and meals)	6,240.08	-	-	-		578.19	-	-	-		6,818.27
Conferences, Seminars and Representational/Lobbying Expenses (accommodation, travel and meals)	-	-	-	-		753.44	-	-	617.76	2,199.60	3,570.80
Provision of Vehicle	-			-		-	-	-	-		
Memberships & Subscriptions	-	-	-	-		-	-	-	-	-	
Miscellaneous expenses (meals, sundries, stationery, etc)	2,666.81	2,218.95	915.60	3,011.10	383.78	76.75	234.09	2,949.63	1,770.07	3,619.44	17,846.22
Provision of office equipment, such as laptop computer and telephones	-	-	-	-		-	-	-	272.58	-	272.58
Training and provision of skill development for Councillors	9,336.36	-	-	-		-	-	-	-	-	9,336.36
Totals	6,913.96	16,012.23	11,260.56	16,804.38	44,799.16	11,753.34	10,579.05	16,742.91	16,453.69	19,612.32	181,732.07