



****PUBLIC COPY****

Business Papers 2024

MID-WESTERN REGIONAL COUNCIL

**ORDINARY MEETING
WEDNESDAY 15 MAY 2024**

*A prosperous and progressive
community we proudly call home*





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8 May 2024

Dear Councillor,

MEETING NOTICE
Ordinary Meeting
15 MAY 2024
Public Forum at 5.30pm
Council Meeting commencing at conclusion of Public Forum

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

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

Members of the public may address Council at the Public forum, which is held at 5.30pm immediately preceding the Council meeting. Speakers who wish to address Council are invited to register by 4.00pm on the day prior to the Council Meeting by contacting the Executive Assistant to the Mayor and General Manager.

Yours faithfully

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

BRAD CAM
GENERAL MANAGER

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Acknowledgement of Country

I would like to acknowledge the traditional owners of the lands on which we meet, the Wiradjuri people and pay our respects to elders past, present and emerging.

Item 1: Apologies

Item 2: Disclosure of Interest

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

Item 3: Confirmation of Minutes

3.1 Minutes of Ordinary Meeting held on 17 April 2024

Council Decision:

That the Minutes of the Ordinary Meeting held on 17 April 2024 be taken as read and confirmed.

The Minutes of the Ordinary Meeting are separately attached.

Item 4: Matters in Progress

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Investigation of Garbage collection service at Queen's Pinch Waste Transfer Station	Res. 66/20 Ordinary Meeting 18/03/2020	Staff investigate the feasibility of replacing the Waste Transfer Station on Queen's Pinch Rd with a garbage collection service.	To be reported to Council at a future meeting.
Indoor Pool Business Case	Res 296/22 Ordinary Meeting 21/09/2022	That Council investigate financing options and grant opportunities for the construction of an indoor swimming pool.	To be reported to Council at a future meeting.
Ulan and Cope Road Safety – Rumble Strips	Res 241/23 Ordinary Meeting 18/10/2023	That Council receive a report detailing costings and investigate opportunities for funding to install rumble strips along Ulan and Cope Roads to enhance safety measures.	To be reported to Council at a future meeting.

Item 5: Mayoral Minute

Nil

Item 6: Notices of Motion or Rescission

6.1 Update on Mudgee Administration Building Upgrade

NOTICE OF MOTION LISTED BY CR PERCY THOMPSON
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, A0160001

MOTION

That Council and the community receive an update from the General Manager on the progress of the Mudgee Administration Building upgrade.

Background

Members of the community have asked for an update on the plans to upgrade the administration building and Council chambers.

Officer's comments

At the meeting in July 2022, Council resolved to support the further development of the concept plans for the Mudgee Administration Building Upgrade to allow for the submission of a Development Application. Work has continued on these plans and Council was further briefed on this project in September 2023.

At this stage, the Development Application has not yet been submitted. It is also noted that no budget for future building works has been approved by Council so this remains as a potential future project. Staff have also worked on other strategies to try and create more usable work space within the administration precinct.

Any consideration of the need for budget to undertake extensive building works for the Council administration area will now likely be a matter for Council to consider during its next term following the election in September 2024.

Item 7: Office of the General Manager

Nil

Item 8: Development

8.1 Draft Employment Lands Strategy (Industrial) 2024

REPORT BY THE MANAGER STRATEGIC PLANNING
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, LAN900156

RECOMMENDATION

That Council:

1. receive the report by the Manager Strategic Planning on the *Draft Employment Lands Strategy (Industrial) 2024*;
 2. note the recommendation of the *Draft Employment Lands Strategy (Industrial) 2024* to update the Town Structure Plans Figure 3-1, Mudgee, Figure 3-2 Gulgong, Figure 3-3 Rylstone, and Figure 3-4 Kandos as contained in the Mid-Western Regional Comprehensive Land Use Strategy, Part C Strategy 2010;
 3. place the *Draft Employment Lands Strategy (Industrial) 2024* on public exhibition for a period of 28 days; and
 4. receive a further report following conclusion of the public exhibition period to consider any submissions received, or if at the end of the public exhibition period, no submissions are received, adopt the *Draft Employment Lands Strategy (Industrial) 2024*.
-

Executive summary

The purpose of this report is to seek the endorsement of the *Draft Employment Lands Strategy (Industrial) 2024* (the Strategy), prepared by PSA Consulting (and Bull + Bear Economics) on behalf of Council for public exhibition and comment for a period of 28 days.

The Strategy has been prepared to guide the planning and identification of the suitable supply of employment lands, meeting projected demands for sustainable employment growth in the Mid-Western Region (Region). The Strategy will shape the future employment land in the Region. The Strategy focuses on the E3 – Productivity Support, E4 – General Industrial and E5 - Heavy Industrial zonings across the towns of the Region.

The Strategy is based on a comprehensive economic analysis of the Region prepared by Bull + Bear Economics which is provided as an appendix to the Strategy. The economic analysis made the recommendation that additional land be identified in the Region.

A recommendation of the Strategy is to update the town structure plans: Figure 3-1, Mudgee, Figure 3-2 Gulgong, Figure 3-3 Rylstone, and Figure 3-4 Kandos as contained in the *Mid-Western Regional Comprehensive Land Use Strategy, Part C Strategy 2010* (CLUS). The CLUS is the overarching strategic land use planning strategy.

Council has undertaken preliminary engagement with the landowners of the sites identified for a potential future industrial land supply. This preliminary engagement was to hear their thoughts and outline the process.

The Strategy will provide direction in terms of considering any planning proposals relating to employment land (industrial).

The outcomes of the public exhibition including the consideration of all submissions received will be reported to Council for final endorsement.

The Mid-Western Regional Comprehensive Land Use Strategy (CLUS) 2010, prepared by Parsons Brinckerhoff, was adopted in August 2010. It is the overarching land use strategy guiding future land uses and development for urban and rural land in Mid-Western Regional Local Government Area. The CLUS was endorsed by the Department of Planning in 2011 following a long and extensive investigation into planning, land use and the desired future direction of the LGA.

The CLUS provided the necessary strategic framework to guide planning over the next 25 years for the Mid-Western region. The most referenced aspect of the CLUS are the Town Structure Plans. There are maps for Gulgong, Mudgee, Rylstone, and Kandos towns, which visually represent the outcomes of the strategy. These specifically identify the location of the future supply of land, including industrial. The majority of this land supply has been taken up; accordingly, Mid-Western Regional Council (Council) is determining the amount and location of industrial land required to be delivered by the market to address a 20-30 year need.

Detailed Report

To assist in the understanding of the role of the Draft Employment Lands Strategy (Industrial) 2024, the below strategic land use planning framework has been provided.

STRATEGIC LAND USE PLANNING FRAMEWORK

Comprehensive Land Use Strategy 2010

The *Mid-Western Regional Comprehensive Land Use Strategy (CLUS) 2010* (CLUS), was adopted in August 2010. It is the overarching land use planning strategy guiding future land uses and development for urban and rural land within the Region. The CLUS was endorsed by the Department of Planning in 2011 following a long and extensive investigation into planning, land use and the desired future direction of the Region.

The most referenced aspect of the CLUS are the Town Structure Plans. There are maps for Gulgong, Mudgee, Rylstone, and Kandos towns, which visually represent the outcomes of the strategy. These specifically identify the location of the future supply of land, including industrial. The majority of this land supply has been taken up; accordingly, Council is determining the amount and location of industrial land required to be delivered by the market to address a 20-30 year need.

Mid-Western Regional Local Environmental Plan 2012

The CLUS provided the basis for the Mid-Western Local Environmental Plan 2012 (MWLEP). The primary purpose of this LEP was to consolidate the Mid-Western Regional Interim LEP 2008, Rylstone LEP 1996 and Merriwa LEP 1992 into the Standard Instrument LEP format. The intent of the MWLEP2012 was to provide the statutory framework consistent with the standard template LEP.

STRUCTURE OF THE DRAFT EMPLOYMENT LANDS STRATEGY (INDUSTRIAL) 2024

The Strategy has been structured as follows:

1. Introduction
2. Employment lands within the Region
3. Demographics and key employment issues
4. Industrial demand and supply analysis
5. Stakeholder consultation
6. Industrial employment opportunities
7. Summary of recommendations

The Strategy detailing opportunity areas has been provided as Attachment 1.

NEXT STEPS

If the staff recommendation is supported, the Strategy will be placed on public exhibition for a period of 28 days. Staff will prepare a report for Council to consider any submissions received, or if at the end of the public exhibition period, no submissions are received, adopt the Strategy.

Disclosure of Interest

Nil

Community Plan implications

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

Strategic implications

Council Strategies

Mid-Western Regional Local Strategic Planning Statement, Our Place 2040.
Mid-Western Regional Council Comprehensive Land Use Strategy 2010 Part A, B and C.

Council Policies

The endorsement of the Draft Employment Lands Strategy (Industrial) 2024 for public exhibition will not require any change to relevant policies.

Legislation

Environmental Planning and Assessment Act 1979
Mid-Western Regional Local Environmental Plan 2012.

Financial implications

Nil

Associated Risks

Underestimating demand for additional land supply could have a negative impact on the community through price increases or dislocation. However, overestimating demand can also negatively impact the community through Council funding additional infrastructure works that may not be required.

SARAH ARMSTRONG
MANAGER STRATEGIC PLANNING

ALINA AZAR
DIRECTOR DEVELOPMENT

27 March 2024

Attachments: 1. Draft Employment Lands Strategy (Industrial) May 2024. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.2 Events Assistance Applications

REPORT BY THE EVENTS COORDINATOR

TO 15 MAY 2024 ORDINARY MEETING
GOV400103, ECO800009, FIN300052

RECOMMENDATION

That Council:

1. receive the report by the Events Coordinator on the Events Assistance Applications;
2. provide multi-year Events Assistance funding to the below late applicants (includes cash and in-kind amounts) for period 2 in 2023/24:

Period 2 - 1 January to 30 June	2023/24
• Western Premier League Magic Round	\$1,400
• Henry Lawson Festival	\$2,500

3. increase the expenditure budget in 2023/24 for events assistance by \$3,525 to be funded from unrestricted cash; and
4. provide multi-year Events Assistance funding to the below applicants (includes cash and in-kind amounts) for period 1 and period 2 in 2024/25, 2025/26 and 2026/27:

	2024/25		2025/26		2026/27
	Period 1	Period 2	Period 1	Period 2	Period 1
Sculptures in the Garden	\$3,000		\$3,000		\$3,000
Cementa	\$2,500		\$0.00		\$2,500
Mudgee Show Jumping	\$2,500		\$2,500		\$2,500
Mudgee Rodeo	\$3,000		\$3,000		\$3,000
Mudgee Vet's Golf Week	\$1,000		\$1,000		\$1,000
Western Premier League Magic Round		\$1,400		\$1,400	
Henry Lawson Festival		\$2,500		\$2,500	

Executive summary

This report considers applications for Events Assistance under Council's Events Assistance Policy. It relates to events to be held between 1 July and 31 December 2024. A total of seven complete applications were considered and two of the applications were late applications relating to period 2, between 1 January and 30 June 2024. All events assistance applications were for multi-year funding to 2025/26 and 2026/27.

It should be noted that the following events are also already approved in the 2024/25 budget via events assistance, under multi-year funding, Mudgee Cup, Mudgee Masters, Gulgong Polo Cross Carnival, Mudgee Running Festival, Rylstone Street Feast and Mudgee Small Farm Field Days.

Disclosure of Interest

Nil

Detailed report

Council's Events Assistance Program is designed to assist local community events that benefit the local economy and attract visitors to the Region. A maximum of \$3,000 per event per year is recommended.

Under this program, the highest priority should be for events which:

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

A summary of requests and recommendations can be found in attachment 1. Full applications for each event can be found in attachment 2.

Late Applications relating to Period 2 (1 January to 30 June 2024)

Western Premier League Magic Round

The Western Premier League Magic Round will be held in May 2024, 2025, and 2026 at Glen Willow Stadium Mudgee. The proposed event has an expected attendance of 270 (local and visitors). \$1,400 in-kind has been requested for the venue hire and waste management. It is recommended that if Council wishes to support the event in 2024, 2025 and 2026 the amount of funding based on the scoring scale is \$1,400 in-kind per annum. This is the first time that the event will be held.

Henry Lawson Festival

The Henry Lawson Festival will be held in June 2024, 2025, and 2026 in Gulgong. The proposed event has an expected attendance of 2800 (locals and visitors). \$1,200 in-kind and \$1,800 cash support has been requested for the event. It is recommended that if Council wishes to support the event in 2024, 2025 and 2026, the amount of funding based on the scoring scale is \$2,500 per annum (\$1,200 in-kind and \$1,300 cash). This event has been running since 1985 and Council have continually supported it.

It is noted that the above applications are multi-year applications relating to period 2 2024/25 and 2025/26.

Applications relating to Period 1 (1 July to 31 December 2024)

Sculptures in the Garden 2024

Sculptures in the Garden will be held in October 2024, 2025, and 2026 at Rosby. The proposed event has an expected attendance of 3900 (local and visitors). \$3,000 cash support has been requested for the event. It is recommended that if Council wishes to support the event in 2024, 2025 and 2026, the amount of funding based on the scoring scale is \$3,000 per annum. This is the 13th year that the event has been held and Council have supported the event since 2015.

Cementa

The Cementa Festival is a bi-annual event that will be held in September 2024 and 2026 in Kandos. The proposed event has an expected attendance of 2100 (locals and visitors). \$937 in-kind and \$2,063 cash support has been requested for the event. It is recommended that if Council

wishes to support the event in 2024 and 2026, the amount of funding based on the scoring scale is \$2,500 per annum (\$937 in-kind and \$1,563 cash). This event has been running since 2013 and Council supported the event in 2019 and 2022.

Mudgee Show Jumping Festival

The Mudgee Show Jumping Festival will be held in September 2024, 2025 and 2026. The proposed event has an expected attendance of 700 (locals and visitors). \$3,000 in-kind support has been requested for venue hire, cleaning and waste. It is recommended that if Council wishes to support the event in 2024, 2025 and 2026, the amount of funding based on the scoring scale is \$2,500 in-kind per annum. This event has been running since 2017 and Council have not previously provided funding.

Mudgee Rodeo

The Mudgee Rodeo will be held in November 2024, 2025 and 2026. The proposed event has an expected attendance of 2200 (locals and visitors). \$3,000 in-kind support has been requested for venue hire. It is recommended that if Council wishes to support the event in 2024, 2025 and 2026, the amount of funding based on the scoring scale is \$3,000 in-kind per annum. This event has been running since 2019 and Council have not previously provided funding.

Mudgee Vet's Week of Golf

The Mudgee Vet's Week of Golf will be held in September 2024, 2025 and 2026. The proposed event has an expected attendance of 500 (locals and visitors). \$1,000 cash assistance has been requested for prizes. It is recommended that if Council wishes to support the event in 2024, 2025 and 2026, the amount of funding based on the scoring scale is \$1,000 cash per annum. The event has been running since 2004 and Council have supported the event in 2021, 2022 and 2023.

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

LOCAL COMMUNITY/VOLUNTEER PARTICIPATION IN EVENT

SCORE	DEFINITIVE ANSWERS	VALUE JUDGEMENT
0	Unsatisfactory	No or limited local community/volunteer participation or impact (<100 residents)
1	Poor	Community/volunteer participation or local benefits impacting (100 to 500 residents)
2	Satisfactory	Community/volunteer participation or local benefits impacting between (500 to 1,000 residents)
3	Good	Direct community/volunteer involvement or local benefits impacting (>1,000 residents)

CAPACITY TO ENSURE EVENT CONTINUES AND DEVELOPS IN THE FUTURE

SCORE	DEFINITIVE ANSWERS	VALUE JUDGEMENT
0	Unsatisfactory	First time event being held, no plans outlined in application, unclear capacity to deliver event
1	Poor	Limited event history (year one), limited plans outlined in application
2	Satisfactory	Event is at least two years old, appropriate planning
3	Good	Well-established event with detailed planning for the future outlined

ECONOMIC ACTIVITY GENERATED FROM EVENT

SCORE	DEFINITIVE ANSWERS	VALUE JUDGEMENT
0	\$0-\$25K	Number of visitors to the region x \$657 (if multi-day event) or \$104 (if single day)
2	\$25K-\$50K	Number of visitors to the region x \$657 (if multi-day event) or \$104 (if single day)
4	\$50K-\$100K	Number of visitors to the region x \$657 (if multi-day event) or \$104 (if single day)
6	\$100K-\$150K	Number of visitors to the region x \$657 (if multi-day event) or \$104 (if single day)
8	\$150K-\$200K	Number of visitors to the region x \$657 (if multi-day event) or \$104 (if single day)
10	\$200K-\$250K	Number of visitors to the region x \$657 (if multi-day event) or \$104 (if single day)
12	\$250K-\$300K	Number of visitors to the region x \$657 (if multi-day event) or \$104 (if single day)
14	\$300K+	Number of visitors to the region x \$657 (if multi-day event) or \$104 (if single day)

ADDITIONAL POINTS IN-KIND REQUESTS

SCORE	VALUE JUDGEMENT
10	All events requesting 100% in-kind assistance receive 10 bonus points. Noting only up to cost of in-kind services will be funded

Attachment 1 and 2 outline the requests and recommendations for funding.

Community Plan implications

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

Strategic implications

Council Strategies

Applications for Events Assistance are required to have clear linkages to the Community Plan Towards 2040 outcomes. This includes promoting the region as a great place to live, work, invest and visit. Supporting events that provide opportunities for local and visitor attendance increases visitation and provides social and economic benefits to the region.

Council Policies

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

Legislation

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

Financial implications

Late applications relating to period 2 – 1 January to 30 June 2024

Funding of \$50,000 is budgeted in the 2023/24 Operational Plan for events assistance. Based on the scoring system above, the recommendation of staff is to provide \$3,900 in events assistance for the events to be held in period 2, between 1 January and 30 June 2024. The funding allocation has been exhausted for the 2023/24 financial year (balance \$375) through events previously approved in Period 1 and 2.

In 2023/24 increase the expenditure budget by \$3,525 to events assistance to be funded from unrestricted cash.

Applications relating to period 1 – 1 July to 31 December 2024

Funding of \$50,000 is proposed in the 2024/25 Operational Plan for events assistance. Based on the scoring system above, the recommendation of staff is to provide \$12,000 in events assistance for the events to be held in period 1, between 1 July and 31 December 2024. An additional \$23,500 has been previously allocated through multi-year funding and from events previously approved in Period 1 and 2. This leaves a balance of \$14,500 in Events Assistance.

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2023/24	x	-	-
Future Years	-	-	-

Associated Risks

It is important for Council to provide support to these planned events to help encourage visitors to the region and stimulate the tourism economy. If Council does not support these events, there is a risk that they may not go ahead in the future or that they are held at another location and therefore, there is the risk of further lost economic benefits to the Mid-Western Region.

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

JOANNA LINDSAY
EVENTS COORDINATOR

ALINA AZAR
DIRECTOR DEVELOPMENT

23 April 2024

Attachments: 1. Events Assistance Applications Summary. (separately attached)
2. Events Assistance Applications. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.3 Acceptance of Grant Funding for The Welcome Experience

REPORT BY THE MANAGER ECONOMIC DEVELOPMENT
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, GRA600020

RECOMMENDATION

That Council:

1. **receive the report by the Manager Economic Development on the Acceptance of Grant Funding for The Welcome Experience;**
2. **if successful, accept \$609,000 grant funding from RDA Orana for the Welcome Experience local connector concierge service over a two year period;**
3. **if successful, amend the 2023/24 and 2024/25 budgets as follows:**
 - 3.1 **In 2023/24 set a budget of \$60,900 for the commencement of the Welcome Experience project to be fully funded by grants;**
 - 3.2 **In 2024/25 set a budget of \$274,050 for the execution of the Welcome Experience project year 1 to be fully funded by grants;**
 - 3.3 **In 2025/26 set a budget of \$274,050 for the execution of the Welcome Experience project year 2 to be fully funded by grants; and**
4. **authorise the Director Community to finalise and sign the funding agreement.**

Executive summary

Council has partnered with Regional Development Australia - Orana (RDA Orana) to apply to actively participate in The Welcome Experience. This is a NSW Government initiative to create a service that provides essential workers in both government and private sectors with the support they need to move into regional communities, settle in and become one of the locals.

It is recommended that if Mid-Western Regional Council is successful through the RDA Orana grant application, that Council accepts the funding for The Welcome Experience and amend Council's budgets for 2023/24, 2024/25, and 2025/26.

Disclosure of Interest

Mid-Western Regional Council General Manager, Brad Cam is the Chairman of Regional Development Australia – Orana (RDA Orana).

Detailed report

The Welcome Experience is a NSW Government initiative designed to actively attract, welcome and integrate essential workers into regional NSW.

The service aims to ensure that workers receive personalised assistance and information suited to their individual or familial requirements.

Designated as Local Connectors, team members will engage with individuals to attend to their enquiries and needs, orchestrating connections with relevant resources and services. The objective is to streamline the relocation process and ensure a seamless integration into the community.

It is anticipated that the Local Connector role in the Mid-Western Region will sit in the Council offices and be able to draw on the extensive resources, documentation and community connections readily available through Council.

RDA Orana has applied for funding on behalf of the western NSW regions, proposing to establish a Local Connector position in each local government area. Through this application, Councils would receive funding for these roles from RDA Orana through a contractor agreement. While the Local Connector role could operate independently of the Council, leveraging existing resources and connections would enhance its effectiveness, thereby maximising community benefits. The program is funded from May 2024 to June 2026.

The Local Connector Role will assist with the following:

- Relocation – assisting essential workers in preparing for their move
- Housing – connecting workers with real estate agencies
- Education and childcare – providing information on schools and childcare options
- Social connections – connecting to sports clubs, social groups and community organisations to meet like-minded individuals
- Employment – assisting essential workers and their partners to find relevant and meaningful employment
- Accessibility and healthcare – providing information on disability support, healthcare and other service providers
- Leisure and recreation – provide local knowledge on activities and events in the region
- Cultural connections – providing information and introductions to cultural communities

Community Plan implications

Theme	Building a Strong Local Economy
Goal	A range of rewarding and fulfilling career opportunities to attract and retain residents
Strategy	Build strong linkages with institutions providing education, training and employment pathways in the region

Strategic implications

Council Strategies

The Welcome Experience project supports a number of Council strategies as identified in the Community Plan including:

- Support networks, programs and facilities which promote health and wellbeing and encourage healthy lifestyles;
- Provide infrastructure and services to cater for the current and future needs of our community;
- Provide equitable access to a range of places and spaces for all in the community;
- Promote the region as a great place to live, work, invest and visit;
- Provide leadership on economic development initiatives and identify resources and infrastructure required to drive investment and economic growth in the region;
- Support programs which strengthen the relationships between the range of community groups;
- Build strong linkages with institutions providing education, training and employment pathways in the region;

- Create a communication network that services the needs of residents and businesses; and
- Pursue excellence in service delivery.

Council Policies

Nil

Legislation

Nil

Financial implications

- In 2023/24 set a budget of \$60,900 for the commencement of the Welcome Experience project to be fully funded by grants;
- In 2024/25 set a budget of \$274,050 for the execution of the Welcome Experience project year 1 to be fully funded by grants; and
- In 2025/26 set a budget of \$274,050 for the execution of the Welcome Experience project year 2 to be fully funded by grants.

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2023/24	—	×	—
Future Years	—	×	—

Associated Risks

If the grant funding for the Welcome Experience project is successful and not accepted by Council, the project may not be able to proceed under Council guidance and be outsourced. There is a project delivery risk for each project. These risks are managed through Council's policies and procedures.

MICHELE MINI
MANAGER ECONOMIC DEVELOPMENT

ALINA AZAR
DIRECTOR DEVELOPMENT

29 April 2024

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.4 Policy Review - Street Banner Usage Policy

REPORT BY THE MANAGER ECONOMIC DEVELOPMENT
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, ECO800001

RECOMMENDATION

That Council:

1. **receive the report by the Manager Economic Development on the Policy Review - Street Banner Usage Policy;**
2. **place the revised Street Banner Usage Policy on public exhibition for 28 days; and**
3. **adopt the revised Street Banner Usage Policy if no submissions are received during the exhibition period.**

Executive summary

The existing Street Banner Usage Policy has been reviewed, and proposed amendments are recommended to ensure the appropriate usage of banners is detailed to promote events in the region.

Disclosure of Interest

Nil

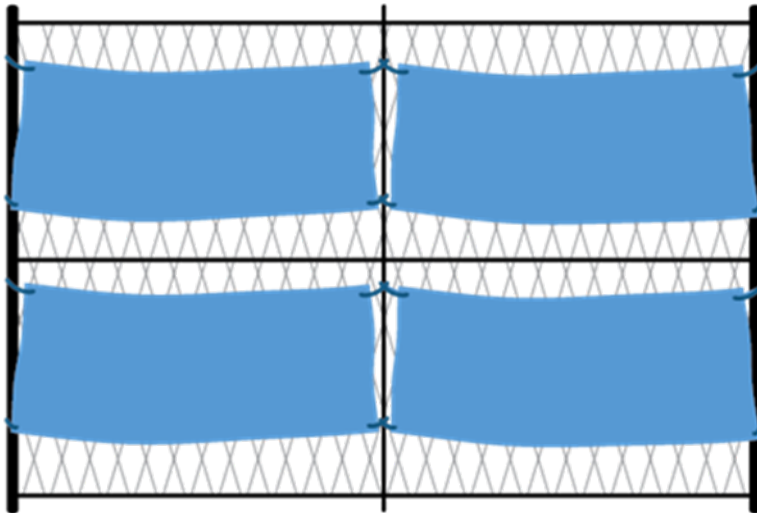
Detailed report

Mid-Western Regional Council Street Banner Usage Policy is designed to:

- promote significant events in the Mid-Western Region;
- visually enhance the Mudgee and Gulgong streetscape;
- promote major events identified in Council's major events calendar; and
- stimulate local economic activity and promote the region as a great place to live, work, invest and visit.

Changes are tracked in the attached policy and include:

- preferred size of banners on the Tennis Court fencing are 3000(w) x 900(h)mm with eyelets in each corner and must be secured to the banner poles on site;
- at the Tennis Court location - no more than x 4 banners to be booked/installed at any one time and not intrude into other positions. Inclusion of image for positions below; and



- banners installed without an approved booking will be removed and any associated cost passed on to the owning organisation.

Community Plan implications

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

Strategic implications

Council Strategies

Usage of the street banners assists in the promotion of local events which assist in promoting the region as a great place to live, work, invest and visit. By supporting events which provide opportunities for local and visitor attendance, this increases visitation to the region and provides social and economic benefits to the region.

Council Policies

Street Banner Usage Policy

Legislation

Environmental Planning and Assessment Act 1979
Local Government Act 1993

Financial implications

Not Applicable

Associated Risks

If the Street Banner Usage Policy is not in place there is a risk of banners being placed in an untidy and ad hoc way that can detract from the aesthetics and events in the towns and region.

MICHELE MINI
MANAGER ECONOMIC DEVELOPMENT

ALINA AZAR
DIRECTOR DEVELOPMENT

30 April 2024

Attachments: 1. Street Banner Usage Policy Review.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY Street Banner Usage

*A prosperous
and progressive
community*

FOR REVIEW	
COUNCIL MEETING MIN NO	139'18
DATE:	17 MAY 2024

VERSION	1.1
REVIEW DATE	TBC
FILE NUMBER	A0110021

INTRODUCTION

This policy sets out Council's requirements in relation to the use of the street banners located in Mudgee and Gulgong for the purpose of displaying banners.

Objective

Mid-Western Regional Council's banner program is designed to:

- Promote significant events in the Mid-Western Region
- Visually enhance the Mudgee and Gulgong streetscape, whilst being consistent and on brand to the Mid-Western Region
- Promote major events identified on the MWRC major events calendar
- Stimulate local economic activity and promote the region as a great place to live, work, invest and visit

Policy

1. Street banner poles/locations within the Mid-Western LGA:

Mudgee: Horatio Street x 10
Mudgee: Church Street x 16
Mudgee: Market Street x 13
Mudgee: Tennis Courts (Cnr Horatio and Church Streets) x 1 per booking
Gulgong: Castlereagh Hwy (near the intersection of Caledonia Street) x 5
Gulgong: Castlereagh Hwy (near the intersection of Guntawang Street) x 5

2. Dimensions:

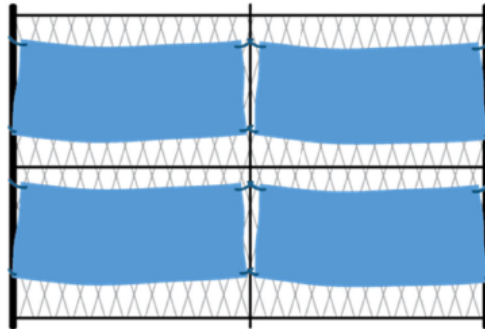
Horatio Street: 1400mm x 1000mm
Church Street: 1500mm x 350mm
Market Street: 1500mm x 350mm
Gulgong (Caledonia Street): 1800mm x 1000mm
Gulgong (Guntawang Street): 1800mm x 1000mm

3. Tennis Court Banner: signs must:

- not have a surface area of more than 6m², preferred size is 3000(w) x 900(h)mm with eyelets in each corner and must be secured to the banner poles on site
- not project more than 100mm from the fence, and
- not be higher than 5m above ground level (existing), and
- not be permanently fixed to the fence, and
- not be illuminated, and
- not be displayed earlier than 14 days before the event, and
- be removed within 2 days after the event
- No more than 4 banners to be booked/installed at any one time and not intrude into other positions. Please refer to image for positions.

POLICY: ~~STREET BANNER USAGE STREET BANNER USAGE~~ | VERSION 1.0, 29 JUNE 2023

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4. Use of the banner locations is restricted to Council, Federal and State Government Departments, recognised "not for profit" or community organisations and organisers of community and major events (recognised on the MWRC major events calendar) within the Mid-Western LGA. Commercial promotions are not permitted.
5. Council usage of street banner poles shall take priority over all other bookings.
6. External organisations may make application to book street banner locations when not in use for Council events and activities.
7. Street banners can be booked using the following process:
 - Contact MWRC Customer Service on 6378 2850
 - Complete street banner booking form, available online or through Customer Service
 - The booking period is to be negotiated with Council and will be dependent on other bookings and use of banner poles for council promotions. The maximum booking period is six weeks
 - Council reserves the right to decline any booking request that is not consistent with the purposes of this policy.
8. All banner costs, design and production is the responsibility of the hirer and must be of professional standard.
9. All artwork requires approval by Council prior to printing.
10. Installation of banners is the sole responsibility of the hirer. Hirers are required to remove any existing Council banners at the time of installing banners and replace them at the conclusion of the hire period. Council accepts no responsibility for the installation of banners.

POLICY: ~~STREET BANNER USAGE~~ STREET BANNER USAGE

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11. Banners must be removed no later than 48 hours following the event which is being promoted. Failure to do so will result in Council removing the banners with all costs passed on to the hirer. Banners also installed without an approved booking will also be removed and any associated cost passed on to the owning organisation.
12. Logo recognition on banners must be limited to a maximum of 10 per cent of the size of the banner. The preferred logo placement is along the bottom of the banner. No more than three sponsor logos are allowed per banner.
13. It is recommended that banner design remains generic in order for hirers to re-use banners in future years and reduce costs of banner production.
14. Should any damage occur to a banner from circumstances such as extreme weather conditions, vandalism or any other circumstance which makes a banner unsafe or unsightly the hirer is to remove banner at the earliest opportunity.
15. Council is not liable for any damage to, or loss of, any banners during the period that the banners are on display, or being erected or removed.

8.5 Monthly Development Applications Processing and Determined

REPORT BY THE MANAGER PLANNING
TO 15 MAY 2024 ORDINARY MEETING
GOV400103, A0420109

RECOMMENDATION

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

Executive summary

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

Disclosure of Interest

Nil

Detailed report

Included in this report is an update for the month of April 2024 Development Applications determined and Development Applications processing.

The report will detail:

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

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

LINDSAY DUNSTAN
MANAGER PLANNING

ALINA AZAR
DIRECTOR DEVELOPMENT

1 May 2024

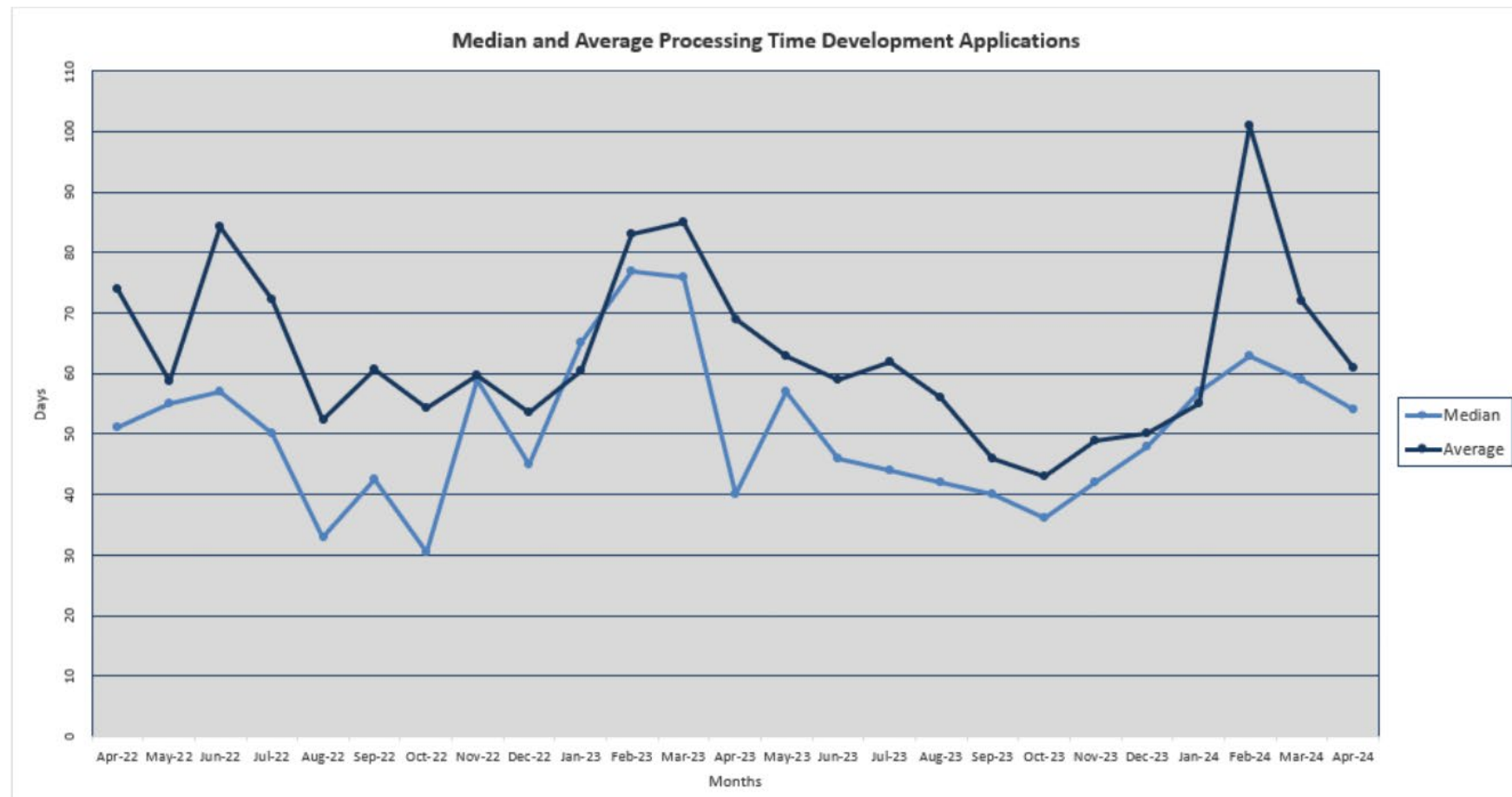
Attachments: 1. Monthly Development Applications Processing and Determined - April 2024.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

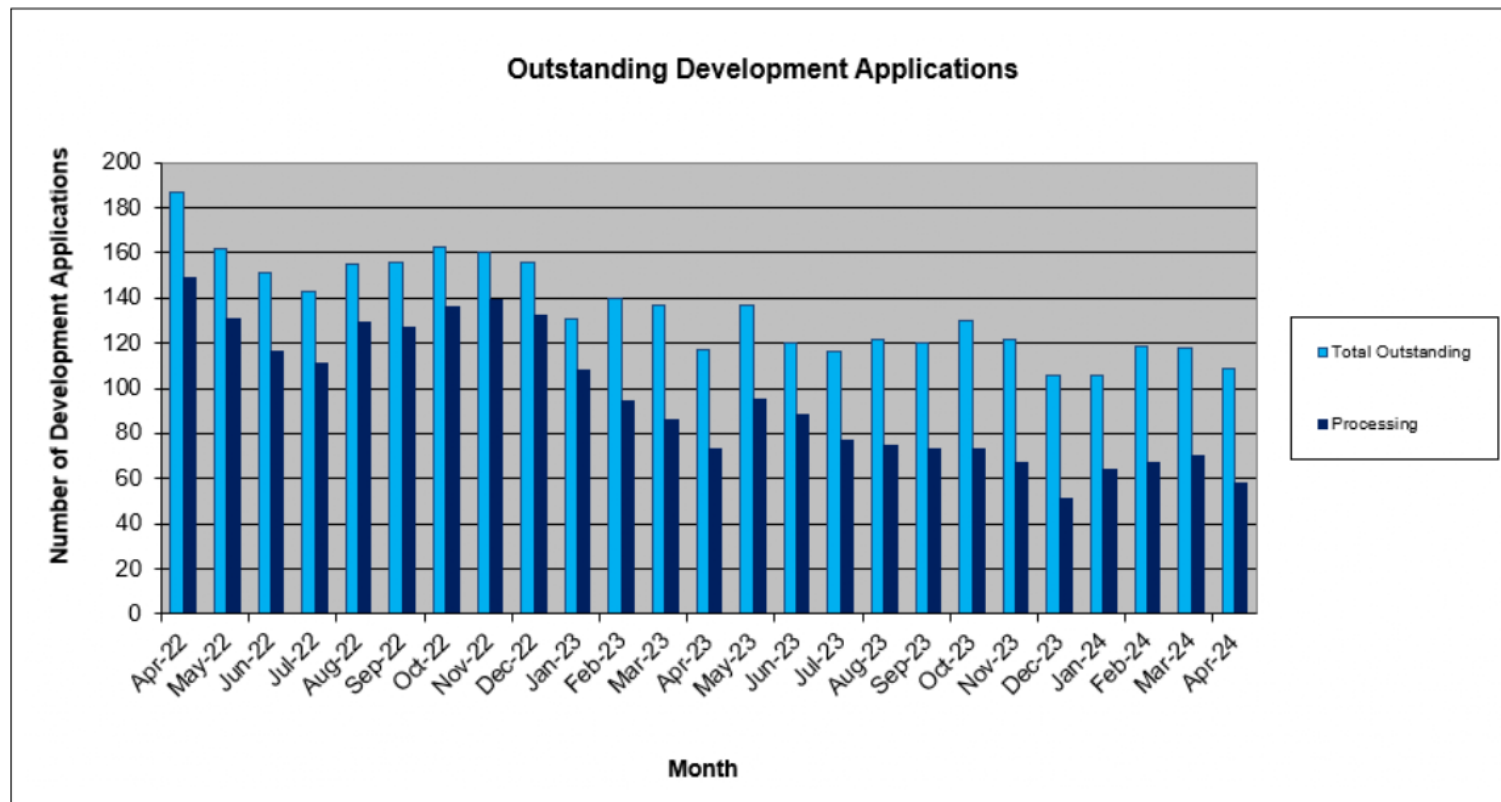
Monthly Development Application Processing Report – April 2024

This report covers the period for the month of April 2024. Graph 1 indicates the processing times up to 30 April 2024 with the month of April having an average of 54 days and a median time of 61 days.



Monthly Development Application Processing Report – April 2024

Graph 2 indicates the total number of outstanding applications; the number currently being processed is 58 and the number on “stop clock” is 51.



Monthly Development Application Processing Report – April 2024

The Planning and Development Department determined 20 Development Applications either by Council or under delegation during April 2024.

Development Applications Determined – April 2024

Appl/Proc ID	Description	House No	Street Name	Locality
DA0016/2024	Use yard to store towed motor vehicles	8	Industrial Avenue	MUDGEE NSW 2850
DA0036/2024	Removal of Over-Roof at Kandos Museum	20	Buchanan Street	KANDOS NSW 2848
DA0089/2024	Secondary dwelling	95	Inglis Street	MUDGEE NSW 2850
DA0092/2024	Subdivision - Torrens Title	40	Hone Creek Drive	CAERLEON NSW 2850
DA0156/2024	Dwelling House with Attached Secondary Dwelling	12	Shearman Cres	CAERLEON NSW 2850
DA0172/2024	Secondary Dwelling	761	Old Grattai Road	GRATTAI NSW 2850
DA0193/2024	Transportable Building - Dual Occupancy	66	Kaludabah Road	PIAMBONG NSW 2850
DA0214/2024	Aircraft Hangar	10	Clubhouse Road	RYLSTONE NSW 2849
DA0220/2024	Aircraft Hangar	28	Aerodrome Road	RYLSTONE NSW 2849
DA0220/2024	Aircraft Hangar	28	Aerodrome Road	RYLSTONE NSW 2849
DA0221/2024	Alterations & Additions	64	Mortimer Street	MUDGEE NSW 2850
DA0226/2024	Dwelling	39	Hosking Street	CAERLEON NSW 2850
DA0230/2024	Alterations & Additions	1763	Lue Road	HAVILAH NSW 2850
DA0233/2024	Alterations & Additions	105	Denison Street	MUDGEE NSW 2850
DA0238/2024	Boundary Adjustment (3 into 3 lots)	7	Moggs Lane	BOMBIRA NSW 2850
DA0243/2024	Demolition and Construction of Shed	229	Church Street	MUDGEE NSW 2850
DA0245/2024	Alterations and Additions, Shed, Retaining Wall and Swimming Pool	56	Cullenbone Lane	CULLENBONE NSW 2850
DA0253/2024	Residential Shed	20	Winter Street	MUDGEE NSW 2850
DA0254/2024	Residential Shed	85	Lawson Street	MUDGEE NSW 2850
DA0257/2024	Residential Shed	20	Nashs Flat Place	MUDGEE NSW 2850

***NOTE – 1x Development Applications were approved with a variation to the DCP during April 2024.**

- DA0156/2024

Monthly Development Application Processing Report – April 2024

Development Applications currently being processed – April 2024.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0214/2011	Dwelling House	663	Castlereagh Highway	BURRUNDULLA NSW 2850
DA0327/2011	Shed	23	Horatio Street	MUDGEE NSW 2850
DA0102/2016	Dwelling House	705	Windeyer Road	GRATTAI NSW 2850
DA0343/2016	Commercial Alterations/Additions	137	Ulan Road	PUTTABUCCA NSW 2850
DA0058/2018	Fence	1	Dunphy Crescent	MUDGEE NSW 2850
DA0089/2019	Change of use	2037	Coxs Creek Road	RYLSTONE NSW 2849
DA0263/2019	Camping ground	40	Grevillea Street	GULGONG NSW 2852
DA0087/2021	Carport	63	Court Street	MUDGEE NSW 2850
DA0199/2021	Change of use - to Serviced Apartments	1	Sydney Road	MUDGEE NSW 2850
DA0164/2022	Change of use - Retail Premises	9	Sydney Road	MUDGEE NSW 2850
DA0349/2022	Subdivision - Torrens Title	26	Hone Creek Drive	CAERLEON NSW 2850
DA0040/2023	Subdivision - Torrens Title	194	Hill End Road	CAERLEON NSW 2850
DA0205/2023	Dual Occupancy	11	McLachlan Street	RYLSTONE NSW 2849
DA0233/2023	Subdivision - Torrens Title	1	Sydney Road	MUDGEE NSW 2850
DA0248/2023	Ancillary Residential Development	6	Avisford Court	MUDGEE NSW 2850
DA0297/2023	Industrial Building	39	Razorback Road	RUNNING STREAM NSW 2850
DA0343/2023	Conversion of two existing cellar door buildings into serviced apartments	29	Alexander Road	ERUDGERE NSW 2850
DA0347/2023	Subdivision - Torrens Title	14	Wiradjuri Close	PUTTABUCCA NSW 2850
DA0408/2023	Subdivision - Torrens Title	17	Marshfield Lane	MUDGEE NSW 2850
DA0411/2023	Shed	18	Webster Street	BOMBIRA NSW 2850
DA0006/2024	Dwelling	374	Coxs Creek Road	RYLSTONE NSW 2849
DA0008/2024	Recreation Area	0	Bylong Valley Way	BREAKFAST CREEK NSW 2849
DA0013/2024	Swimming Pool	10	Bumberra Place	BOMBIRA NSW 2850
DA0020/2024	Dwelling House	433	Maitland Bar Road	MAITLAND BAR NSW 2850
DA0021/2024	Dwelling House	253	Coricudgy Road	OLINDA NSW 2849

Monthly Development Application Processing Report – April 2024

DA0026/2024	Subdivision - Torrens Title	68	Short Street	MUDGEES NSW 2850
DA0035/2024	Subdivision - Torrens Title	24	Roxburgh Street	KANDOS NSW 2848
DA0048/2024	Subdivision - Torrens Title	13	Cook Place	MUDGEES NSW 2850
DA0050/2024	Signage	18	Bulga Street	GULGONG NSW 2852
DA0070/2024	Change of use to Environmental Facility	48	Old Ilford Road	ILFORD NSW 2850
DA0096/2024	Demolition	23	Mortimer Street	MUDGEES NSW 2850
DA0101/2024	Demolition, Alterations and Additions to Existing Dwelling	72	McDonalds Road	RUDGERE NSW 2850
DA0107/2024	Group home	5	Harvey Street	BOMBIRA NSW 2850
DA0108/2024	Patio and Shed	5	White Circle	MUDGEES NSW 2850
DA0124/2024	Dual Occupancy	60	Davies Road	KANDOS NSW 2848
DA0126/2024	Transport Depot	18	Industrial Avenue	MUDGEES NSW 2850
DA0129/2024	Dual Occupancy	79	Ilford Road	KANDOS NSW 2848
DA0139/2024	Alterations & Additions	8	Goolma Road	GULGONG NSW 2852
DA0143/2024	Subdivision – 1 into 3 lots	2232	Bylong Valley Way	RYLSTONE NSW 2849
DA0148/2024	Dwelling House, Shed and Greenhouse	2424	Castlereagh Highway	GULGONG NSW 2852
DA0149/2024	Dwelling House	341	White Rock Road	PINNACLE SWAMP NSW 2849
DA0170/2024	Secondary dwelling	87	Bellevue Road	MUDGEES NSW 2850
DA0175/2024	Dwelling and Retaining Walls	11	Coomber Street	RYLSTONE NSW 2849
DA0177/2024	Subdivision 1 into 2 lots	1223	Castlereagh Highway	BERYL NSW 2852
DA0178/2024	Subdivision 1 into 2 lots	2008	Queens Pinch Road	MEROO NSW 2850
DA0180/2024	Dwelling with attached secondary dwelling	18	Shearman Street	CAERLEON NSW 2850
DA0184/2024	Dual Occupancy (Detached) and Subdivision	8	Davis Crescent	CAERLEON NSW 2850
DA0189/2024	Alterations and Additions to Dwelling	637	Castlereagh Highway	BURRUNDULLA NSW 2850
DA0194/2024	Secondary dwelling	433	Kaludabah Road	PIAMBONG NSW 2850
DA0195/2024	Dwelling and Shed	150	Tongbong Road	RYLSTONE NSW 2849
DA0197/2024	Boundary Adjustment and Easement Creation	11	Quinn Place	MUDGEES NSW 2850
DA0198/2024	6x Serviced Apartments	106	School Lane	BUDGEES BUDGEES NSW 2850
DA0200/2024	Patio Cover and Deck	12	Barigan Street	MUDGEES NSW 2850
DA0201/2024	Patio Cover and Deck	14	Horatio Street	MUDGEES NSW 2850
DA0202/2024	Dwelling with Swimming Pool and Shed	27	Wurth Drive	BOMBIRA NSW 2850
DA0204/2024	Dual Occupancy with Subdivision	17	Davis Crescent	CAERLEON NSW 2850
DA0205/2024	Indoor Recreation Facility - Dance Studio	12	Sydney Road	MUDGEES NSW 2850

Monthly Development Application Processing Report – April 2024

DA0207/2024	Intensive Plant Agriculture	2728	Ulan Road	COOKS GAP NSW 2850
DA0209/2024	Farm building	63	Anderson Road	GRATTAI NSW 2850
DA0210/2024	Demolition and Construction of Shed	162	Gladstone Street	MUDGEE NSW 2850
DA0212/2024	Dwelling	21	McLachlan Street	KANDOS NSW 2848
DA0213/2024	Carport	1	Lewis Street	MUDGEE NSW 2850
DA0218/2024	Dwelling House	88	Gibsons Lane	ERUDGERE NSW 2850
DA0222/2024	Alterations and Additions	1043	Castlereagh Highway	APPLE TREE FLAT NSW 2850
DA0223/2024	Seniors Housing	27	Mayne Street	GULGONG NSW 2852
DA0224/2024	Subdivision (1 into 3 lots)	295	Lower Piambong Road	MENAH NSW 2850
DA0227/2024	Education Facility and Serviced Apartment	269	Henry Lawson Drive	EURUNDEREE NSW 2850
DA0228/2024	Light Industrial Premises	20	Sydney Road	MUDGEE NSW 2850
DA0231/2024	Secondary dwelling	87	Henry Bayly Drive	MUDGEE NSW 2850
DA0236/2024	Dwelling	43	Hosking Street	CAERLEON NSW 2850
DA0237/2024	Dwelling and Detached Shed	47	Webster Street	BOMBIRA NSW 2850
DA0239/2024	Subdivision (3 into 2 Lots)	68	Bergalin Road	GULGONG NSW 2852
DA0240/2024	Shed	32	Knox Crescent	CAERLEON NSW 2850
DA0241/2024	Verandah and spa	36	Bywong Lane	YARRAWONGA NSW 2850
DA0242/2024	Caravan Park	313	Magpie Lane	GALAMBINE NSW 2850
DA0244/2024	Multi Dwelling Housing	4	Glenmore Street	MUDGEE NSW 2850
DA0248/2024	Glass Enclosure	13	Mulgoa Way	MUDGEE NSW 2850
DA0249/2024	Subdivision - 1 into 2 Lots	264	Carramar Road	STUBBO NSW 2852
DA0229/2024	Farm building	686	Queens Pinch Road	MULLAMUDDY NSW 2850
DA0247/2024	Warehouse	33	Knott Place	CAERLEON NSW 2850
DA0250/2024	Extractive Industry	2152	Goolma Road	TWO MILE FLAT NSW 2852
DA0252/2024	Swimming Pool	45	Winter Street	MUDGEE NSW 2850
DA0256/2024	Multi dwelling housing	10	Burrundulla Avenue	MUDGEE NSW 2850
DA0258/2024	Subdivision 1 into 6 Lots	24	Flirtation Hill Lane	GULGONG NSW 2852
DA0260/2024	Dwelling House and Secondary Dwelling	6	Enfield Avenue	CAERLEON NSW 2850
DA0261/2024	Dual Occupancy (Attached) and Subdivision	26	Rifle Range Road	MUDGEE NSW 2850
DA0264/2024	Torrens Title Subdivision (2 Lots into 7 Lots)	13	Fairydale Lane	MUDGEE NSW 2850
DA0265/2024	Alterations & Additions	25	Horse Flat Lane	MULLAMUDDY NSW 2850

Monthly Development Application Processing Report – April 2024

DA0267/2024	Demolition of dwelling	86	Depot Road	MUDGEE NSW 2850
DA0268/2024	Demolition Works and Replacement Dwelling House	319	Lue Road	MILROY NSW 2850
DA0269/2024	Subdivision (1 into 2 Lots)	42	Guntawang Street	GULGONG NSW 2852
DA0275/2024	Residential Shed	79	White Circle	MUDGEE NSW 2850
DA0278/2024	Demolition	28	Robison Street	ULAN NSW 2850

Heritage Development Applications currently being processed – April 2024.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0271/2011	Alterations & Additions	87	Short Street	MUDGEE NSW 2850
DA0198/2021	Change of use - Residential Flat Building to Serviced Apartments	110	Court Street	MUDGEE NSW 2850
DA0189/2023	Commercial Alterations & Additions	83	Mortimer Street	MUDGEE NSW 2850
DA0142/2024	Shed	2	White Street	GULGONG NSW 2852
DA0146/2024	Dwelling and Shed	9	Robinson Street	GULGONG NSW 2852
DA0151/2024	Shed	47	Madeira Road	MUDGEE NSW 2850
DA0159/2024	Dual Occupancy	90	Douro Street	MUDGEE NSW 2850
DA0160/2024	Shed Demolition	94	Horatio Street	MUDGEE NSW 2850
DA0191/2024	Shed	217	Gladstone Street	MUDGEE NSW 2850
DA0203/2024	Carport	127	Mortimer Street	MUDGEE NSW 2850
DA0216/2024	Secondary dwelling	10	Lawson Street	MUDGEE NSW 2850
DA0225/2024	Alterations & Additions @ Lawson Park Hotel	1	Church Street	MUDGEE NSW 2850
DA0232/2024	Shed	105	Louee Street	RYLSTONE NSW 2849
DA0246/2024	Dwelling	64	Lawson Street	MUDGEE NSW 2850
DA0259/2024	Carport	7	Bulga Street	GULGONG NSW 2852
DA0262/2024	Fence	14	Perry Street	MUDGEE NSW 2850

Item 9: Corporate Services

9.1 Monthly Budget Review - April 2024

REPORT BY THE ACCOUNTANT REPORTING & ANALYSIS AND CHIEF FINANCIAL OFFICER
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, FIN300315

RECOMMENDATION

That Council receive the report by the Accountant Reporting & Analysis and Chief Financial Officer on the Monthly Budget Review - April 2024.

Executive summary

This report provides Council with information on the progress of the 2023/24 Capital Works Program at 30 April 2024.

Disclosure of Interest

Nil

Detailed report

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

Community Plan implications

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

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Clause 202 of the Local Government (General) Regulation 2021, states that the responsible accounting officer of a Council must:

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

Financial implications

There are no budget variations proposed.

Associated Risks

Not Applicable

SUMEDHA UPRETI
ACCOUNTANT REPORTING & ANALYSIS

KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

29 April 2024

Attachments: 1. Monthly Budget Review - April 2024 Attachment.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MONTHLY BUDGET REVIEW – 30 APRIL 2024

ATTACHMENT 1 – CAPITAL
PROGRAM UPDATE

15 MAY 2024

MID-WESTERN REGIONAL COUNCIL
FINANCE



FINANCE | MONTHLY BUDGET REVIEW – 30 APRIL 2024

THIS DOCUMENT HAS BEEN PREPARED BY SUMEDHA UPRETI, ACCOUNTANT REPORTING AND ANALYSIS FOR MID-WESTERN REGIONAL COUNCIL.

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

DATE OF PUBLICATION: 15 MAY 2024

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1. Capital Works Program

SUMMARY OF CAPITAL WORKS PROGRAM

\$ 38.1 M

Actual YTD

260

Capital Projects

\$66.5 M

Budget

\$28.1 M

Commitments

FINANCE | MONTHLY BUDGET REVIEW –30 APRIL 2024

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
Looking after our Community							
RURAL FIRE SERVICE - LUE STATION (CAPITAL)	52	0	52	42	80%	4	Complete - awaiting invoices
RURAL FIRE SERVICE - CLANDULLA STATION EXTENSION (CAPITAL)	290	0	290	25	9%	8	Initial works
RURAL FIRE SERVICE - MUDGEE AIRBASE SHED (CAPITAL)	27	0	27	7	27%	8	Complete
RURAL FIRE SERVICE - COOKS GAP STATION UPGRADE (CAPITAL)	52	0	52	10	19%	18	Construction
RURAL FIRE SERVICE - CRUDINE STATION UPGRADE (CAPITAL)	10	0	10	11	100%	0	Final works
RURAL FIRE SERVICE - CUDGEGONG STATION UPGRADE (CAPITAL)	1	0	1	1	128%	0	Complete
RURAL FIRE SERVICE - GOOLMA RFB LIGHTING	6	0	6	6	108%	0	Complete - awaiting invoices
RURAL FIRE SERVICE - LAWSON RFB LIGHTING	6	0	6	4	67%	0	Initial works
RURAL FIRE SERVICE - LUE/HAVILAH - HARDSTAND/DRIVEWAY	45	0	45	37	83%	0	Complete
RURAL FIRE SERVICE - MUDGEE AIRBASE	58	0	58	12	21%	12	Initial works
RURAL FIRE SERVICE - MUDGEE HQ	70	0	70	71	101%	1	Construction
RURAL FIRE SERVICE - OLINDA RFB DRIVEWAY	20	0	20	9	46%	0	Initial works
RURAL FIRE SERVICE - PYRAMUL RFB	40	0	40	0	0%	0	Project Scope
RURAL FIRE SERVICE - TWO MILE	5	0	5	0	0%	0	Complete - awaiting invoices
RURAL FIRE SERVICE - BIRRIWA RFB	109	0	109	105	96%	0	Initial works
RURAL FIRE SERVICE - PIAMBING RFB	31	0	31	3	9%	25	Initial works
FAMILY DAY CARE - EXTERNAL WORKS	60	(60)	0	0	0%	0	Deferred/Cancelled
YOUTH SERVICES VEHICLE PURCHASE	85	0	85	54	64%	0	Final works
COMM. TRANSPORT- VEHICLE PURCHASE	65	(65)	0	0	0%	0	Consultation
COUNTRY UNIVERSITY CENTRE CAPITAL	1,480	0	1,480	1,415	96%	36	Final works

FINANCE | MONTHLY BUDGET REVIEW –30 APRIL 2024

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
CEMETERY CAPITAL PROGRAM	17	0	17	4	24%	0	Construction
GULGONG CEMETERY ROAD UPGRADE	10	0	10	10	98%	0	Complete
CEMETERY EXPANSION - MUDGEE & GULGONG	40	0	40	0	0%	0	Procurement
CEMETERY SIGNAGE UPGRADE	10	0	10	9	90%	0	Construction
PUBLIC TOILETS - CAPITAL UPGRADES - BUDGET ONLY	100	0	100	101	101%	0	Final works
PUBLIC TOILETS - ILFORD REST STOP	23	0	23	17	76%	0	Final works
LIBRARY BOOKS	96	0	96	75	78%	0	Construction
MUDGEE LIBRARY AIR CONDITIONING	5	0	5	4	88%	0	Complete
COMMUNITY CENTRE - COURT STREET CAPITAL WORKS	4	0	4	4	94%	0	Complete
CAPITAL UPGRADE - KILDALLON	60	0	60	13	22%	31	Final works
COMMUNITY ELECTRICAL INVESTIGATION & UPGRADES	65	(25)	40	20	49%	0	Construction
PUBLIC HALLS - AUDIO UPGRADES	35	0	35	1	2%	0	Procurement
CAPITAL UPGRADE - TOWN HALL CINEMA EQUIPMENT	25	0	25	0	0%	0	Initial works
CAPITAL UPGRADE - RYLSTONE MEMORIAL HALL AIR CONDITIONING	90	0	90	0	0%	55	Initial works
TOWN HALL - EXTERNAL BRICKWORK	1	0	1	1	100%	0	Initial works
KANDOS HALL & LIBRARY - EXTERNAL PAINTING & KITCHEN UPGRADE	68	0	68	10	15%	10	Initial works
KANDOS HALL & LIBRARY - TOILETS	109	(105)	4	4	100%	0	Deferred/Cancelled
RYLSTONE SHOWGROUND - AMENITIES CHANGE ROOM UPGRADE (REQUIRE	45	0	45	21	47%	13	Construction
GULGONG MEN'S SHED - EXTERNAL WALL REPLACEMENT	13	0	13	0	0%	10	Complete
TOWN HALL THEATRE - DRESSING ROOM AMENITIES UPGRADE	40	0	40	15	38%	0	Procurement
KANDOS HALL INTERNAL REPAIRS	20	0	20	9	45%	3	Procurement
MUDGEE POOL HEATERS	80	0	80	0	0%	0	Procurement
MUDGEE POOL STORAGE SHED UPGRADE	46	0	46	27	59%	0	Construction

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\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
LIGHTING UPGRADE - POOLS	50	0	50	0	0%	0	Procurement
GULGONG POOL HEATERS	105	0	105	0	0%	0	Procurement
ACTIVE PARKS - GLEN WILLOW ACCESSIBLE AMENITIES BUILDING	5	0	5	5	99%	0	Complete
GLEN WILLOW SPORTS GROUND UPGRADES	326	0	326	100	31%	89	Construction
MUDGEES SHOWGROUNDS - AMENITIES	25	15	40	24	61%	0	Complete
BILLY DUNN OVAL - UPGRADES	90	0	90	77	85%	0	Complete - awaiting invoices
GULGONG TENNIS COURTS	218	0	218	0	0%	0	Initial works
RYLSTONE SHOWGROUND - PUMP SHED REPLACEMENT	0	20	20	0	0%	0	Consultation
CLANDULLA RECREATION PARK AMENITIES	120	0	120	115	96%	2	Complete - awaiting invoices
VICTORIA PARK GULGONG- GRANDSTAND IMPROVEMENTS	35	0	35	2	6%	0	Initial works
GLEN WILLOW - NETWORK ACCESS FIBRE CONNECTIVITY	112	0	112	4	3%	101	Complete - awaiting invoices
RYLSTONE & KANDOS DOG PARK	29	0	29	9	33%	0	Complete
GLEN WILLOW STORMWATER RETICULATION SYSTEM	4	0	4	0	0%	0	Complete
PUTTA BUCCA TRAINING CAMP FACILITY	9,725	(5,000)	4,725	1,802	38%	9,430	Construction
GLEN WILLOW - PUMP TRACK	700	0	700	20	3%	7	Initial works
VICTORIA PARK GULGONG - CANTEEN EQUIPMENT	10	0	10	0	0%	0	Procurement
GLEN WILLOW PARKING - LIGHTING AND SECURITY	76	0	76	0	0%	0	Procurement
VICTORIA PARK GULGONG - AMENITIES UPGRADE	485	0	485	454	94%	2	Complete - awaiting invoices
GLEN WILLOW - NETBALL PRECINCT UPGRADE	143	(142)	1	1	100%	0	Procurement
GLEN WILLOW - STADIUM LIGHTING UPGRADE	2,610	0	2,610	2,294	88%	8	Final works
BILLY DUNN GRANDSTAND - TOILETS AND EXTERNAL PAINTWORK	92	0	92	11	12%	30	Initial works
WARATAH PARK FIELD RENOVATION	90	0	90	49	54%	2	Complete - awaiting invoices
PROPERTY PURCHASE - 191 DENISON STREET	330	0	330	0	0%	0	Construction

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\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
RYLSTONE SHOWGROUND CRICKET NET REPLACEMENT (REQUIRES GRANT)	42	0	42	0	0%	41	Final works
RYLSTONE SHOWGROUND CAPITAL	20	0	20	0	1%	0	Procurement
MUDGEES SHOWGROUNDS - ROAD REHAB AND FENCING	58	0	58	45	77%	1	Final works
VICTORIA PARK MUDGEES - SIGHT SCREENS & SEATING	80	(80)	0	0	0%	0	Procurement
VICTORIA PARK GULGONG - ROAD AND CAR PARK SEAL	85	0	85	0	0%	1	Procurement
RYLSTONE SHOWGROUND ARENA - UPGRADE	787	(770)	17	17	100%	4	Procurement
MUDGEES SHOWGROUND LIVESTOCK HOLDING YARDS	40	0	40	29	72%	0	Final works
RECREATIONAL PROPERTY MATTERS	20	0	20	8	41%	3	Initial works
KANDOS INCLUSIVE ADVENTURE PLAYSPACE	558	0	558	54	10%	309	Initial works
ELECTRIC BBQ - KANDOS & RYLSTONE PLAYGROUND	15	0	15	8	55%	0	Final works
HENRY LAWSON MEMORIAL RENEWAL	14	0	14	0	0%	0	Construction
JACK TINDALE PARK RYLSTONE - ROAD UPGRADE	40	(18)	22	22	100%	0	Complete
SHADE SAIL - MUDGEES DOG PARK	15	0	15	14	95%	0	Complete
SCULPTURES ACROSS THE REGION	29	0	29	22	75%	0	Construction
RYLSTONE RIVER WALK - IMPROVEMENT	125	0	125	0	0%	0	Complete
ROTUNDA PARK KANDOS - IRRIGATION RENEWAL	17	0	17	17	100%	0	Initial works
APEX PARK GULGONG - IRRIGATION RENEWAL	49	0	49	6	12%	38	Initial works
PLAYGROUND SHADING PROGRAM	53	0	53	22	42%	31	Final works
PARK BIN REPLACEMENT	80	0	80	0	0%	45	Procurement
PLAYGROUND RUBBER SOFTFALL PROGRAM	60	0	60	0	0%	60	Construction
IRRIGATION RENEWAL PROGRAM	0	0	0	0	0%	0	Complete
PLAYGROUND EQUIPMENT UPGRADE - LAWSON PARK MUDGEES	261	0	261	0	0%	116	Initial works
LAWSON PARK MUDGEES -IRRIGATION RENEWAL	45	0	45	0	0%	43	Initial works
BRIDGE AND STEPS REPLACEMENT - RYLSTONE COMMON	40	0	40	40	100%	0	Complete
MUDGEES RIVERSIDE - WALKING TRACK IMPROVEMENTS	48	0	48	0	1%	7	Construction

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\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
FLIRTATION HILL MUDGEE - MASTER PLAN WORKS	725	(80)	645	558	86%	43	Construction
PLAYGROUND - BROADVIEW ESTATE	120	(120)	0	0	0%	0	Deferred/Cancelled
STREET SCAPE IMPROVEMENTS	31	0	31	18	59%	0	Construction
STREETSCAPE - STREET BINS	57	(11)	46	39	86%	3	Complete - awaiting invoices
Total	22,405	(6,441)	15,964	8,046	50%	10,651	

Protecting our Natural Environment

RURAL WASTE DEPOT UPGRADES	355	(43)	312	246	79%	47	Construction
MUDGEE WASTE DEPOT UPGRADES	101	0	101	12	12%	0	Project Scope
NEW TIP CELL CONSTRUCTION	6,403	(503)	5,900	2,844	48%	2,960	Construction
NEW RECYCLING BINS	4	0	4	4	100%	0	Complete
KANDOS WTS OFFICE REPLACEMENT	22	(17)	4	0	0%	0	Complete
DRAINAGE CAPITAL IMPROVEMENTS	0	0	0	0	100%	0	Deferred/Cancelled
CAUSEWAY IMPROVEMENTS	46	0	46	20	43%	22	Procurement
STORMWATER DRAINAGE - BOMBIRA AVENUE	1,400	0	1,400	382	27%	563	Construction
MEMORIAL PARK MUDGEE - DRAINAGE IMPROVEMENT	0	25	25	0	0%	0	Consultation
PUTTA BUCCA WETLANDS CAPITAL	46	0	46	13	28%	32	Construction
PUTTA BUCCA WETLANDS INFRASTRUCTURE - CAPITAL	184	0	184	7	4%	167	Construction
WATER NEW CONNECTIONS	100	12	112	86	76%	0	Construction
WATER AUGMENTATION - MUDGEE HEADWORKS	1,534	(600)	934	876	94%	4	Construction
WATER DISTRIBUTION - MUDGEE	285	(285)	0	0	0%	0	Design
WATER RYLSTONE DAM WALL & EROSION PROTECTION	168	(100)	68	5	7%	10	Design
WATER MAINS - MAYNE STREET	10	(6)	4	3	81%	0	Complete
WATER MAINS - BAYLY STREET	167	0	167	87	52%	79	Complete - awaiting invoices
WATER MAINS - TALLAWANG ROAD	275	(8)	267	120	45%	142	Final works

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\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
WATER MAINS - LITTLE BAYLY STREET	108	2	110	77	70%	32	Complete - awaiting invoices
WATER MAINS - SYDNEY ROAD	170	(170)	0	0	0%	0	Procurement
WATER MAINS - NRAR WATER METER PROJECT	193	0	193	129	67%	9	Final works
WATER MAINS - FITZROY ST, GULGONG	270	(100)	170	0	0%	0	Procurement
WATER MAINS - LOUEE ST, RYLSTONE	50	0	50	17	34%	0	Final works
WATER MAINS - BAWDEN ST, MUDGEE	235	(60)	175	0	0%	0	Design
WATER MAINS - BULGA ST, GULGONG	250	(60)	190	0	0%	0	Design
WATER MAINS - WILBERTREE ST GULGONG	271	(70)	201	0	0%	0	Design
WATER PUMP STATION - CAPITAL RENEWALS	31	0	31	1	4%	0	Construction
WATER PUMP STATION - GULGONG RIVER ACCESS	8	(5)	3	3	76%	0	Complete
WATER RESERVOIR - FLIRTATION HILL MUDGEE	105	(105)	0	0	0%	39	Procurement
RAW WATER SYSTEMS RENEWALS	72	(40)	32	19	60%	0	Construction
WATER TREATMENT PLANT - RENEWALS	148	0	148	137	93%	7	Final works
WATER TREATMENT RYLSTONE UPGRADES	150	(80)	70	0	0%	0	Procurement
SEWER NEW CONNECTIONS	50	0	50	19	38%	1	Construction
SEWER AUGMENTATION - RYLSTONE & KANDOS	265	0	265	29	11%	58	Design
MUDGEE SEWERAGE NETWORK & TREATMENT PLANT UPGRADE	550	(550)	0	0	0%	0	Design
CAPITAL UPGRADES - SEWER MAINS	2,194	(350)	1,844	1,592	86%	127	Final works
SEWER PUMP STATION - CAPITAL RENEWALS	277	(50)	227	121	53%	0	Construction
SEWER TREATMENT WORKS - RENEWALS	44	15	59	28	48%	25	Construction
SEWER TREATMENT WORKS - GULGONG STP SPILLWAY	30	(30)	0	0	0%	0	Project Scope
Total	16,572	(3,178)	13,394	6,878	51%	4,325	

Building a Strong Local Economy

CUDGEGONG WATERS CARAVAN PARK - KIOSK & OFFICE	68	0	68	67	100%	0	Complete
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\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
RYLSTONE CARAVAN PARK - CAPITAL	3	0	3	3	106%	0	Complete
MUDGEY VALLEY PARK EXPANSION	2,181	0	2,181	963	44%	679	Construction
MUDGEY VALLEY PARK EXPANSION ROADS	65	(31)	34	34	100%	0	Complete
CARAVAN PARK - CUDGEGONG WATERS CAPITAL	78	0	78	44	57%	0	Complete
MUDGEY VALLEY PARK - CARETAKER HOUSE RENOVATION	50	0	50	0	0%	0	Procurement
MUDGEY VALLEY PARK - SHADE OVER POOL	22	3	24	24	100%	0	Complete
RYLSTONE CARAVAN PARK STAGE 2 (REQUIRES GRANT)	944	0	944	677	72%	121	Construction
CARAVAN PARK - RIVERSIDE - CAPITAL	118	0	118	57	49%	21	Construction
CARAVAN PARK - RIVERSIDE - CABIN	250	(20)	230	212	92%	0	Complete - awaiting invoices
MUDGEY VALLEY PARK - ACQUISITION & RENOVATION OF CABIN	220	0	220	0	0%	0	Consultation
CHRISTMAS DECORATION PURCHASES	200	(35)	165	163	99%	0	Final works
EVENTS STORAGE COMPOUND	60	50	110	0	0%	0	Procurement
SIGNAGE UPGRADE	144	0	144	27	19%	9	Construction
ELECTRIC VEHICLE CHARGING STATION - CAPITAL	4	0	4	0	0%	0	Procurement
SALEYARDS - POST AND RAIL REPLACEMENT	11	0	11	5	50%	0	Final works
SALEYARDS - BATHROOM RENOVATIONS	30	0	30	7	25%	0	Construction
SALEYARDS - WEIGH SCALE DOOR REPLACEMENT	20	(8)	12	12	99%	0	Complete
SALEYARDS - REPLACEMENT SCANNER	20	(5)	15	15	98%	0	Complete
PROPERTY - EX SALEYARDS STAGE II	1,893	0	1,893	1,506	80%	67	Construction
PROPERTY - BURRUNDULLA AVE CONCEPT PLAN	388	(150)	238	140	59%	29	Construction
MORTIMER ST PRECINCT EXTERNAL PAINTING	48	(48)	0	0	0%	0	Deferred/Cancelled
Total	6,815	(244)	6,572	3,960	60%	925	

Connecting our Region

URBAN RESEALS - BUDGET ONLY	(0)	0	(0)	0	0%	0	Budget only
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\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
URBAN RESEALS - HERBERT ST GULGONG	52	0	52	0	0%	0	Complete - awaiting invoices
URBAN RESEALS - COX ST SEG 80 & 90	11	0	11	11	100%	0	Complete
URBAN RESEALS - GLADSTONE ST SEG 140 - 160	34	(7)	27	27	100%	0	Complete
URBAN RESEALS - MCGREGOR PLACE	10	0	10	9	88%	0	Complete
URBAN RESEALS - WENONAH STREET	15	0	15	15	100%	0	Complete
URBAN RESEAL - RODGERS STREET	41	0	41	41	100%	0	Complete - awaiting invoices
URBAN RESEAL - DONOGHUE STREET	18	0	18	17	95%	0	Complete - awaiting invoices
URBAN RESEAL - ADAMS STREET	15	0	15	13	89%	0	Complete - awaiting invoices
URBAN RESEAL - DAVIES ROAD	34	0	34	34	100%	0	Complete
URBAN RESEAL - BLACK LEAD LANE	42	0	42	42	100%	0	Complete
URBAN RESEAL - ALBENS LANE	10	0	10	10	96%	0	Complete - awaiting invoices
URBAN RESEAL - GREVILLEA STREET	18	0	18	18	100%	0	Complete
URBAN RESEAL - CAINBIL STREET	15	0	15	15	100%	0	Complete
URBAN RESEAL - BOWMAN STREET	17	0	17	17	100%	0	Complete
URBAN RESEAL - BUMBERRA PLACE	11	0	11	0	0%	0	Construction
URBAN RESEAL - NOYES ST SEG 30 - 70	23	0	23	23	99%	0	Construction
URBAN RESEAL - MORTIMER STREET	47	0	47	47	100%	0	Complete
URBAN RESEAL - SWORDS COURT	11	0	11	10	95%	0	Complete
URBAN RESEAL - VERA COURT	12	0	12	10	86%	0	Complete
URBAN RESEAL - WHITE CIRCLE	49	0	49	49	100%	0	Complete
URBAN RESEAL - WINBOURNE STREET	23	0	23	16	72%	0	Complete
URBAN RESEAL - WINTER STREET	19	0	19	19	100%	0	Complete
URBAN RESEAL - CARWELL STREET RYLSTONE	22	0	22	22	100%	0	Complete
URBAN RESEAL - COOMBER STREET RYLSTONE	23	0	23	23	100%	0	Complete
URBAN RESEALS - GEORGE ST SEG 10-30	14	0	14	14	100%	0	Complete
URBAN RESEAL - PIPER STREET RYLSTONE	13	0	13	13	100%	0	Complete
URBAN RESEALS - JACQUES STREET KANDOS	21	0	21	7	32%	10	Complete - awaiting invoices

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\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
URBAN RESEAL - MORTIMER STREET MUDGE	36	0	36	0	0%	36	Construction
URBAN RESEALS - SALEYARDS LN GULGONG	11	(6)	6	6	106%	0	Complete - awaiting invoices
URBAN ROAD REHABS - BUDGET ONLY	(0)	0	(0)	0	0%	0	Budget only
URBAN ROADS KERB & GUTTER CAPITAL	125	12	137	138	101%	0	Complete
URBAN REHAB - ROBERTSON ST SEG 90	550	0	550	285	52%	50	Construction
URBAN HEAVY PATCHING	26	2	28	25	88%	3	Construction
ROAD EXTENSION - BETWEEN PUTTA BUCCA & GLEN WILLOW	430	0	430	67	16%	4	Construction
URBAN RESEALS - MCLACHLAN STREET - KANDOS	11	(1)	10	10	100%	0	Complete
RESHEETING - URBAN ROADS	12	0	12	0	3%	0	Construction
URBAN ROAD - HONE CREEK DRIVE EXTENSION	68	0	68	0	0%	0	Project Scope
KERB AND GUTTER REPLACEMENT KANDOS & RYLSTONE	12	0	12	12	100%	0	Complete
URBAN ROADS LAND MATTERS CAPITAL	25	0	25	0	0%	0	Project Scope
RURAL RESEAL - HENRY LAWSON DRIVE	521	(85)	436	450	103%	0	Complete - awaiting invoices
RURAL RESEAL - TINJA LANE	12	0	12	12	99%	0	Complete - awaiting invoices
RURAL RESEAL - BARNEYS REEF ROAD	235	0	235	226	96%	0	Complete
RURAL RESEAL - BLUE SPRINGS ROAD	68	0	68	68	100%	0	Complete
RURAL RESEAL - SPRINGFIELD LANE	15	0	15	15	100%	0	Complete
RURAL RESEAL - MEBUL ROAD	96	0	96	98	102%	0	Complete
RURAL RESEAL - LUE RD	53	0	53	53	101%	0	Complete
RURAL RESEAL - GLEN ALICE RD	62	0	62	61	98%	0	Complete
RURAL RESEAL - YARRAWONGA RD	143	0	143	124	87%	0	Complete
RURAL RESEAL - WINDEYER RD GRATTAI	102	(31)	71	71	99%	0	Complete
RURAL RESEAL - CUDGEGONG RD	324	(48)	276	276	100%	0	Complete
RURAL RESEAL - PYRAMUL RD	101	0	101	106	105%	0	Complete
RURAL RESEALS - DABEE ROAD KANDOS	114	0	114	107	93%	0	Construction
RURAL REHAB - LUE ROAD MOUNTKNOW	16	0	16	6	35%	10	Initial works

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\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
RURAL REHAB - CUDGEGONG RD CARWELL	600	69	669	670	100%	0	Complete
HEAVY PATCHING	52	0	52	13	26%	0	Construction
ULAN WOLLAR ROAD - STAGE 1	12	0	12	11	94%	0	Consultation
RURAL RESEAL - BUDGEE BUDGE	35	4	39	53	137%	14	Complete - awaiting invoices
RURAL RESEALS - KALUDABAH ROAD CULLENBO	34	0	34	27	81%	24	Complete - awaiting invoices
RURAL RESEALS - PYANGLE ROAD LUE	7	0	7	0	0%	7	Construction
RURAL RESEALS - WHITE CEDARS ROAD TOTNESVA	28	0	28	28	100%	0	Complete
BLUE SPRING ROAD UPGRADE - ACEA STUBBO SOLAR	240	(4)	236	236	100%	0	Complete
RURAL SEALED ROAD LAND MATTERS	64	0	64	3	4%	0	Initial works
REG RDS RESEALS - BYLONG VALLEY WAY MR215	137	0	137	138	100%	0	Complete
REG RDS RESEALS - ILFORD ROAD MR215	65	0	65	1	1%	1	Construction
REG RDS RESEALS - WOLLAR ROAD MR 208	152	0	152	70	46%	0	Complete - awaiting invoices
RURAL HEAVY PATCHING - GOLLAN ROAD	150	0	150	0	0%	0	Initial works
MUNGHORN GAP SHOULDER WIDENING BLACKSPOT	60	0	60	14	23%	8	Final works
HILL END ROAD SAFETY IMPROVEMENTS	1,024	250	1,274	1,101	86%	14	Construction
BVW UPGRADE RNSW 2080	40	0	40	24	61%	0	Final works
RESEAL ULAN ROAD - TURILL AREA	250	0	250	27	11%	60	Construction
RURAL SEALED REGIONAL ROAD LAND MATTERS CAPITAL	11	0	11	0	0%	0	Construction
ZIMMER LANE (NOW MAINTAINED)	20	0	20	20	100%	0	Complete
BADGERS LANE (NOW MAINTAINED)	72	(21)	51	87	172%	0	Complete
SEAL EXTENSION - QUEENS PINCH RD	539	(156)	383	381	100%	1	Complete
SEAL EXTENSION - COXS CREEK RD	824	0	824	903	110%	0	Complete
SEAL EXTENSION - BOTOBOLAR RD	2,185	156	2,341	1,801	77%	280	Construction
SEAL EXTENSION - CORICUDGY ROAD	637	0	637	668	105%	0	Complete
SEAL EXTENSION - CORICUDGY ROAD STAGE 2	2,364	(1,364)	1,000	713	71%	78	Construction
SEAL EXTENSION - QUEENS PINCH RD CAUSEWAY UPGRADES AND GUARD	367	(252)	115	81	70%	34	Construction

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SEAL EXTENSION - SCOTTS LANE GULGONG	60	(59)	1	0	40%	0	Initial works
RESHEETING	2,161	0	2,161	1,947	90%	25	Construction
UNSEALED ROADS LAND MATTERS CAPITAL	57	0	57	10	18%	0	Initial works
BRIDGE TO PUTTA BUCCA ROAD	369	281	650	351	54%	107	Construction
REGIONAL ROAD BRIDGE CAPITAL	62	0	62	0	0%	30	Construction
ULAN ROAD - REHABS, WIDENING AND CONFORMING RESEALS - BUDGET	500	150	650	786	121%	97	Construction
ULAN ROAD - COPE RD TO ULAN WOLLAR RD REHAB	430	32	462	462	100%	(9)	Construction
ULAN ROAD - BLACKSPRINGS ROAD TO BUCKAROO LANE REHAB	52	(30)	23	23	100%	0	Final works
ULAN ROAD - RESEALS LINBURN AND ULAN AREAS	435	0	435	374	86%	0	Construction
FOOTPATH REPLACEMENT (REQUIRES GRANT)	142	0	142	69	49%	10	Construction
PEDESTRIAN ACCESS AND MOBILITY PLAN WORKS (REQUIRES GRANT)	243	47	290	81	28%	106	Construction
FOOTWAYS - PASSENGER TRANSPORT INFRASTRUCTURE	10	1	11	12	113%	0	Complete
AIRPORT HANGER AND STUDIO	294	0	294	293	100%	0	Complete
AIRPORT - DRAINAGE PLAN DEVELOPMENT	50	0	50	0	0%	0	Initial works
AIRPORT HANGER 4 ACCESS TO TAXIWAY	14	(4)	11	10	95%	0	Complete
Total	18,634	(1,063)	17,571	14,226	81%	1,001	

Good Government

RYLSTONE ADMINISTRATION - BUILDING PAINTING	20	0	20	11	56%	0	Complete
OLD POLICE STATION CAPITAL	30	0	30	24	82%	0	Final works
BUILDINGS MASTER KEY SYSTEM	50	0	50	23	47%	23	Final works
MUDGEES ADMIN BUILDING EXTENSION	471	(300)	171	24	14%	315	Construction
MUDGEES ADMIN BUILDING - PAINTING AND REPAIRS	27	(27)	0	0	0%	0	Procurement

FINANCE | MONTHLY BUDGET REVIEW –30 APRIL 2024

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget	Commitments	Project Status
MUDGEES ADMIN BUILDING - EAST WING OFFICES RECONFIGURATION	90	0	90	41	46%	30	Final works
RECREATION BUILDING - RENOVATION	100	0	100	95	95%	5	Final works
CARMEL CROAN BUILDING - ROOF RESTORATION	25	0	25	16	63%	0	Complete
MUDGEES ADMINISTRATION - CHAMBERS SEATING UPGRADE	0	20	20	0	0%	0	Consultation
IT SPECIAL PROJECTS	54	0	54	5	10%	0	Design
IT - NETWORK UPGRADES	72	0	72	17	23%	22	Construction
IT CORPORATE SOFTWARE	81	0	81	47	57%	6	Construction
PLANT PURCHASES	8,417	442	8,859	3,255	37%	4,104	Budget only
PLANT PURCHASES - NEW	568	0	568	245	43%	78	Budget only
CAPITAL UPGRADE - RYLSTONE DEPOT	65	0	65	5	8%	44	Initial works
CAPITAL UPGRADE - GULGONG DEPOT	65	0	65	50	76%	2	Final works
SOLAR FARM INITIATIVE - STAGE 3	8,220	(5,500)	2,720	1,132	42%	6,539	Construction
RYLSTONE EMULSION TANK	15	0	15	5	34%	8	Complete - awaiting invoices
Total	18,371	(5,365)	13,006	4,996	38%	11,177	
Total Capital Works Program	82,797	(16,291)	66,507	38,104	57%	28,079	

2. Key Operating Projects

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget
Looking after our Community					
URBAN RELEASE STRATEGY - MUDGEE & GULGONG	(68)	0	(68)	0	0%
EMPLOYMENT LANDS STRATEGY - MUDGEE HEIGHT MASTERPLAN	230	(165)	65	40	62%
HOUSING STRATEGY	155	2	157	0	0%
DEVELOPMENT CONTROL PLAN REVIEW	125	(125)	0	0	0%
Total	442	(288)	154	40	26%
Protecting our Natural Environment					
MUDGEE FLOODPLAIN MANAGEMENT PLAN STAGE 2	39	0	39	37	95%
STORMWATER MASTER PLANNING MUDGEE DEVELOPMENT	100	(98)	2	2	100%
Total	139	(98)	41	39	95%
Building a Strong Local Economy					
MAJOR EVENTS GLEN WILLOW	587	0	587	201	34%
Total	587	0	587	201	34%
Connecting our Region					
RURAL UNSEALED ROADS GRADING PROGRAM	2,044	0	2,044	1,827	89%
AIRPORT - MASTERPLAN UPGRADE	50	0	50	0	0%

FINANCE | MONTHLY BUDGET REVIEW –30 APRIL 2024

\$'000	Current Annual Budget	Proposed Variations	Proposed Annual Budget	Actual YTD	Actual YTD/ Proposed Annual Budget
STATE ROADS ADMINISTRATION	170	0	170	141	83%
RM - SCHEDULED MAINTENANCE	1,045	0	1,045	886	85%
OW - BUDGET ONLY	0	0	0	0	0%
OW - RESURFACING IMPROVEMENTS	0	0	0	0	0%
OW - HEAVY PATCHING	4,900	(1,400)	3,500	3,461	99%
OW - RESEALS	29	0	29	29	100%
OW - MISC ACCIDENTS	60	0	60	34	57%
OW - TWO-MILE FLAT SAFETY- SHOULDER WIDENING WO308.22.13/16	0	0	0	1	0%
OW -SAFER ROADS PROGRAM CUDGEGONG	120	0	120	120	100%
OW -SAFER ROADS PROGRAM MENAH	0	0	0	0	0%
OW - GOLLAN RD HEAVY PATCHING	0	0	0	0	0%
OW - SPRINGFIELD WIDENED CENTRE LINE	121	5	125	125	100%
OW - CASTLEREAGH HIGHWAY SIGN INSTALLATION	41	(22)	18	18	100%
OW - MR54 SOFALA SIGN INSTALLATION	28	(21)	7	7	100%
OW - RESEALS SH18	842	0	842	760	90%
OW - RESEAL MR633	720	0	720	416	58%
OW - MR633 SHOULDER & CULVERT WIDENING	728	0	728	477	65%
OW - SAFETY TO INTERSECTION	51	0	51	4	8%
OW - HW18 SPEED ZONE INSTALLATION	20	0	20	0	2%
Total	10,968	(1,439)	9,529	8,306	87%

9.2 Quarterly Budget Review - March 2024

REPORT BY THE FINANCIAL PLANNING COORDINATOR AND CHIEF FINANCIAL OFFICER
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, FIN300240

RECOMMENDATION

That Council:

1. **receive the report by the Financial Planning Coordinator and Chief Financial Officer on the Quarterly Budget Review - March 2024;**
2. **amend the 2023/24 Budget in accordance with the proposed variations as listed in the Quarterly Budget Review Statement attachment to this report;**
3. **note that the General Manager used the emergency delegation conveyed to him at 3.1 of his delegation to authorise the necessary costs for the MSTP inlet works which requires immediate replacement due to mechanical step screen failure;**
4. **note that the previously approved loan funding for the Mudgee Landfill Extension project is no longer required with alternate funding recommended in the attached March Quarterly Budget Review; and**
5. **note the opinion of the Responsible Accounting Officer regarding the satisfactory financial position of Council.**

Executive summary

This report, with its incorporated attachment, makes up the March 2024 Quarterly Budget Review Statement of the 2023/24 Operational Plan.

Additionally, at the November 2023 Ordinary Council Meeting, Council provided delegation to the General Manager, and Mayor to enter into a finance agreement with the bank that provides the best value loan for the sum of \$4,000,000 for a term of ten years, at the rate supplied. It is noted that there are now adequate Waste cash levels to fund the works without requiring loan funding. The loan funding has been recommended for removal in the March Quarterly Budget Review variations attached to this report.

Proposed budget variations to the Budget with relevant financial implications are included in the attachment.

Disclosure of Interest

Nil

Detailed report

The Quarterly Budget Review Statement presents a summary of council's financial position at the end of each quarter. It is the mechanism whereby councillors and the community are informed of

Council's progress against the operational plan and the last revised budget along with recommended changes and reasons for major variances.

Certification

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2021:

It is my opinion that the attached Quarterly Budget Review Statement for Mid-Western Regional Council indicates that Council's projected financial position as at 30 June 2024 will be satisfactory, having regard to the projected estimates of income and expenditure for the 2023/24 financial year.

Community Plan implications

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

Strategic implications

Council Strategies

The recommendation, if approved will amend the 2023/24 Budget. In accordance with the Delivery Program 2023/27, a comprehensive Quarterly Budget Review reporting is required to be completed within two months of period end.

Council Policies

Not Applicable

Legislation

Clause 203 of the Local Government (General) Regulation 2021 requires that:

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

Financial implications

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2023/24	✓	✓	✓

Future Years			
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Associated Risks

Not Applicable

AMANDA AVNELL
FINANCIAL PLANNING COORDINATOR

KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

11 April 2024

Attachments: 1. Quarterly Budget Review Statement March 2024. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.3 Monthly Statement of Investments as at 30 April 2024

REPORT BY THE FINANCIAL PLANNING COORDINATOR AND CHIEF FINANCIAL OFFICER
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, FIN300053

RECOMMENDATION

That Council:

- 1. receive the report by the Financial Planning Coordinator and Chief Financial Officer on the Monthly Statement of Investments as at 30 April 2024; and**
- 2. note the certification of the Responsible Accounting Officer.**

Executive summary

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

Disclosure of Interest

Nil

Detailed report

The attachment to this report provides information on the performance of the portfolio and provides a register of all investments held as at 30 April 2024.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

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

Legislation

As per Clause 212 of the Local Government (General) Regulation 2021 the Responsible Accounting Officer certifies that:

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

Financial implications

Not Applicable

Associated Risks

Not Applicable

AMANDA AVNELL
FINANCIAL PLANNING COORDINATOR

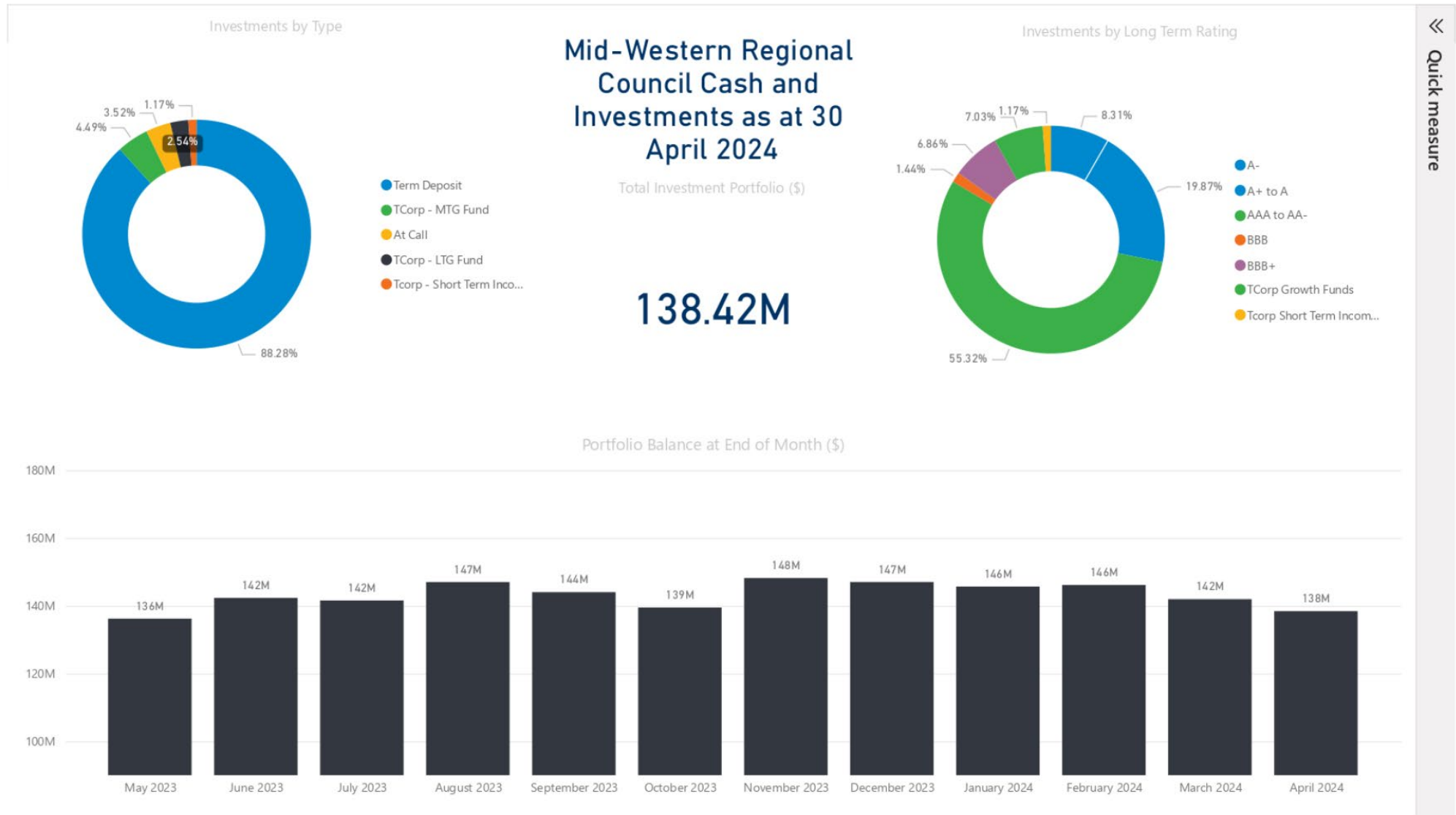
KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

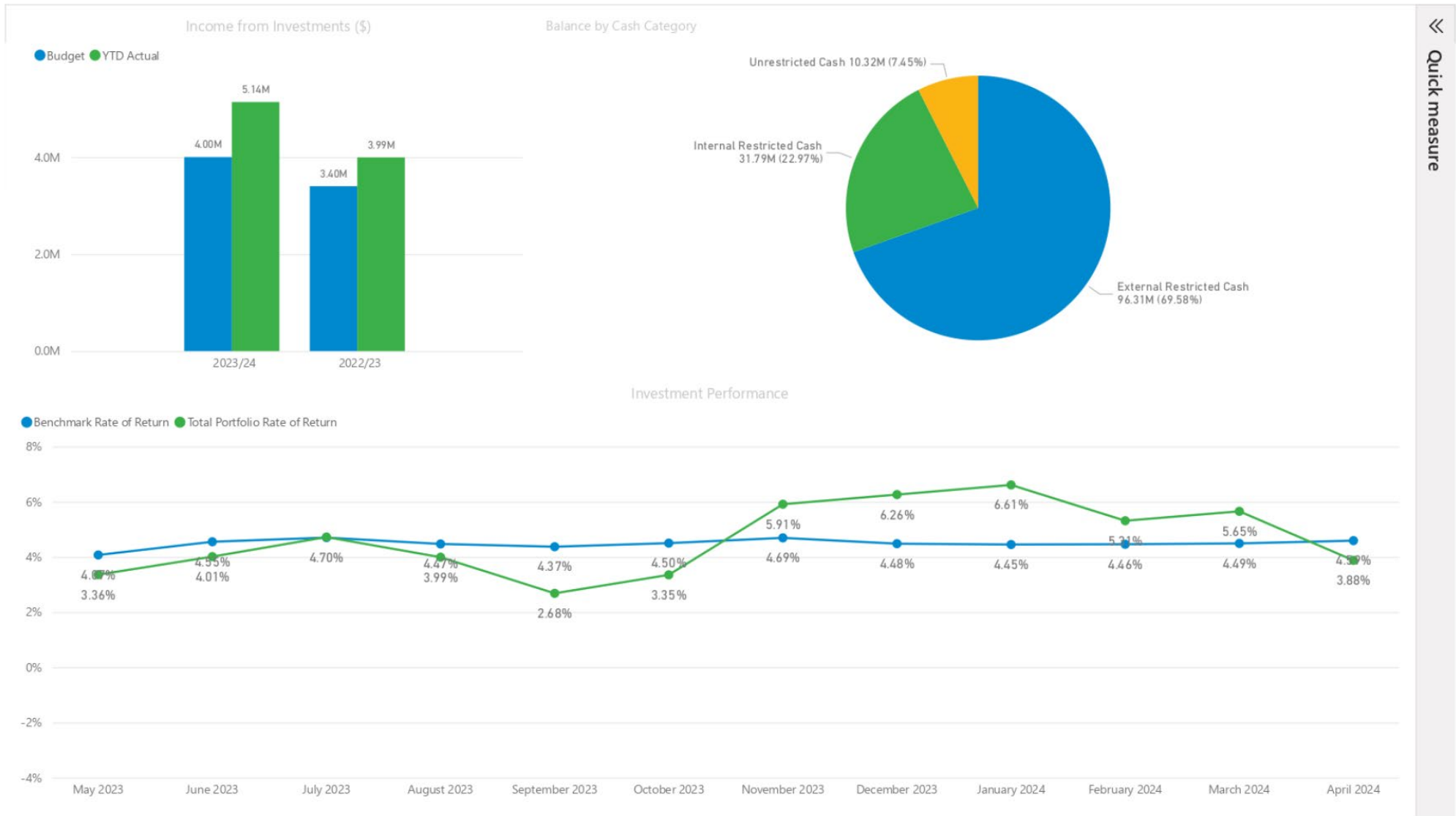
1 May 2024

Attachments: 1. Monthly Statement of Investments as at April 2024.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER





At Call Fund and Managed Funds

Institution	Yield	Principal Amount	Term to Maturity
NAB	4.50%	\$ 4,876,178	0
TCorp - Long Term Growth Fund	3.00%	\$ 3,513,626	5
TCorp - Medium Term Growth Fund	3.00%	\$ 6,210,953	5
TCorp - Short Term Income Fund	3.00%	\$ 1,616,554	5
Total		\$ 16,217,311	

Current Term Deposits

Institution	Yield	Principal Amount	Term to Maturity
Australian Military Bank	5.10%	\$ 1,000,000	85
Australian Unity	5.60%	\$ 1,000,000	99
Australian Unity	5.50%	\$ 2,000,000	218
Australian Unity	5.10%	\$ 3,500,000	344
Bank Of Queensland	5.52%	\$ 1,500,000	113
Bank Of Queensland	5.62%	\$ 1,500,000	127
Bank Of Queensland	5.62%	\$ 2,000,000	141
Bank Of Queensland	5.28%	\$ 2,500,000	190
Bank Of Queensland	5.40%	\$ 2,000,000	211
Bendigo & Adelaide Bank	5.30%	\$ 2,000,000	106
CBA	0.72%	\$ 2,000,000	36
CBA	0.77%	\$ 1,000,000	134
CBA	0.85%	\$ 2,500,000	176
CBA	4.15%	\$ 2,000,000	57
CBA	4.52%	\$ 1,000,000	29
CBA	4.63%	\$ 4,000,000	50
CBA	5.36%	\$ 2,400,000	169
Great Southern Bank	5.16%	\$ 2,000,000	288
ING	4.90%	\$ 4,000,000	29
ING	4.62%	\$ 1,500,000	64
ING	5.65%	\$ 3,000,000	71
ING	5.05%	\$ 2,000,000	78
ING	4.57%	\$ 2,500,000	162
ING	5.22%	\$ 2,000,000	260
ING	5.10%	\$ 3,500,000	316
ING	5.28%	\$ 3,000,000	589
ING	5.40%	\$ 3,000,000	792
ING	5.18%	\$ 3,000,000	960
MyState Bank	4.90%	\$ 2,000,000	15
NAB	0.80%	\$ 1,500,000	120
NAB	4.49%	\$ 2,500,000	232
NAB	4.45%	\$ 2,000,000	148
NAB	5.30%	\$ 2,000,000	92
NAB	5.22%	\$ 1,800,000	155
NAB	5.15%	\$ 1,000,000	1
NAB	5.22%	\$ 2,500,000	183
NAB	5.15%	\$ 1,500,000	43
NAB	5.15%	\$ 2,000,000	197
NAB	5.20%	\$ 3,000,000	225
NAB	5.20%	\$ 1,000,000	281
NAB	5.13%	\$ 2,000,000	120
NAB	5.11%	\$ 3,000,000	134
Westpac	3.70%	\$ 2,000,000	92

Institution	Yield	Principal Amount	Term to Maturity
Westpac	4.35%	\$ 1,500,000	78
Westpac	4.78%	\$ 2,500,000	22
Westpac	4.89%	\$ 2,500,000	274
Westpac	4.46%	\$ 1,500,000	8
Westpac	5.05%	\$ 1,000,000	106
Westpac	4.88%	\$ 4,000,000	848
Westpac	5.28%	\$ 1,000,000	176
Westpac	5.44%	\$ 1,500,000	204
Westpac	5.34%	\$ 2,000,000	435
Westpac	5.10%	\$ 2,500,000	253
Westpac	4.98%	\$ 2,000,000	421
Westpac	5.19%	\$ 2,000,000	302
Westpac	5.16%	\$ 2,500,000	330
Westpac	5.17%	\$ 2,500,000	358
Total		\$ 122,200,000	

Investment Portfolio Summary

Term to Maturity	Amount	Actual	Cumulative Actual	Cumulative Minimum	Policy Compliance
Less than 3 months	\$ 46,717,211	34%	34%	20%	OK
Between 3 months and 1 year	\$ 74,700,000	54%	88%	40%	OK
Between 1 year and 2 years	\$ 7,000,000	5%	93%	50%	OK
Between 2 years and 4 years	\$ 10,000,000	7%	100%	85%	OK
More than 5 years	\$ -	0%	100%	0%	OK
Total	\$ 138,417,211				

Long Term Rating	Institution	Policy Limit	Policy Compliance (Institution)	% of Portfolio	Amount
AA-	CBA	40%	OK	11%	\$ 14,900,000
	NAB	40%	OK	22%	\$ 30,676,178
	Westpac	40%	OK	22%	\$ 31,000,000
A	ING	20%	OK	20%	\$ 27,500,000
	Australian Military Bank	10%	OK	1%	\$ 1,000,000
BBB+	Australian Unity	10%	OK	5%	\$ 6,500,000
	MyState Bank	10%	OK	1%	\$ 2,000,000
	Great Southern	5%	OK	1%	\$ 2,000,000
TCorp Growth Funds	TCorp - Long Term Growth Fund	15%	OK	3%	\$ 3,513,626
	TCorp - Medium Term Growth Fund	15%	OK	4%	\$ 6,210,853
	Tcorp Short Term Income Fund	15%	OK	1%	\$ 1,616,554
	A- Bank Of Bendigo & Adelaide Bank	20%	OK	7%	\$ 9,500,000
		20%	OK	1%	\$ 2,000,000
Grand Total				100%	\$ 138,417,211

Long Term Rating Group	Credit Policy Limit	Policy Compliance (SP Group)	% of Portfolio	Amount
AAA to AA-	100%	OK	55%	\$ 76,576,178
BBB+	20%	OK	7%	\$ 9,500,000
BBB	5%	OK	1%	\$ 2,000,000
TCorp Growth Funds	15%	OK	7%	\$ 9,724,480
Tcorp Short Term Income Fund	15%	OK	1%	\$ 1,616,554
A+ to A	50%	OK	20%	\$ 27,500,000
A-	40%	OK	8%	\$ 11,500,000
Grand Total			100%	\$ 138,417,211

Monthly Investment Portfolio Activity

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

Bank Accounts	Opening Balance	Movement	Closing Balance
NAB (At call account)	4,219,491	656,686.06	4,876,178
TCorp - Cash Fund	-	-	-
TCorp - Long Term Growth Fund	3,610,122	- 96,495.53	3,513,626
TCorp - Medium Term Growth Fund	6,312,514	- 101,560.83	6,210,953
TCorp - Short Term Income Fund	1,609,858	6,695.91	1,616,554
Total	15,751,986	465,325.61	16,217,311

The below table shows matured term deposits

Institution	Yield	Maturity Date	Principal Amount	Total Interest Amount
CBA	3.05%	24/04/2024	2,000,000	122,836
Australian Unity	4.50%	10/04/2024	2,000,000	120,822
NAB	5.05%	17/04/2024	2,500,000	33,897
Total			6,500,000	277,555

The below table shows new term deposits

Institution	Yield	Maturity Date	Principal Amount	Total Interest Amount
Westpac	5.17%	23/04/2025	2,500,000	128,896
Total			2,500,000	128,896

9.4 Community Grants Program - May 2024

REPORT BY THE ACCOUNTANT REPORTING & ANALYSIS
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, GRA600009

RECOMMENDATION

That Council:

1. receive the report by the Financial Planning Co-ordinator on the Community Grants Program - May 2024;
2. provide financial assistance to the following applications in accordance with the criteria and guidelines of the Community Grants Policy:

• Arts Council of Gulgong Inc	\$4,500
• Gulgong Arts Council	\$1,500
• Carers NSW Ltd	\$4,500
• The Business Concierge Ltd	\$1,875
• Mudgee Markets Stallholder Association	\$4,000
• Rotary Club of Mudgee – Gardens of Mudgee	\$750
• Rylstone Kandos & District Dog Club Inc	\$1,500
• Kandos Returned Services Community Club	\$1,000
• Rotary Club of Mudgee Inc. and Rotary Club of Mudgee Sunrise Inc.	\$3,086

3. not provide financial assistance to the following applicants for the reason provided in the report:
 - Cementa Inc
 - Gulgong Public School

Executive summary

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

Provision is made in Council's Community Grants Program Policy to provide financial assistance to not-for-profit community-based organisations, groups and individuals that offer a significant contribution to community outcomes and goals as provided in the Towards 2040 Community Plan.

All applications except for those under the Youth Representative Grants and the Mudgee Sports Advisory categories were first reviewed for eligibility and then assessed by a panel of three staff against the following criteria relative to the amount of funding requested:

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

Even though an application meets the criteria it may be judged that there is not a significant enough benefit to the community in order to fund or fully fund the request. A summary of each application is shown below, together with panel recommendations.

Applicant	Project/Activity	Funding Request \$	Total Score out of 9	Recommended Amount \$
Gulgong Arts Council	Gulgong Arts Prize and Exhibition	6,000	7	4,500
Gulgong Arts Council	Gulgong Lantern Parade and Workshops	2,000	7	1,500
Carers NSW Ltd.	Carers Day out	6,000	7	4,500
The Business Concierge Ltd.	Survivor Life skills	2,500	7	1,875
Cementa Inc.	The Uncooperative Youth Social Club	63,900	9	-
Rotary Club of Mudgee	Gardens of Mudgee	1,000	7	750
Gulgong Public School	Gulgong Christmas Concert	3,000	6	-
Mudgee Markets Stallholder Association	Saturday Markets Advertising	8,000	6	4,000
Rylstone Kandos and District Dog Club Inc.	All Breeds Championship Shows	1,500	8	1,500
Kandos Returned Services Community Club	Restoration of our Community Bowling Green	1,000	8	1,000
Rotary Club of Mudgee Inc and Rotary Club of Mudgee Sunrise Inc.	Mudgee Showground Carol December 2023	3,086	8	3,086
Total				\$ 22,711

Disclosure of Interest

Nil

Detailed report

The information provided below gives more detail on each application and the scoring against the policy criteria.

Copies of all applications are provided as attachments to the report.

Arts Council of Gulgong Inc

Arts Council of Gulgong Inc requests \$6,000 for Gulgong arts Prize and Exhibition. In the June long weekend sees the largest number of visitors to Gulgong for the Henry Lawson Heritage Festival. Gulgong Arts Council hosts a number of events on this weekend to capitalise on the influx of tourists. In 2024 we are seeking to hold the annual Art Prize/Exhibition with a ticketed and catered Opening Night with a visiting famous artist.

Link to Community Plan: 1.4.1 Support programs which strengthen the relationships between the range of community groups 1.4.2 Support arts and cultural development across the Region, 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$ 4,500 (75% of \$6000)

Gulgong Arts Council

Gulgong Arts Council requests \$2,000 for Gulgong lantern Parade and Workshops. Gulgong's Annual Lantern Parade is held in the October school Holidays after a number of creative workshops in which School Children Learn to make their own lanterns with professional help. Locals and tourists are invited to view the parade.

Link to Community Plan: 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles 1.4.2 Support arts and cultural development across the Region

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$ 1,500 (75% of \$2000)

Carers NSW Ltd

Carers NSW LTD requests \$6,000 for Carers Day out. National Carers Week (NCW) is an annual occasion that seek to recognise, celebrate and raise awareness of carers. Carers Day Out offers carers who live within the Mid-Western Region the opportunity to enjoy a day that is dedicated to caring for them. The event will be held within the Mid-Western Region and will create a space where everyone, regardless of their association with the word "carer", feels welcomed to enjoy the festivities, connect with other people in similar situations and access the local services that are available to support them in their caring role.

Link to Community Plan: 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles 1.4.1 Support programs which strengthen the relationships between the range of community groups, 3.3.2 Build strong linkages with institutions providing education, training and employment pathways in the Region

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$ 4,500 (75% of 6000)

The Business Concierge Ltd

The Business Concierge LTD requests \$2,500 for Survivor Life skills. 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 covered in the School curriculum. We have 60 subjects Schools can choose from based on the needs of the School and students.

Link to Community Plan: 1.4.1 Support programs which strengthen the relationships between the range of community groups 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles, 3.1.1 Support the attraction and retention of a diverse range of businesses and industries

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$ 1,875 (75% of 2,500)

Cementa Inc

Cementa Inc requests \$63,900 for The Uncooperative Youth Social Club. The Uncooperative, a youth social group for young people (12-19 years old) in the Kandos-Rylstone District and outlying areas including Ilford, Charbon, Clandulla and Olinda. Every Tuesday after school the attendees receive afternoon tea, an art workshop, and a lift home on a bus provided by a local resident.

Link to Community Plan: 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles 1.1.4 Work with key partners and the community to reduce crime, anti-social behaviour and improve community health and safety, 1.4.1 Support programs which strengthen the relationships between the range of community groups

COMMUNITY GRANT CATEGORY

Community Grants Category - Specific Program/ Project: Cap \$10,000

RECOMMENDATION:

\$0

The Panel has declined the request for funding as the funding requested is too large for our community grants program budget and our policy cap will not be sufficient for the program. We recommend referring the request to the community services department to consider.

Rotary Club of Mudgee

Rotary Club of Mudgee requests \$1,000 for Gardens of Mudgee. Gardens of Mudgee is an annual event organised by the Rotary Club of Mudgee which has proven popular with both residents and visitors since its inception in 2018. Six, different, local gardens are opened to the public each year at a cost of \$25/person. The event is organised and fully staffed by volunteers and funds raised, donated to local and regional charities.

Link to Community Plan: 1.4.2 Support arts and cultural development across the Region 3.2.1 Promote the Region as a great place to live, work, invest and visit, 1.4.1 Support programs which strengthen the relationships between the range of community groups

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$ \$750 (75% of \$1,000)

Gulgong Public School

Gulgong Public School requests \$3,000 for Gulgong Christmas Concert. Gulgong Public School invites you to our Christmas Concert. Friday 13th December, starting at 5pm. The whole community is welcome, come and see performances from Gulgong Public School students as well as some local artists, all free of charge.

Link to Community Plan: 1.2.4 Maintain and promote the aesthetic appeal of the towns and villages within the Region 1.4.1 Support programs which strengthen the relationships between the range of community groups

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$ 0

The Panel has declined the request for funding as the Council already provides funds to a community group to run a Christmas event in Gulgong.

Mudgee Markets Stallholder Association

Mudgee Markets Stallholder Association requests \$8,000 for Saturday Markets Advertising. With Markets now being run every weekend in Mudgee we would like to do TV advertising to promote this fact. The proposed advertising would involve 15 sec commercials run on Tuesday, Wednesday and Thursday nights, On Prime TV which would cover an area including Bathurst Orange and Dubbo as well as Mudgee with the hope of attracting people from these areas to visit Mudgee.

Link to Community Plan: 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles 3.2.1 Promote the Region as a great place to live, work, invest and visit, 3.1.1 Support the attraction and retention of a diverse range of businesses and industries

COMMUNITY GRANT CATEGORY

Community Grants Category - Specific Program/ Project: Cap \$10,000

RECOMMENDATION:

\$ 4,000 (50% of \$8000)

Rylstone Kandos & District Dog Club Inc

Rylstone Kandos & District Dog Club Inc requests \$1,500 for All breeds Championship Shows. All Breeds dog shows, showcasing purebred dogs

Link to Community Plan: 1.4.1 Support programs which strengthen the relationships between the range of community groups 1.4.2 Support arts and cultural development across the Region, 3.2.1 Promote the Region as a great place to live, work, invest and visit

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$ 1,500

Kandos Returned Services Community Club

Kandos Returned Services Community Club requests \$1,000 for Restoration of our Community Bowling Green. Weed Spraying and fertilising of Bowling Green

Link to Community Plan: 1.4.3 Provide equitable access to a range of places and spaces for all in the community 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles, 1.4.1 Support programs which strengthen the relationships between the range of community groups

COMMUNITY GRANT CATEGORY

Community Grants Category - Specific Program/ Project: Cap \$10,000

RECOMMENDATION:

\$ 1,000

Rotary Club of Mudgee Inc and Rotary Club of Mudgee Sunrise Inc

Rotary Club of Mudgee Inc and Rotary Club of Mudgee Sunrise Inc requests \$3,086 for Mudgee Showground Carol December 2023. This is an annual celebration of Christmas for Mudgee community. The event gives Mudgee families and other the opportunity to come together to celebrate Christmas in an alcohol-free family environment. Santa lands on showground in a sponsored Commercial Helicopter. The event comes to a conclusion with a fantastic fireworks.

Link to Community Plan: 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles 1.4.1 Support programs which strengthen the relationships between the range of community groups

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$ 3,086

The application to fund the carol was approved in 19/07/2023 for \$9824 which included \$5000 cash, showground fee waiver and in-kind support for the erection and removal of banners. The actual expenses incurred it was \$3,086 more than the approved amount thus requesting for the overspent amount to be approved.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Recommendations are made under the Community Grants Program Policy.

Legislation

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

Financial implications

Funding of \$110,000 is provided in the Operational Plan for financial assistance. Based on the scoring system above, and the recommendation of Council officers, an amount of \$22,711 in financial assistance is proposed. Should Council approve the recommendations in the report, an amount of \$6,754 remains in the budget.

Associated Risks

Not Applicable

SUMEDHA UPRETI
ACCOUNTANT REPORTING & ANALYSIS

KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

29 April 2024

Attachments: 1. Community Grants May 2024 Attachment. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.5 Policy Review - Borrowing

REPORT BY THE CHIEF FINANCIAL OFFICER
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, FIN300032

RECOMMENDATION

That Council:

- 1. receive the report by the Chief Financial Officer on the Policy Review - Borrowing;**
- 2. place the revised Borrowing Policy on public exhibition for 28 days; and**
- 3. adopt the revised Borrowing Policy if no submissions are received.**

Executive summary

This report presents the review of Council's Borrowing Policy. A copy of the proposed Borrowing Policy with tracked changes is attached to this report.

Disclosure of Interest

Nil

Detailed report

The Borrowing Policy aims to ensure that all borrowings are in accordance with legislative requirements; minimise the cost of borrowings; and meet industry best practice with regard to the Debt Service Ratio. There are two minor changes proposed:

1. The requirement to obtain three quotes is replaced with approaching all banks registered on the supplier marketplace and all those with a local branch. The aim of this is to demonstrate probity in our process and ensure we approach banks with a local presence in our region.
2. Change the policy review frequency from two years to four, aligning with the standard policy review timeline.

Community Plan implications

Theme	Good Government
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Goal	An effective and efficient organisation
------	---

Strategy	Prudently manage risks associated with all Council activities
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Strategic implications

Council Strategies

Not Applicable

Council Policies

The recommendation seeks to amend the Borrowing Policy.

Legislation

Legislative references are included in the Borrowing Policy.

Financial implications

Not Applicable

Associated Risks

Not Applicable

NEIL BUNGATE
CHIEF FINANCIAL OFFICER

KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

1 May 2024

Attachments: 1. POLICY - REVIEW - Borrowing.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY Borrowing Policy

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ADOPTED	
COUNCIL MEETING MIN NO	449/22
DATE	20 APRIL 2022

VERSION NO	1.03
REVIEW DATE	APRIL 2028
FILE NUMBER	FIN300032, FIN300030

Objective

The objective of this policy is to ensure that the use and management of Council borrowings (including overdraft facilities):

- Complies with the Ministerial Revised Borrowing Order dated 13 May 2009;
- Is undertaken with due regard for Council's role as a custodian of public funds;
- Is undertaken with the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- Complies with Council's overall risk management philosophy.

The Council's power to borrow funds arises from Section 621 of the Local Government Act 1993. As a custodian of public funds, Council must exercise the reasonable care and diligence that a prudent person would exercise when borrowing funds.

This policy provides a framework for Council to borrow funds while ensuring the ongoing viability of the Council by not permitting overall borrowings to extend Council beyond its ability to meet future repayments and budgetary obligations.

Section 377(1) (f) of the Local Government Act 1993 stipulates that Council cannot delegate the borrowing of money. It is expected that Councillors will have a full understanding of the terms and conditions of borrowing arrangements before entering into any contract.

Legislative requirements

All borrowings must comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2021¹⁰⁵;
- Ministerial Revised Borrowing Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- Office of Local Government Circulars.

Policy

Delegation of Authority

Authority for the implementation of this policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993. The General Manager may, in turn, delegate the day-to-day management of Council's borrowings to the Responsible Officer or other appropriately qualified senior staff (subject to regular reviews).

POLICY: ~~BORROWING POLICY~~ ~~BORROWING POLICY~~ | V1.3, 20 APRIL 2022

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A record of the delegated authority is to be maintained and delegates are required to acknowledge that they have received a copy of this policy and understand the obligations of their delegated role. It is the responsibility of the General Manager to ensure that delegates have the necessary expertise and skill to carry out their delegated roles.

Guiding Principles

Guiding principles for Council borrowings:

- Borrowings may only be used to fund capital expenditure and not operating expenditure (which should be funded from revenue).
- Minimum working capital requirement are to be identified and maintained in a readily available form such that there is no need to call on borrowings to fund any shortfall in reasonably anticipated operating requirements.
- It is appropriate to fund significant capital works via borrowings such that the full cost of infrastructure is not only borne by present day ratepayers, but also by future ratepayers who will benefit from use of the funded infrastructure.
- It may be appropriate to fund certain capital projects with user charges, in which case user charges should reflect the project's costs, including loan payments.
- The impact on Council's budget of any movement in interest rates must be actively managed.

Structure of Borrowings

OVERDRAFT

The Council may maintain a modest overdraft facility for unexpected changes to operating cash flow requirements. As there are costs involved in accessing the facility, it is not to be used for expected operating cash flow and it is not to be used for long-term financing.

LONG-TERM BORROWINGS

Considerations

To assist with making the decision on whether to undertake long-term borrowings, Council should consider:

- The financial impact of the proposed borrowing on Council's Long Term Financial Plan, Delivery Program and Operational Plan including:
 - a) Scenario analysis in the case of changes to market interest rates; and
 - b) Any positive impact of the capital works funded by the proposed borrowing;
- The Debt Service Cover Ratio. This ratio measures the availability of operating cash to service debt including interest, principal and lease payments. At the time of borrowing financial projections for this ratio should be above 2.
- The Cash Expense Cover Ratio. This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow. At the time of borrowing financial projections for this ratio should be greater than 3 months.
- The cost-benefit analysis of the capital works to be funded and the works alignment with Council's strategic planning and capital program; and

POLICY: ~~BORROWING POLICY~~ ~~BORROWING POLICY~~ | V1.3, 20 APRIL 2022

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- The proposed structure of the borrowings and the proposed way in which the Council will procure the borrowings to achieve competitive and favourable terms.

Requirements

Councils can borrow funds under section 621 of the Local Government Act 1993. All borrowings must be approved by Council resolution and included in Council's annual draft Operational Plan.

Councils must also apply to the Office of Local Government, completing a proposed loan borrowing return each year.

The General Manager under section 230 of the Local Government (General) Regulation 2021⁰⁵ must notify the Director-General within seven days after borrowing money under a loan contract.

If, during the year, Council is required to increase its proposed borrowings or change the purpose of the initial request, a council resolution must be passed prior to drawing down of any funds.

If there is an increase, Council must also notify the Office of Local Government by re-submitting the electronic loan borrowing request form including the updated amounts.

Process

In order to minimise the cost of borrowing, ~~demonstrate probity and aim to support the local economy~~, the policy will require Council to seek competitive borrowing terms by way of ~~releasing an expression of interest on the supplier marketplace and approaching registered banks with a branch within the Local Government Area to obtaining a minimum of three~~ quotes.

The borrowing maturity profile should reflect the Council's forecast repayment profile. Consideration should also be given to incorporating flexibility in borrowing covenants in case of early repayment or a need to extend the term of the loan.

During the life of long-term borrowings, Council must regularly update its financials to ensure no breach of covenants or to take advantage of flexibility in the repayment profile should Council's financial situation change over time.

Restrictions

Council is restricted, by the Ministerial Revised Borrowing Order dated 13 May 2009, to source the borrowings from Australia and in Australian currency.

Borrowing Parameters

The Council's borrowing program must remain within the following parameters:

- Maximum term of borrowings is the shorter of 20 years or the expected economic life of the capital works funded.
- A minimum of 50% of borrowings are to be fixed rate.

Security for borrowings

The Council acknowledges that under Reg 229 of the Local Government (General) Regulation 2021⁰⁵ *the repayment of money borrowed by a council (whether by way of overdraft or otherwise) and the payment of any interest on that money, is a charge on the income of the council.*

POLICY: ~~BORROWING POLICY~~ BORROWING POLICY | V1.3, 20 APRIL 2022

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INTERNAL LOANS

An internal loan consists of surplus investment funds that are restricted to a particular purpose being borrowed for another purpose of Council. This process would involve a formal internal loan whereby borrowed funds would be repaid with interest to the reserve that has lent the funds.

Where the surplus funds have been derived from general revenue streams this decision can be made by resolution of Council.

Where the surplus funds have been derived from externally restricted revenue or from a special rate or charge, such loans require Ministerial approval prior to being entered into, in accordance with Section 410 of the Local Government Act 1993.

Internal loans and internally restricted funds are not required to be included in the proposed loan borrowing return submitted to the Office of Local Government.

Monitoring and Reporting

Any breach of this policy is to be reported to the General Manager and Responsible Accounting Officer immediately upon becoming aware of such breach. A written statement of the facts relating to the breach is to be prepared within two business days, including the remedial action taken or proposed to be taken. The breach should be reported to Council at the next meeting.

Policy Review

This policy will be reviewed ~~at least once~~ every ~~four~~two years and, in addition, as and when required in the event of legislative or other regulatory changes. Any amendment to this policy must be authorised by Council resolution.

Definitions

Term	Definition
Variable Rate Loan	A loan that attracts an interest rate linked to a variable benchmark. In Australia variable rate loans are normally priced at a fixed margin over the Ausbond Bank Bill Rate which is the market benchmark three month interbank rate.
Fixed Rate Loan	A loan that attracts a fixed pre-determined interest rate throughout the term of the loan.
Amortising/Credit Foncier Loan	A loan that is repaid over the term of the loan, normally by equal instalments due quarterly or semi-annually. Interest payments and capital repayments are normally combined and paid on the instalment date.
Interest Only Loan	A loan repaid in full on the final maturity date. The loan can be either a variable rate loan or a fixed rate loan with interest payments normally payable quarterly for a variable rate loan and semi-annually for a fixed rate loan.
Cash Expense Cover Ratio	The Cash Expense Cover Ratio is calculated as: $\frac{\text{Current year's cash and cash equivalents plus all term deposits}}{\text{Monthly payments from cash flow of operating and financing activities}}$
Debt Service Cover Ratio	The Debt Service Cover Ratio is calculated as: $\frac{\text{Operating result before capital excluding interest and depreciation, impairment, amortisation}}{\text{Principal repayments plus borrowing costs}}$

9.6 Policy Review - Financial Reserves

REPORT BY THE CHIEF FINANCIAL OFFICER
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, FIN300065

RECOMMENDATION

That Council:

1. **receive the report by the Chief Financial Officer on the Policy Review - Financial Reserves;**
2. **place the revised Financial Reserves Policy on public exhibition for 28 days; and**
3. **adopt the revised Financial Reserves Policy if no submissions are received.**

Executive summary

This report presents the review of the Financial Reserves Policy. A copy of the proposed Financial Reserves Policy is attached to this report with tracked changes.

Disclosure of Interest

Nil

Detailed report

The Financial Reserves Policy sets out how and why funds are set aside for a specific purpose. The policy review proposes the following notable changes:

- **Removal of Livestock Exchange Reserve.** The reserve currently holds a small balance of \$16,747 and current budgets exist to reduce this to zero. Although the Saleyards are accounted for in Council's ledger as a separate Fund it is always combined into General Fund for reporting. There is little benefit to separating the funds within Saleyards into another reserve account. It should be clear that this is not removing funds out of this area and the aim is to reduce administrative effort.
- **State Roads Warranty Reserve target balance** should be increased to \$500,0000 to provide greater contingency as project costs increase, the potential cost of rectification works could also be higher. The current balance is \$388,244. Any proposed increase to actual balance depends on performance of works and would be presented as a budget change.
- **Removal of the Community Plan Reserve.** There are no forecast excesses of unrestricted cash, therefore the Reserve is no longer required. The existing balance of \$141,382 has been allocated to projects. Any remaining funds when projects are complete would be transferred to unrestricted cash as a budget change.

Addition of a Commercial Reserve with the following details:

Purpose

To mitigate the operational financial risk associated with Council business areas that operate in an environment where financial returns may be variable, such as accommodation services and solar

array operations. The reserve aims to smooth out variable results in order to reduce risk of impacts on unrestricted cash.

Calculation Basis

Transfers to and from the reserve are identified in the operational plan based on the forecast cash flow of the business areas, expected risks and Council’s unrestricted cash levels.

Target Balance

No target. The balance held will depend on available surplus cash and assessment of cash required to address future estimate risk.

- Amended to remove the target balance amount from the Community Tenancy Scheme
- Removal of the Ulan Road Strategy Reserve. Due to changes in Australian Accounting Standards, these funds held were reclassified from a reserve to a contract liability. These funds are still set aside and restricted for the specific purpose in the Ulan Road Strategy Contract. The current balance held is \$4,214,571.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

The Financial Reserves Policy is proposed to be amended.

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

NEIL BUNGATE
CHIEF FINANCIAL OFFICER

KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

1 May 2024

Attachments: 1. POLICY - REVIEW - Financial Reserves.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY Financial Reserves

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ADOPTED	
COUNCIL MEETING MIN NO	428/20
DATE	15 APRIL 2020

VERSION NO	1.05
REVIEW DATE	APRIL 2024
FILE NUMBER	FIN300065, GOV300047

Objective

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

Legislative requirements

- Local Government Act 1993
- Local Government (General) Regulation 2021¹⁰⁵

Related policies and plans

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

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

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

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

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

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

POLICY: ~~FINANCIAL RESERVES~~FINANCIAL RESERVES | V1.5, 15 APRIL 2020

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Authorised Reserves of Mid-Western Regional Council

INTERNALLY RESTRICTED RESERVES

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

RESERVE NAME EMPLOYEE LEAVE ENTITLEMENTS RESERVE

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

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

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

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

RESERVE NAME LAND DEVELOPMENT RESERVE

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

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

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

POLICY: ~~FINANCIAL RESERVES~~FINANCIAL RESERVES | V1.5, 15 APRIL 2020

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RESERVE NAME ELECTIONS RESERVE

Purpose: To finance the costs of elections.

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

Target Balance: Sufficient to ensure funding of the next scheduled election.

RESERVE NAME PLANT REPLACEMENT RESERVE

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

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

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

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

RESERVE NAME ASSET REPLACEMENT RESERVE –GENERAL FUND

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

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

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

RESERVE NAME CAPITAL PROGRAM RESERVE

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

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

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

POLICY: ~~FINANCIAL RESERVES~~ ~~FINANCIAL RESERVES~~ | V1.5, 15 APRIL 2020

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RESERVE NAME ~~LIVESTOCK EXCHANGE RESERVE~~

Purpose: ~~To provide funding for the development and enhancement of saleyards assets.~~

Calculation Basis: ~~Transfers to and from the Reserve are based upon operating surpluses of the Saleyards Fund, together with identified projects in the Saleyards Asset Management Plan.~~

Target Balance: ~~Sufficient to ensure funding of saleyards related projects as per the Management Plan of the saleyards facility.~~

RESERVE NAME STATE ROADS WARRANTY RESERVE

Purpose: To provide a quasi self-insurance for State Road works contracts, should cost of contracts exceed agreed ~~Roads and Maritime Services (RMS) Transport for NSW (TfNSW)~~ contributions or road failures need repair as per ~~TfNSWRMS~~ contract requirements.

Calculation Basis: Transfers from the Reserve are only permitted where State Road actuals fail to achieve budgeted results by a significant amount, impacting Council's levels of unrestricted working capital.

Target Balance: ~~\$5400,000 maximum.~~

RESERVE NAME FUTURE FUND RESERVE

Purpose: To set aside funds in order to invest in future employment growth opportunities to support alternate economic development to the coal industry within the Mid-Western Region.

Calculation Basis: Transfers to and from the Reserve are based on the existence of or proposal for an annual budget allocation for future economic development opportunities.

Target Balance: Sufficient to ensure funding of economic and job growth initiatives as they are raised.

RESERVE NAME MUDGEES BICENTENARY

Purpose: To set aside funds for Mudgee's Bicentenary Celebration.

Calculation Basis: Transfers to and from the Reserve are based on approved funding towards events for Mudgee Bicentenary Celebrations.

Target Balance: No target. Reserve to be closed once Mudgee Bicentenary Celebrations are complete.

POLICY: ~~FINANCIAL RESERVES~~FINANCIAL RESERVES | V1.5, 15 APRIL 2020

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RESERVE NAME SEAL EXTENSION PROGRAM

Purpose: To set aside surplus funds from road work contributions to invest into a seal extension program

Calculation Basis: Transfers to the Reserve are based on the risk margin achieved on capital road work projects funded by private contributions, and are to be included in the reserve at Councils discretion. Transfers from the Reserve are to be for seal extension work

Target Balance: No target. The balance will capture surplus funds at any given time.

~~Reserve Name COMMUNITY PLAN RESERVE~~

~~Purpose: To provide funding for Community initiatives identified in the Integrated Planning and Reporting strategies and plans.~~

~~Calculation Basis: Transfers to the reserve are based on the existence of a surplus of unrestricted cash above operating requirements. Transfers from the reserve are based on the existence of or proposal for an annual budget allocation for an identified specific project.~~

~~Target Balance: No target. The balance will capture surplus unrestricted cash at any given time.~~

RESERVE NAME COMMERCIAL RESERVE

Purpose: To mitigate the operational financial risk associated with Council business areas that operate in an environment where financial returns may be variable, such as accommodation services and solar array operations. The reserve aims to smooth out variable results in order to reduce risk of impacts on unrestricted cash.

Calculation Basis: Transfers to and from the reserve are identified in the operational plan based on the forecast cash flow of the business areas, expected risks and Council's unrestricted cash levels.

Target Balance: No target. The balance held will depend on available surplus cash and assessment of cash required to address future estimate risk.

EXTERNALLY RESTRICTED RESERVES

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

RESERVE NAME WATER SUPPLY RESERVE

POLICY: ~~FINANCIAL RESERVES~~ FINANCIAL RESERVES | V1.5, 15 APRIL 2020

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

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

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

RESERVE NAME SEWER RESERVE

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

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

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

RESERVE NAME WASTE MANAGEMENT RESERVE

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

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

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

RESERVE NAME COMMUNITY SERVICES RESERVE

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

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

Target Balance: \$100,000 maximum.

POLICY: ~~FINANCIAL RESERVES~~FINANCIAL RESERVES | V1.5, 15 APRIL 2020

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RESERVE NAME COMMUNITY TRANSPORT VEHICLE RESERVE

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

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

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

RESERVE NAME COMMUNITY TENANCY SCHEME

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

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

Target Balance: ~~Maximum \$300,000. Sufficient to ensure funds are available to replace assets as identified in asset management planning.~~

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RESERVE NAME BEQUEST – SIMPKINS PARK

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

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

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

~~RESERVE NAME ULAN ROAD STRATEGY RESERVE~~

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

POLICY: ~~FINANCIAL RESERVES~~ ~~FINANCIAL RESERVES~~ | V1.5, 15 APRIL 2020

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

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

RESERVE NAME FAMILY DAY CARE

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

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

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

RESERVE NAME PUBLIC ROAD CLOSURE COMPENSATION

Purpose: To ensure the compensation received from the disposal of public roads is recorded and expenditure is restricted for use on public roads as required under the Roads Act 1993.

Calculation Basis: All compensation received from the disposal of a public road is to be transferred to the Reserve. Funds transferred from Reserves will represent any approved expenditure for acquiring land for public roads or for carrying out road work on public roads.

Target Balance No target.

9.7 Policy Review - Related Party Disclosure

REPORT BY THE CHIEF FINANCIAL OFFICER
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, FIN3000139

RECOMMENDATION

That Council:

1. **receive the report by the Chief Financial Officer on the Policy Review - Related Party Disclosure;**
2. **place the revised Related Party Disclosure Policy on public exhibition for 28 days; and**
3. **adopt the revised Related Party Disclosure Policy if no submissions are received.**

Executive summary

This report presents the review of Council's Related Party Disclosure Policy. A copy of the proposed policy with tracked changes is attached to this report.

Disclosure of Interest

Nil

Detailed report

The Policy review proposes the following changes:

- Update related to the organisation structure change. This includes removing the Executive Manager, People and Performance, adding Director Corporate Services and replacing Chief Financial Officer with Responsible Accounting Officer.
- Additional content has been added to the policy statement that aims to give a better understanding of why this policy exists.
- Removal of Appendix 2 and 3, which were the disclosure templates. These forms do not need to be part of the policy.
- Removing the comments that a GIPA application will be refused. A request for information made under the GIPA Act must be assessed in accordance with that act, therefore we should not conclude in this policy that a request will be refused.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

The recommendation if approved will amend the Related Party Disclosure Policy. If public submissions are received the policy will be presented back to Council for consideration.

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

NEIL BUNGATE
CHIEF FINANCIAL OFFICER


KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

2 May 2024

Attachments: 1. POLICY - REVIEW - Related Party Disclosure Policy.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY

Related Party Disclosure Policy

*A prosperous
and progressive
community.*

ADOPTED	VERSION NO	1.43
COUNCIL MEETING MIN: 244/22	REVIEW DATE	AUGUST 2026
DATE: 13 MAY 2024/7	FILE NUMBER	FIN3000138, GOV200047

Objective

The objective of the Policy is to ensure that the existence of certain related party relationships, related party transactions and information about the transactions, necessary for users to understand the potential effects on the Financial Statements are properly identified, recorded in Council's systems, and disclosed in Council's General Purpose Financial Statements to achieve compliance with AASB 124, the Privacy and Personal Information Protection Act 1998 [PPIPA] and the Government Information (Public Access) Act 2009 [GIPAA].

Legislative and regulatory requirements

- Local Government Act 1993 and Local Government (General) Regulation 2021
- Accounting Standard AASB 124 July 2015 Related Party Disclosures
- Accounting Standard AASB 10 August 2011 Consolidated Financial Statements
- Accounting Standard AASB 11 August 2011 Joint Arrangements
- Privacy and Personal Information Protection Act 1998 [PPIPA]
- Government Information (Public Access) Act 2009 [GIPAA]

Related policies and plans

- Access to Information Policy
- Conflicts of Interests Policy
- Code of Conduct

Definitions

Related Parties	A person or entity that is related to the entity that is preparing its financial statements. For the purpose of this policy, related parties are entities related to Council, key management personnel and close family members of key management personnel of Mid-Western Regional Council.
Related Party Transaction	A related party transaction is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.
Key Management Personnel (KMP)	People that have authority and responsibility for planning, directing and controlling the activities of the entity, either directly or indirectly. For Council purposes KMP includes; <ul style="list-style-type: none"> the Mayor,

POLICY: RELATED PARTY DISCLOSURE POLICY | 1.43, 17-AUGUST-2022 | 15 MAY 2024

	<ul style="list-style-type: none"> • Councillors, • the General Manager, • Directors, • the Chief Financial Officer <u>Responsible Accounting Officer</u>, • the Executive Manager, People and Performance
Close Family Members	Close family members are people who can be expected to influence or be influenced by key management personnel. This includes but is not limited to spouse or partner, children and dependents, children and dependents of spouse or partner and possibly parents, grandparents and other family members. Other family members that would expect to influence or be influenced by key management personnel need to be included as close family members.
KMP Compensation	All forms of consideration paid, payable or provided in exchange for services provided. Compensation categories include:- <ul style="list-style-type: none"> • Short Term Employment Benefits • Post Employment Benefits • Other Long Term Benefits, and • Termination Benefits.
Arms Length Transaction	A transaction between two related parties that is conducted as if they were unrelated, so that there is no question of conflict of interest.
Ordinary Citizen Transactions	Transactions that are made on an arm's length basis between the Council and key management personnel and their close family members that an ordinary citizen of the community would transact with the Council. This includes but is not limited to payment of rates for properties owned by the key management personal.
Normal Terms and Conditions	The standard rules governing transactions between Council and all external bodies. These can be governed by policies, legislation or accepted business practices.
Control	Is the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.
Joint Control	Is the contractually agreed sharing of control over an economic activity.
Significant influence	Is the power to participate in the financial and operating policy decisions of an entity, but is not control over those policies. Significant influence may be gained by share ownership, statute or agreement.
Responsible Accounting Officer	A position of Council with regulatory responsibilities, as described in the Local Government (General) Regulation 2021 05 , currently filled by the Chief Financial Officer.
Material transaction	Transactions assessed as material, given the definitions on page 5 including: significant in terms of size; carried out on non-market terms; outside normal day-to-day business operations; disclosed to regulatory or supervisory authorities; reported to senior management.

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POLICY: RELATED PARTY DISCLOSURE POLICY | 1.3, 17 AUGUST 2022

Policy Statement

Local Government is subject to many specific ethical and disclosure requirements. This policy is not directly related to those requirements but to the generic disclosure requirements imbedded in Australian Accounting Standards and the associated auditing standards.

This policy is required to assist Council staff in meeting the requirements of the Australian Accounting Standard 124 Related Party Disclosures in Council's General-Purpose Financial Statements.

The objective of this Standard is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Related Party relationships are a normal feature of business. Related parties may enter into transactions that unrelated parties would not. Therefore a related party relationship has the potential to have an effect on the profit or loss and financial position of Council.

In addition, the profit or loss and financial position of an entity may be affected by a related party relationship even if related party transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the entity with other parties.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect the assessment of Council's operations by users of Financial Statements, including assessments of the risks and opportunities facing the Council.

Council will exercise compliance with the disclosure requirements of AASB 124 by executing the following steps;

- a) identifying related party relationships and transactions;
- b) identifying outstanding balances, including commitments, between an entity and its related parties;
- c) identifying the circumstances in which disclosure of the items in (a) and (b) is required; and
- d) determining the disclosures to be made about those items.

Related Parties

Identification of Key Management Personnel (KMP)

KMP for Mid-Western Regional Council are considered to include:-

- the Mayor,
- Councillors,
- the General Manager,
- Directors,
- the ~~Chief Financial Officer~~ Responsible Accounting Officer,
- ~~the Executive Manager, People and Performance~~
- staff whom from time to time will act in any of the above mentioned positions

POLICY: RELATED PARTY DISCLOSURE POLICY | 1.43, 17-AUGUST-2022 | 15 MAY 2024

Identification of Related Parties

A person or entity is considered a related party of Council if any of the following conditions apply:-

- a) They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others)
- b) They are an associate or belong to a joint venture of which Council is part of
- c) They and Council are joint ventures of the same third party
- d) They are part of a joint venture of a third party and council is an associate of the third party
- e) They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council.
- f) They are controlled or jointly controlled by close or possibly close members of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of Council.
- g) They are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of Council.
- h) They, or any member of a group which they are a part, provide KMP services to Council.

For the purposes of this policy, related parties of Council are:

- a) Entities related to Council;
- b) KMP of Council;
- c) Close family members of KMP;
- d) Possible close family members of KMP; and
- e) Entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.

Please see Appendix 1 for examples of common related parties of council.

KMP's will identify all entities that are controlled or jointly controlled by close family members through the self-assessment process. Should uncertainties or any other contentious issues arise during this process the KMP's are responsible for discussing this with Councils Responsible Accounting Officer who can consult Councils external auditor for clarification if necessary.

Annual Review of Related Parties

A review of KMP's and their related parties will be completed at the beginning of each Financial Year. Whereby the identified KMP's will be required to complete the Related Party Declaration ~~(see Appendix 2)~~ by 31 July and present this to Councils Financial Operations Coordinator.

The method for identifying the close family members and associated entities of KMP will be by KMP self-assessment. KMP are responsible for keeping the Financial Operations Coordinator updated when any changes to those related parties occur outside of those times.

Particular events, such as a change in Councillors, General Manager, Directors or members of the Executive management team, will also trigger a review of Council's related parties immediately following such an event.

POLICY: RELATED PARTY DISCLOSURE POLICY | 1.3, 17 AUGUST 2022

Councils Responsible Accounting Officer and Financial Operations Coordinator will be responsible for identifying Council subsidiaries, associates and joint ventures.

Councils Financial Operations Coordinator will maintain a register of all declared and identified related parties.

Related Party Transactions

Types of Transactions

The following are examples of transactions that are disclosed if they are transacted with a related party:

- Purchase or sale of goods;
- Purchase or sale of property and other assets;
- Rendering or receiving services;
- Leases;
- Quotations and/or tenders;
- Commitments;
- Settlements of liabilities on behalf of Council or by Council on behalf of the related party;
- Grants and subsidy payments made to associated entities of Council;
- Non-monetary transactions; and
- Compensation made to key management personnel and their close family members.

Materiality of Transactions

AASB 124 grants Council discretion to use their judgement when determining the level of detail to be disclosed in the financial statements. It should be noted that Materiality is not simply determined by the value of a transaction, many other factors are considered. As well as considering the closeness of the related party relationship other factors to be considered, when assessing related party transactions, are;

- significant in terms of size;
- carried out on non-market terms;
- outside normal day-to-day business operations, such as the purchase and sale of businesses;
- disclosed to regulatory or supervisory authorities;
- reported to senior management;
- subject to shareholder approval.

Ordinary Citizen Transactions

Ordinary citizen transactions are those transactions that are made on an arm's length basis between Council and related parties that an ordinary citizen of the community would transact with the Council.

POLICY: RELATED PARTY DISCLOSURE POLICY | 1.43, 17-AUGUST-2022 | 15 MAY 2024

Examples of these are rates payments for properties owned by the related party and dog registration payments.

Council will identify all transactions between Council and related parties. Any that are deemed to be ordinary citizen transactions will not typically be required to be disclosed in the annual financial report.

Transactions between Council and related parties that would normally be considered to be ordinary citizen transactions but where the terms and conditions differ from normal practice will not be considered to be an ordinary citizen transaction for the purposes of this policy. These will be disclosed in Council's annual financial statements in the related party disclosure.

Please note that KMP's are still required to notify the Financial Operations Coordinator of these transactions via the process outlined below and the determination of whether or not disclosure is required is vested with the Responsible Accounting Officer and Financial Operations Coordinator. Should uncertainties or any other contentious issues arise during this process the KMP's are responsible for discussing this with Council's Responsible Accounting Officer who can consult Council's external auditor for clarification if necessary.

Identification of all Related Party Transactions

All related party transactions will be captured to allow a full assessment of transactions that are to be included in the related party disclosure per the disclosure requirements contained in AASB 124.

This will also allow Council's external auditors to perform a full analysis of the entire process that results in the related party transaction disclosure.

All KMP will be required to complete and submit a Related Party Transaction Declaration (Appendix 3) to the Financial Operations Coordinator, a notification advising of any known related party transactions that have occurred in the past 12 month period and any related party transactions that have the potential of occurring in the next 12 month period. A Nil notification will be required to be submitted to the Financial Operations Coordinator if no transactions are required to be reported.

This notification will be due to the Financial Operations Coordinator by 31 July covering the preceding financial year period.

To ensure all related party transactions are captured and recorded, the Financial Operations Coordinator is responsible for reviewing, if required, other sources of information held by Council including, without limitation:

- a) a register of related parties of a KMP and of persons related to the KMP;
- b) Council's pecuniary interest returns;
- c) minutes of Council and committee meetings;
- d) Council's Contracts' Register.

Council's Financial Operations Coordinator will maintain a register of all declared and independently identified related party transactions.

Required Disclosures and Reporting

AASB124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

POLICY: RELATED PARTY DISCLOSURE POLICY | 1.3, 17 AUGUST 2022

1. *Disclosure of any material related party transactions* – if there have been material transactions between related parties, Council must disclose the nature of the relationship with the related party, as well as sufficient information about the transactions and outstanding balances, including commitments, necessary for users to understand the potential effect of the relationship on the financial statements.
2. *KMP Compensation Disclosures* – must disclose in the financial statements KMP compensation in total for each of the categories.

If an elected member or staff member is affected by the related party disclosure they will be given a copy of the disclosure for comment before the external audit is finalised. ~~All comments will be considered however any deviations from the standard policy will not be included in the final disclosure.~~ The General Manager will give the final approval of what will be contained in the disclosure.

Information Privacy

Confidential

The ~~following~~ information collected is classified as confidential and is not available for inspection by ~~or disclosure to the public. A request for information under the GIPA Act will be assessed in accordance with that act, including through a GIPAA application:~~

- a) ~~INFORMATION (INCLUDING PERSONAL INFORMATION) PROVIDED BY A KMP IN A RELATED PARTY DISCLOSURE; AND~~
- b) ~~PERSONAL INFORMATION CONTAINED IN A REGISTER OF RELATED PARTY TRANSACTIONS.~~

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Storage of information

Declarations and registers pertaining to the Councils related parties and related party transactions will be maintained within a secure and confidential location of Councils records management system.

When Consent is Required

Except as specified in this Policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a KMP or contained in a register of related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

Permitted Recipients and Permitted Purposes

For the purpose of this policy the following persons are permitted to access, use and disclose the information (including personal information) provided in a related party disclosure or contained in a register of declared related parties and/or related party transactions:

- a) the General Manager;
- b) the Director Corporate Services, Responsible Accounting Officer ~~-Finance Manager~~ and Financial Operations Coordinator,;
- c) Public Officer;
- d) an Auditor of Council (including an Auditor from the NSW Auditor General's Office);

POLICY: RELATED PARTY DISCLOSURE POLICY | 1.43, 17 AUGUST 2022 | 15 MAY 2024

For the purpose of this policy any person specified above may access, use and disclose information (including personal information) in a related party disclosure or contained in a register of declared related parties and/or related party transactions for the following purposes:

- a) to assess and verify a notified related party transaction;
- b) to reconcile identified related party transactions against those notified in a related party disclosure or contained in a register of related party transactions;
- c) to comply with the disclosure requirements of AASB 124;
- d) to verify compliance with the disclosure requirements of AASB 124.

Government Information (Public Access) [GIPPA] Status

The following documents are not open to or available for inspection by the public:

- a) related party disclosures provided by a KMP; and
- b) a register of related party transactions.

A GIPAA application seeking access to:

- a) a document or information (including personal information) provided by a KMP in a related party disclosure; or
- b) personal information contained in a register of related party transactions;

will be refused on the grounds that the document or information comprises information for which there is an overriding public interest against disclosure pursuant to Section 14 of GIPAA.

A GIPAA application seeking access to, and release of, transactional information and documentation about the subject of a related party transaction with Council will be considered, assessed and decided in accordance with Council's usual procedures regarding applications made under GIPAA.

POLICY: RELATED PARTY DISCLOSURE POLICY | 1.3 , 17 AUGUST 2022

Appendix 1

Examples of common related parties of Council

Likely to be a Related Party of council	May be a Related Party of council
Councillors (including the Mayor)	Senior staff (if they are KMP they are a related party)
General Manager (GM)	Other family members of the Councillors, GM and senior staff that are KMP (if the family member may be expected to influence, or be influenced by, that person in their dealings with Council, then they are a related party)
Children of the Mayor, Councillors and the GM	
Spouse/Domestic Partners of the Mayor, Councillors and the GM	
Dependents of the Mayor, Councillors and the GM	
Dependents of a Spouse/Domestic partner of the Mayor, a Councillor or the GM	
Children of a senior staff member that is a KMP	
Spouse/Domestic partners of a senior staff member that is a KMP	
Dependents of a senior staff member that is a KMP	
Dependents of a Spouse/Domestic partner of a senior staff member that is a KMP	
Entities that are controlled or jointly controlled by Council, a KMP or their close family member.	

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Disclaimer: This list contains a list of common related parties of council, however there may still be relationships not identified in this list that will meet the definition of a related party.

Appendix 2

POLICY: RELATED PARTY DISCLOSURE POLICY | 1.3, 17 AUGUST 2022



Private and Confidential
Related party Declaration by Key Management Personnel

Name of Key Management Person: _____
Position of Key Management Person: _____

~~(I list details of known close family members, entities that are controlled/jointly controlled by KIMP and entity's that are controlled /jointly controlled by the close family members of KIMP)~~

Name of person or entity	Relationship
--------------------------	--------------

I, _____, declare that the above list includes all my close family members and the entity's controlled, or jointly controlled by myself or my close family members. I make this declaration after reading Councils Related Party Disclosure Policy which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

Declared at _____ on the _____

Signature of KMP:
Full Name of KMP:
Date:

Appendix 3

POLICY: RELATED PARTY DISCLOSURE POLICY | 1.43, 17-AUGUST-2022 | 15 MAY 2024



Related Party Transaction Declaration

[Note: This document is confidential and is not GIPAA-accessible. See Council's Related Party Disclosure Policy]

Name of Key Management Personnel:
Position of Key Management Personnel:

(a) has previously entered into and which will continue in the 2020/2021 financial year; or
(b) has entered into, or is reasonably likely to enter into, in the 2020/2021 financial year.

Description of Related Party Transaction	Is transaction existing/potential?	Related Party's Name (Individual's or entity's name)	Related Party's Relationship/Reasons why related	Description of Transaction Documents or Changes to the Related Party Relationship

Notification

I, notify that, to the best of my knowledge, information and belief as at the date of this notification, the above list includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the 2020/2021 financial year.

I make this notification after reading the Privacy Collection Notice provided by Mid-Western Regional Council, which details the meaning of the words "related party", "related party transaction", "close members of the family of a person" and, in relation to an entity, "control" or "joint control", and the purposes for which this information will be used and disclosed.

I permit the Responsible Accounting Officer and the other permitted recipients specified in Council's Related Party Disclosure Policy to access the register of interests of me and persons related to me and to use the information for the purposes specified in that policy.

Signature of KMP:
Full Name of KMP:
Date:

9.8 Loan Funding Mudgee Valley Park Expansion

REPORT BY THE CHIEF FINANCIAL OFFICER

TO 15 MAY 2024 ORDINARY MEETING

GOV400088, A0140322, GOV4000105

RECOMMENDATION

That Council:

- 1. receive the report by the Chief Financial Officer on the Loan Funding Mudgee Valley Park Expansion;**
- 2. delegate authority to the General Manager and Mayor, if required, to enter into a fixed rate finance agreement with the bank that provides the best value loan for the sum of \$6,350,000 for a term of ten years, at the rate supplied;**
- 3. reduce the Mudgee Valley Park Expansion budget and loan borrowings by \$380,359 as a result of savings in stage 2 funds;**
- 4. amend the 2023/24 and 2024/25 budgets to reflect the full drawdown of \$6,350,000 loan funds in 2023/24;**
- 5. amend the budget to increase the repayments and interest based on the loan schedule attached;**
- 6. note that a revised borrowing return will be submitted to the Office of Local Government; and**
- 7. apply the Common Seal of Council to the Deemed Charge over Council rates.**

Executive summary

Council approved the expansion of the Mudgee Valley Park in the April 2023 Ordinary Council meeting to be funded from new loan borrowings. Comparative quotes were obtained from several of the major financial institutions. This report provides an update on total funding required, and indicative interest rates to consider when giving authority to proceed with a loan.

As the interest rates will fluctuate from the time of this report and the signing of the loan agreement, the General Manager, and the Mayor if required, will enter into the loan agreement with the bank which provides best value on the day in which the loan agreement is signed. This is expected to be on 23 May.

Quotes provided are commercial in confidence and therefore details are included as a confidential attachment.

Disclosure of Interest

Nil

Detailed report

The expansion of the Mudgee Valley Park involves the construction of 20 new cabins. Within the April 2023 Ordinary Council meeting, Council resolved to allocate a \$6,760,000 budget to the Mudgee Valley Park Expansion project to be funded entirely from loan borrowings. The project has commenced, with further information available in the Mudgee Valley Park Expansion Project Progress Update report. Due to the previous expansion project now being completed a review of funds was undertaken. As there was unspent grants funds these are being applied to the next stage and therefore, we are able to reduce the new borrowings from \$6,760,000 to \$6,350,000.

A request for quote was issued to Vendor panel, directly to Westpac, ANZ, National Australia Bank (NAB), Commonwealth Bank of Australia (CBA) and Newcastle Permanent. Quotes were provided from ANZ, CBA and NAB. Offers of finance have been provided on indicative rates with no rate lock-in supplied. This means that rates are open to market movement between the time this report was prepared and loan drawdown. CBA also provided pricing for a variable interest rate over the period for Council to consider.

The Office of Local Government has been notified of Council's proposed borrowings for this project. A revised return will be sent following approval from the Council.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

The Council's Borrowing Policy, allows that:

- Council may borrow at any time for any purpose permitted under the Local Government Act 1993;
- Any borrowings shall be considered as a mechanism to assist in achieving the goals Council as set out in the adopted Management Plan and Strategy Plan; and
- Council is committed to maintaining a Debt Service Ratio of less than 15% for General Fund.

The recommendation complies with the Council's Policy, including maintaining a satisfactory level of Debt Service Ratio.

Legislation

Council may borrow at any time for any purpose allowed under the Local Government Act 1993 (LG Act S 621). All borrowings must be approved by Council resolution and be included in Council's Operational Plan.

The Local Government (General) Regulation 2021 allows that the repayment of money borrowed by a council (whether by way of overdraft or otherwise), and the payment of any interest on that money, is a charge on the income of the council (LG Regulation 229). The Deemed Charge over Council Rates complies with this regulation by securing the loan over council income.

Section 377(1) (f) of the Local Government Act 1993 stipulates that Council cannot delegate the borrowing of money.

The Local Government Ministerial Borrowing Order limits council not to borrow from any source outside the Commonwealth of Australia nor in any other currency other than the Australian currency.

The recommendation complies with statutory requirements.

Financial implications

Business case scenarios were presented with the April 2023 report that included estimated borrowing at 6%. As the quotes received are close to this rate there is no need for a revision of the return-on-investment calculations.

The budget must be adjusted as the full drawdown of the loan must occur in June. This means the estimated timing of loan repayments and interest have been brought forward and require budget amendments. The budget must also be adjusted for an increase in interest rates since budget estimates.

Associated Risks

Entering a fixed interest rate loan has risks that the Council will not be able to benefit from falling interest rates, however it also means that the Council will be protected if the interest rates increase.

Entering a fixed rate loan also has risks that if amounts are drawn down or early repayments are made then economic costs may be incurred to compensate the bank.

Due care has been taken to ensure credit risk is minimised to a low level.

NEIL BUNGATE
CHIEF FINANCIAL OFFICER

KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

2 May 2024

Attachments:

1. Loan Quotes Summary. (Confidential - separately attached)
2. Draft loan schedule. (Confidential - separately attached)
3. Quote ANZ. (Confidential - separately attached)
4. Quote CBA. (Confidential - separately attached)
5. Quote NAB. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.9 Classification of Land - Lot 1200 DP 1301185 Drainage Reserve at 21 Moore Street, Caerleon

REPORT BY THE PROPERTY OFFICER
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, PAR300003

RECOMMENDATION

That Council:

1. **receive the report by the Property Officer on the Classification of Land - Lot 1200 DP 1301185 Drainage Reserve at 21 Moore Street, Caerleon;**
2. **authorise the General Manager and Mayor, where additionally required to do so, to sign all documentation necessary to classify Lot 1200 DP 1301185 as Operational Land;**
3. **authorise the Common Seal of Council to be affixed, where necessary, in relation to the classification of Lot 1200 DP 1301185 as Operational Land; and**
4. **notify the public of its intention to classify the Drainage Reserve at Lot 1200 DP 1301185 as Operational Land in accordance with Chapter 6, part 2 Division 1 Local Government Act 1993, by publicly exhibiting the proposal for 28 days, and should there be no public submissions from the public, the land be so classified as Operational Land.**

Executive summary

This report seeks to commence the classification process for Council's Drainage Reserve identified as Lot 1200 DP 1301185 located at 21 Moore St, Caerleon as *Operational Land*.

Disclosure of Interest

Nil

Detailed report

This allotment of land located at 21 Moore St, Caerleon was transferred to Council under development on 8th April 2024. A map identifying the subject land is appended as Attachment 1.

In accordance with the Local Government Act 1993, all public land must be classified as either "Community" or "Operational" land. The purpose of classification is to identify clearly that land which should be kept for use by the public (Community land) and that land which need not (Operational land).

The Act provides:

31 Classification of land acquired after 1 July 1993

(2) Before a Council acquires land, or within 3 months after it acquires land, a Council may resolve (in accordance with this Part) that the land be classified as community land or operational land.

Community land must not be sold (except in limited circumstances referred to in the Act). Community Land must not be leased or licenced for more than 21 years and may only be leased / licensed for more than 5 years if public notice of the proposed lease or licence is given. If an objection is made to the proposed lease/licence, the Minister's consent is required. These restrictions do not apply to Operational Land.

Operational Land would ordinarily comprise land held as an asset, land which facilitates a Council to carry out its functions or is land that may not be open to the public.

It should be noted that any land acquired by a Council, or vested through development that is not classified or resolved under the Act within 3 months, is automatically classified as Community Land according to s.31 of the Act.

Given the stipulated use of Lot 1200 DP 1301185 is for Drainage Reserve, it is therefore recommended to commence the classification process, with Council resolving its intentions to classify the land as Operational Land. Council's intention then must be advertised for a period of 28 days, so that written submissions regarding the proposed classification can be accepted from the public.

Should there be no submissions from the public, it is advocated that the land be so classified as Operational Land.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Chapter 6, Part 2, Division 1 of the Local Government Act 1993, directs that all public land must be classified as either Community or Operational land.

Financial implications

Not Applicable

Associated Risks

Any land parcel acquired by a Council, or vested through ownership that is not classified under the Local Government Act 1993, is taken to have been classified as Community land.

As the land is required for Drainage Reserve, the land must be classified as Operational Land within the stipulated timeframe.

LEIGH CUSHWAY
PROPERTY OFFICER

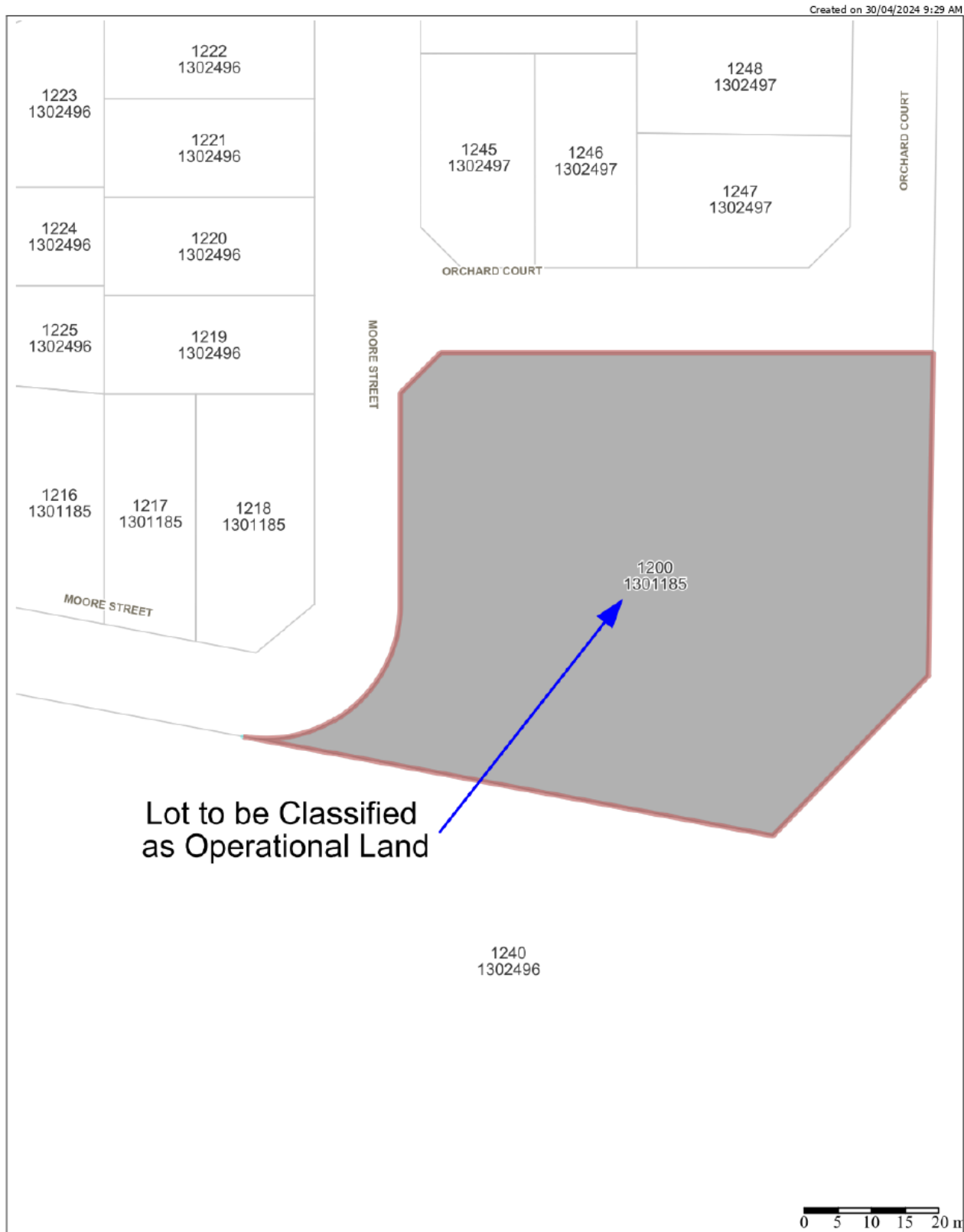
KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

16 April 2024

Attachments: 1. Map Identifying Lot 1200 DP 1301185 Drainage Reserve at 21 Moore St
Caerleon.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



Mid-Western Regional Council
PO Box 139
29 Market Street
MIDGHT NSW 2830
Phone 02 9578 2830
Fax 02 9578 2833
Email enquiries@midwestern.nsw.gov.au

Important Notice!

This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes, and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Mid-Western Regional Council nor the GIS makes any representatons or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages, (including indirect or consequential damages) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.
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**Map Showing Lot 1200 DP
1301185 Drainage Reserve at 21
Moore St, Caerleon**

Date: 30/04/2024 9:29 AM

Map Scale: 1:750 at A4

9.10 Permanent Partial Road Closure at Lewis Street, Mudgee

REPORT BY THE PROPERTY OFFICER
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, ROA100595, PAN360707

RECOMMENDATION

That Council:

1. **receive the report by the Property Officer on the Permanent Partial Road Closure at Lewis Street, Mudgee;**
2. **note that there were no objections received during the 28 day notice period and formal closure of Part Lewis Street, Mudgee can now proceed to completion;**
3. **authorise the permanent road closure of Part Lewis Street, Mudgee, and resultant freehold land parcel to remain in Council ownership;**
4. **authorise the General Manager to sign all documentation, where necessary, in relation to the proposed road closure, and subsequent lot consolidation with Council owned land identified as Lot 404 DP756894;**
5. **authorise the Mayor to sign any documentation, where additionally required to do so, in relation to the proposed road closure, and subsequent lot consolidation with Council owned land identified as Lot 404 DP756894;**
6. **arrange the preparation, lodgement, and registration of the relevant closure and lot consolidation plan; and**
7. **authorise the Common Seal of Council be affixed to all documentation, where necessary, in relation to the proposed road closure, and subsequent lot consolidation with adjoining Council owned land identified as Lot 404 DP756894.**

Executive summary

The purpose of this report is to notify Council that there were no objections to the proposed road closure of part of Lewis Street, Mudgee and for Council to approve the closure and retention of this land parcel in Council ownership.

Disclosure of Interest

Nil

Detailed report

On 20 March 2024 Council resolved to close a portion of Lewis Street, a public road (the Road), due to the clubhouse at Cahill Park, owned by the Council, partially encroaching upon the road reserve. The Council Minute is appended as Attachment 1.

The road closing process is governed by the Roads Act 1993 (s 38). Part of the process requires Council to advertise for a period of 28 days, the intention to close a road to allow for any submissions and objections from the public to be received. Council is then required to consider all submissions and objections and take any action to resolve any objections.

Council advertised its intention to partially close Lewis Street, Mudgee in the *Mudgee Guardian* on Friday, 5 April 2023 edition. The advertisement is appended as Attachment 2. The proposal was also advertised on Council's website.

Notification of Council's proposal to partially close Lewis Street, Mudgee was sent to all external Notifiable Authorities pursuant to s38B of the Roads Act 1993. No objections were received in relation to Council's proposal. The "no objection" responses are appended as Attachment 3.

Council will therefore proceed with formal closure of the road and it will to be transferred to Council's ownership and consolidated with Council's adjoining land identified as Lot 404 DP 756894.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Roads Act 1993

Financial implications

Land Registration Services and legal costs are anticipated to be within existing budgets.

Associated Risks

If the Road is not closed, Council buildings will remain on public road and future management, or development of the site will be impacted.

LILIAN MUKWEWA MUTYIRI
PROPERTY OFFICER

KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

19 April 2024

- Attachments:*
1. Min 56-24 - Council Meeting 20 March 2024 - 9.6 Proposed Partial Road Closure at Lewis Street Mudgee.
 2. Mudgee Guardian advertisement of proposed part road closure - Lewis Street, Mudgee.
 3. External Authorities no objection responses.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MID-WESTERN REGIONAL COUNCIL

COUNCIL MEETING EXTRACT
COUNCIL MEETING: 20 MARCH 2024

Recommendations (item 9.6 to item 9.8) were adopted as a whole, being moved by Cr Shelley seconded by Cr Cavalier and carried with Councillors voting unanimously. Each recommendation is recorded with separate resolution numbers commencing at Resolution No. 56/24 and concluding at Resolution No.58/24.

9.6 PROPOSED PARTIAL ROAD CLOSURE AT LEWIS STREET, MUDGEE

GOV400105, ROA100595 PAN360707

56/24

MOTION: Shelley / Cavalier

That Council:

1. receive the report by the Property Officer on the Proposed Partial Road Closure at Lewis Street, Mudgee;
2. consent to the proposed Partial Road Closure of a Council Public Road. The subject road to be closed is indicated on Attachment 1 appended to this Report;
3. give notice, pursuant to s38B Roads Act 1993, of the proposal to close the Council Public Road as indicated in Attachment 1 appended to this Report;
4. receive a further report after the notice period has ceased to:
 - 4.1 consider any submissions received; and
 - 4.2 pursuant to s38D Roads Act 1993, determine whether the Council Public Road is to be closed;
5. authorise the General Manager to sign all documentation, where necessary in relation to the Proposed Partial Road closure and subsequent lot consolidation with adjoining Council owned land being Lot 404 DP756894;
6. authorise the Mayor to sign any documentation, where additionally required to do so, in relation to the Proposed Road Closure and subsequent lot consolidation with adjoining Council owned land being Lot 404 DP756894;
7. arrange the preparation, lodgement, and registration of the relevant closure and lot consolidation plan; and
8. authorise the Common Seal of Council be affixed to all documentation, where necessary, in relation to the Proposed Closure and subsequent lot consolidation with Council owned land being Lot 404 DP756894.

The motion was carried with the Councillors voting unanimously.

4 MUDGEES GUARDIAN Friday April 05, 2024

Mid-Western Regional Council WEEKLY ADVERTISEMENTS



Public Notice

PROPOSED ROAD CLOSING UNDER SECTION 38B ROADS ACT 1993

In pursuance of the provisions of the Roads Act 1993, notice is hereby given that Mid-Western Regional Council proposes to close the Council public road listed in Schedule 1, Schedule 1:

- Part of Lewis Street, Mudgee as depicted in red below:



Upon closure of the portion of Council Public Road, the land will remain vested in Council as Operational Land.

All interested persons are hereby invited to make written submissions concerning the proposal to the General Manager, Mid-Western Regional Council, within twenty-eight (28) days of the date of this advertisement. Please note that under the provisions of the Government Information (Public Access) Act 2009, such submissions may be referred to third parties for consideration.

Once the submission period is completed, Mid-Western Regional Council will consider all duly made submissions before deciding whether to continue with the road closure proposal.

Enquiries should be directed to Council's Property Department on 02 6378 2850.

Request for Tender



Our ref: DOC24/262953
Contact: Ashleigh Gibbins

Mid-Western Regional Council

PO Box 156
Mudgee NSW 2850

12 April 2024

Dear Lillian,

Roads Act 1993 ROAD CLOSING APPLICATION

<u>Application number</u>	<u>Your Ref</u>
part Lewis Street, Mudgee	ROA100595

Thank you for your email dated 04/04/2024 regarding the above mentioned proposed road closure application. The National Parks & Wildlife Service (NPWS) has no objection to these proposed road closures.

If you have any questions regarding this matter please contact me.

Yours sincerely

Ashleigh Gibbins

Ashleigh Gibbins



Department of Planning, Housing & Infrastructure

PO Box 2215, DANGAR NSW 2309
Phone: 1300 886 235 | Fax: 02 4925 3517
council.roadclosures@crowland.nsw.gov.au
www.crowland.nsw.gov.au

9/04/2024

Mid-Western Regional Council
Attn: Ian Clayton

Via email: council@midwestern.nsw.gov.au

Road: part Lewis Street Mudgee
Your Ref: LM|ROA100595 **Our ref:** 19/00376#14

RE: Mid-Western Regional Council – Notification of proposal to close council public road

Dear Ian

Thank you for providing notice of the proposal to close a council public road.

NSW Department of Planning & Environment – Crown Lands (the department) does not object to:

- the closure of the council public road
- the proposed vesting upon closure.

General enquiries about this submission may be directed to the Crown Lands Business Centre at
council.roadclosures@crowland.nsw.gov.au.

Kind regards

A handwritten signature in black ink, appearing to read 'Carolyn Connell'.

Carolyn Connell
Senior Finalisation Officer
Department of Planning, Housing & Infrastructure – Crown Lands

From: [Rohan Rehwinkel](#) on behalf of [DPI RecFishingPolicy Admin Mailbox](#)
To: [Council](#)
Subject: RE: DPE Fisheries - Notification of Proposed part road closure - Lewis Street Mudgee
Date: Monday, 8 April 2024 11:30:14 AM
Attachments: [image001.jpg](#)

Hi Ian,

Fisheries have no objections to this proposed road closure,

Regards,

Rohan

From: Council <Council@midwestern.nsw.gov.au>
Sent: Friday, 5 April 2024 10:16 AM
To: DPI RecFishingPolicy Admin Mailbox <recfishingpolicy.administration@dpi.nsw.gov.au>
Subject: DPE Fisheries - Notification of Proposed part road closure - Lewis Street Mudgee

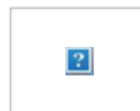
Good Morning

Please find attached notification for your response.

Regards

Lilian Mukwewa Mutyiri
Property Officer
Mid-Western Regional Council

t 02 6378 2850 |
f 02 6378 2815 | e Lilian.Mutyiri@midwestern.nsw.gov.au
a 86 Market Street | PO Box 156 Mudgee NSW 2850
w www.midwestern.nsw.gov.au
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From: [Jenna McNabb](#)
To: [Council](#)
Cc: [DPE PSVC Western Region Mailbox](#)
Subject: RE: Notification of Proposed part road closure - Lewis Street Mudgee
Date: Tuesday, 9 April 2024 2:07:35 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.jpg](#)
[FW Customer Service Enquiry \(P-908176\).msg](#)

Good Afternoon

Thank you for your email in relation to the proposed partial closure of council public roads.

I advise that the Department of Planning, Housing and Infrastructure, Western Region office does not have any interests in the proposed road closures. Council should consider legal and physical access to adjoining and surrounding land in its assessment of this matter.

Should you have any further enquiries, please contact me via the details listed below or the Department's Western Region Office on 5852 6800.

Jenna McNabb *(she/her)*

Senior Planning Officer, Local and Regional Planning – Western Region
Planning, Land Use, Strategy and Housing

Department of Planning, Housing and Infrastructure

T (02) 5852 6811 E jenna.mcnabb@planning.nsw.gov.au

dphi.nsw.gov.au

Level 1 188 Macquarie Street
Dubbo NSW 2830

Working days Tuesday, Wednesday and Thursday



I acknowledge the traditional custodians of the land and pay respects to Elders past and present. I also acknowledge all Aboriginal and Torres Strait Islander staff working with the NSW Government.

Please consider the environment before printing this email.


From: Brett Jackson
To: Council
Cc: Christopher.James@fire.nsw.gov.au; Mark Collins
Subject: RE: Fire & Rescue NSW - Notification of Proposed part road closure - Lewis Street Mudgee
Date: Wednesday, 10 April 2024 12:45:13 PM
Attachments: image009.gif
image010.gif
image011.gif
image012.gif
image013.gif
image014.gif
image015.gif
image016.png
image017.png
image018.png
image019.png
image020.png
image021.png
image022.png
image023.png
image024.png
image025.png
image026.png
image027.png
image028.png
image029.png
image030.jpg

Dear Mr Clayton,

I have reviewed the proposed part road closure on Lewis St Mudgee and can confirm FRNSW have no objections to this action.

Regards,

Fire and Rescue NSW



SUPERINTENDENT BRETT JACKSON JP
Zone Commander Central West & Upper Hunter
Region West 2 Bathurst | Fire and Rescue NSW
E: brett.jackson@fire.nsw.gov.au
T: (02) 6339 8500 | M: 0429 826 464
Unit 2 / 114 Piper St, Bathurst, NSW 2795



www.fire.nsw.gov.au



From: RW2 Admin <RW2Admin@fire.nsw.gov.au>
Sent: Friday, April 5, 2024 3:33 PM
To: Mark Collins <Mark.Collins@fire.nsw.gov.au>; Michael Byrne <Michael.Byrne@fire.nsw.gov.au>; Craig Muscat <Craig.Muscat@fire.nsw.gov.au>
Cc: Brett Jackson <Brett.Jackson@fire.nsw.gov.au>; Christopher James <Christopher.James@fire.nsw.gov.au>
Subject: FW: Fire & Rescue NSW - Notification of Proposed part road closure - Lewis Street Mudgee

For your information and action if required

Kind Regards

Dette



Bernadette NORTHEY
Command Business Support Officer
Regional West 2 Zone Office | Fire and Rescue NSW
E: bernadette.northey@fire.nsw.gov.au
M: 0417 508 919
2/114 Piper Street Bathurst NSW 2795



www.fire.nsw.gov.au



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From: Info <info@fire.nsw.gov.au>
Sent: Friday, April 5, 2024 1:41 PM
To: RW2 Admin <RW2Admin@fire.nsw.gov.au>
Subject: Fw: Fire & Rescue NSW - Notification of Proposed part road closure - Lewis Street Mudgee

Fire and Rescue NSW



FIRE RESCUE NSW

info@fire.nsw.gov.au

T: (02) 9265 2999

1 Amarina Ave, Greenacre, NSW 2190



www.fire.nsw.gov.au



From: Council <Council@midwestern.nsw.gov.au>
Sent: Friday, 5 April 2024 10:21 AM
To: Info <info@fire.nsw.gov.au>
Subject: Fire & Rescue NSW - Notification of Proposed part road closure - Lewis Street Mudgee

CAUTION: This email originated from outside of Fire and Rescue NSW. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good Morning

Please find attached notification for your response.

Regards

Lilian Mukwewa Mutyiri

Property Officer

Mid-Western Regional Council

t02 6378 2850 |

f02 6378 2815 | e Lilian.Mutyiri@midwestern.nsw.gov.au

a 86 Market Street | PO Box 156 Mudgee NSW 2850

w www.midwestern.nsw.gov.au

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From: [Troy Gersback](#)
To: [Lilian Mutyiri](#)
Subject: RE: Notification of Proposed part road closure - Lewis Street Mudgee
Date: Friday, 5 April 2024 12:21:25 PM
Attachments: [image001.jpg](#)

Hi Lilian

The NSW RFS Cudgegong District has no objection to the proposed closure as there will be no impact to our ability to undertake operations.

Regards

Inspector Troy Gersback
Operational Officer Level 3
Cudgegong District

The RFS acknowledges the Traditional Owners of Country throughout Australia. We pay our respects to Elders past and present.

From: Cudgegong FCC <CudgegongFCC@rfs.nsw.gov.au>
Sent: Friday, April 5, 2024 10:08 AM
To: Troy Gersback <Troy.Gersback@rfs.nsw.gov.au>; Troy Porter <Troy.Porter@rfs.nsw.gov.au>
Subject: FW: Notification of Proposed part road closure - Lewis Street Mudgee

Luciah Hill
District Administration Officer | Cudgegong District | NSW Rural Fire Service

From: Council <Council@midwestern.nsw.gov.au>
Sent: Friday, April 5, 2024 10:05 AM
To: Cudgegong FCC <CudgegongFCC@rfs.nsw.gov.au>
Subject: Notification of Proposed part road closure - Lewis Street Mudgee

Good Morning

Please find attached notification for your response.

Regards

Lilian Mukwewa Mutyiri
Property Officer
Mid-Western Regional Council

t 02 6378 2850 |
f 02 6378 2815 | e Lilian.Mutyiri@midwestern.nsw.gov.au
a 86 Market Street | PO Box 156 Mudgee NSW 2850
w www.midwestern.nsw.gov.au
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From: [Pamela Gould](#) on behalf of [DRNSW MEG Mining Concierge Mailbox](#)
To: [Council](#)
Subject: RE: Resources and Geoscience - Notification of Proposed part road closure - Lewis Street Mudgee; Our Ref = GENQ0001459
Date: Monday, 8 April 2024 1:35:43 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.jpg](#)

Dear Lilian,

Thank you for the opportunity to provide advice on the above matter.

This is a response from the Department of Regional NSW – Mining, Exploration & Geoscience (MEG).

MEG has no concerns to raise regarding the proposed road closure from your email sent 5/4/2024 for Proposed closure of Part Lewis Street, Mudgee.

Best regards from
Pamela Gould

On behalf of
DRNSW MEG Mining Concierge Mailbox
Advisory & Mining Concierge
Industry Development | Mining, Exploration and Geoscience
Department of Regional NSW

T 02 4063 6860 E mining.concierge@regional.nsw.gov.au

-
[Mining, Exploration and Geoscience \(MEG\) | Service NSW](#)

Assistance for new mining projects: <https://meg.resourcesregulator.nsw.gov.au/invest-nsw/industry-support/assistance-for-new-mining-projects>

-
-
Maitland | **Wonnarua Nation**

POSTAL:
Advisory & Mining Concierge
Industry Development | Mining, Exploration and Geoscience
Department of Regional NSW
PO Box 344
Hunter Region Mail Centre NSW 2310

DIRECTORY:
<https://meg.resourcesregulator.nsw.gov.au/contact>
<https://meg.resourcesregulator.nsw.gov.au>

Assistance for new mining projects: <https://meg.resourcesregulator.nsw.gov.au/invest-nsw/industry-support/assistance-for-new-mining-projects>

From: [AM_Property](#)
To: [Council](#)
Cc: [AM_Property](#)
Subject: RE: Transgrid - Notification of Proposed part road closure - Lewis Street Mudgee
Date: Tuesday, 9 April 2024 10:56:32 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)
[Part Lewis Street Road Closure Advert.pdf](#)
[Transgrid Notification.pdf](#)
[Map of part of Lewis Street proposed to be Closed.pdf](#)

Hi Lilian,

Thank you for your attached notification to Transgrid regarding the abovementioned matter.

Transgrid can confirm that Transgrid's infrastructure is **not** affected by the proposed road closure, nor is the road utilised to access Transgrid's infrastructure.

Should you wish to discuss this further, please do not hesitate to contact me.

Kind regards,

Laurence Camporeale
Property Officer | Delivery

Transgrid | 180 Thomas St Sydney, NSW, 2000
E: Laurence.Camporeale@transgrid.com.au **W:** www.transgrid.com.au



Data Classification: Official

From: Council <Council@midwestern.nsw.gov.au>
Sent: Friday, April 5, 2024 10:12 AM
To: AM_Property <AM_Property@transgrid.com.au>
Subject: Transgrid - Notification of Proposed part road closure - Lewis Street Mudgee

Good Morning

Please find attached notification for your response.

Regards

Lilian Mukwewa Mutyiri

From: [Michael Ho](#)
To: [Council](#)
Cc: [CustomerInterfaceLandInformation.Matters](#)
Subject: RE: Transport NSW - Notification of Proposed part road closure - Lewis Street Mudgee
Date: Monday, 8 April 2024 12:55:05 PM
Attachments: [image002.jpg](#)
[image003.jpg](#)
[Map of part of Lewis Street proposed to be Closed.pdf](#)
[Part Lewis Street Road Closure Advert.pdf](#)
[Transport NSW notification.pdf](#)

Good afternoon,

Transport for NSW (Roads) has no objection to the attached part road closure at Lewis Street, Mudgee.

Kind regards,

Michael Ho
Senior Officer - Customer Interface Land Information
Commercial Performance and Strategy
Infrastructure & Place
Transport for NSW

T (02) 9983 2070
Level 8 4PSQ 12 Darcy Street Parramatta NSW 2150



OFFICIAL

OFFICIAL

From: Council <Council@midwestern.nsw.gov.au>
Sent: Friday, April 5, 2024 12:00 PM
To: LIG Enquiry <LIG.Enquiry@transport.nsw.gov.au>
Subject: Transport NSW - Notification of Proposed part road closure - Lewis Street Mudgee

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Good Morning

Please find attached notification for your response.

From: [Road Closures](#)
To: [Council](#)
Subject: RE: Essential Energy - Notification of Proposed part road closure - Lewis Street Mudgee
Date: Tuesday, 23 April 2024 10:09:43 AM
Attachments: [image002.gif](#)
[image003.jpg](#)

Further to your below letter.

Essential Energy has no objections to the proposal, however existing powerlines are in existence built in 1970 therefore we are covered by Section 53 under the Electricity Supply Act 1995.

If you have any questions, please do not hesitate to contact me.

Rebecca Edwards
Property Enquiry Officer
Governance and Corporate Services



T: 02 6589 8050 | rebecca.edwards@essentialenergy.com.au

PO Box 5730 Port Macquarie NSW 2444 | essentialenergy.com.au

General enquiries: 13 23 91 | Supply interruptions (24hr): 13 20 80

From: Council <Council@midwestern.nsw.gov.au>
Sent: Friday, April 5, 2024 12:49 PM
To: Road Closures <roadclosures@essentialenergy.com.au>
Subject: Essential Energy - Notification of Proposed part road closure - Lewis Street Mudgee

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Good Morning

Please find attached notification for your response.

Regards

Lilian Mukwewa Mutyiri
Property Officer
Mid-Western Regional Council

t 02 6378 2850 |

f 02 6378 2815 | e Lilian.Mutyiri@midwestern.nsw.gov.au

a 86 Market Street | PO Box 156 Mudgee NSW 2850

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9.11 Permanent Partial Road Closure at Saleyards Lane, Mudgee

REPORT BY THE PROPERTY OFFICER
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, ROA100605

RECOMMENDATION

That Council:

1. receive the report by the Property Officer regarding the Permanent Partial Road Closure at Saleyards Lane, Mudgee;
2. note that no written objections were received during the 28 day notice period and formal closure of Part of Saleyards Lane, Mudgee can now proceed to completion;
3. authorise the permanent road closure of Part Saleyards Lane, Mudgee and the resultant freehold land parcel to remain in Council ownership;
4. authorise the General Manager to sign all documentation, where necessary, in relation to the proposed road closure, and subsequent lot consolidation with adjoining Council owned land identified as Lot 2 DP510997, Lot 30 DP1268151, and Lot 29 DP 1267151;
5. authorise the Mayor to sign any documentation, where additionally required to do so, in relation to the proposed road closure, and subsequent lot consolidation with adjoining Council owned land identified as Lot 2 DP510997, Lot 30 DP1268151, and Lot 29 DP 1267151;
6. arrange for the preparation, lodgement, and registration of the relevant closure and lot consolidation plan; and
7. authorise the Common Seal to be affixed to all documentation, where necessary, in relation to the proposed closure, and subsequent lot consolidation with adjoining Council owned land identified as Lot 2 DP510997, Lot 30 DP1268151, and Lot 29 DP1267151.

Executive summary

The purpose of this Report is to notify Council that there were no objections to the proposed road closure of part of Saleyards Lane, Mudgee and for Council to approve the closure and retention of this land parcel in Council ownership.

Disclosure of Interest

Nil

Detailed report

On Wednesday, 21 February 2024, Council resolved to adopt the proposal to close part of Saleyards Lane, Mudgee. The Council Minute is appended as Attachment 1.

The road the subject of the partial closure is approximately 166m² and is located adjacent to the Lady Gowrie Preschool. A map showing the location of the land parcel is appended as Attachment 2.

The road closing process is governed by the Roads Act 1993 (s 38). Part of the process requires Council to advertise for a period of 28 days, the intention to close a road to allow for any submissions and objections from the public to be received. Council is then required to consider all submissions and objections and take any action to resolve any objections.

Council advertised its intention to partially close Saleyards Lane, Mudgee in the *Mudgee Guardian* on Friday, 15 March 2024 edition. The advertisement that appeared in the *Mudgee Guardian* is appended as Attachment 3. The proposal was also advertised on Council's website.

After the 28 day notice period expired on 19 April 2024, no written objections were received to Council's proposal to partially close Saleyards Lane, Mudgee.

Notification of Council's proposal to partially close Saleyards Lane, Mudgee was sent to all external Notifiable Authorities pursuant to s38B of the Roads Act 1993. No written objections were received in relation to Council's proposal. The "no objection" responses are appended as Attachment 4.

Upon closure, the road will vest in Council ownership pursuant to s38E(2)(a) of the Act. After vesting, Council intends to retain this parcel of land for consolidation with adjacent Council-owned land, Lot 2 DP510997, Lot 30 DP1267151, and part Lot 29 DP1267151.

Retaining Council ownership in this land parcel is crucial for meeting planning regulations and development requirements for the proposed expansion of Lady Gowrie Preschool, if approved for progression by Council in the future.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Roads Act 1993

Financial implications

Land Registration Services and legal costs are anticipated to be within existing budgets.

Associated Risks

If the Council Public Road is not closed, the proposed expansion of the Lady Gowrie Preschool may be jeopardised due to no other available land surrounding the centre to support the proposed development. This land is crucial for meeting development requirements and approvals for the development to proceed, if it is adopted for progression by Council in later reports.

LEIGH CUSHWAY
PROPERTY OFFICER

KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

19 April 2024

Attachments:

1. Min 20-24 - Council Meeting 21 February 2024 - 9.7 Proposed Partial Road Closure at Saleyards Lane.
2. Map showing area of road to be closed.
3. Published Advertisement of Proposed Road Closure - Saleyards Lane 15 Mar 24_2.
4. Responses from External Authorities to Closure of Part of Saleyards Lane, Mudgee.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MID-WESTERN REGIONAL COUNCIL

COUNCIL MEETING EXTRACT
COUNCIL MEETING: 21 FEBRUARY 2024

The following recommendations (item 9.7 to item 10.3) were adopted as a whole, being moved by Cr Shelley seconded by Cr Stoddart and carried with Councillors voting unanimously. Each recommendation is recorded with separate resolution numbers commencing at Resolution No.20/24 and concluding at Resolution No.25/24.

9.7 PROPOSED PARTIAL ROAD CLOSURE AT SALEYARDS LANE

GOV400105, ROA100605

01/24

MOTION: Shelley / Stoddart

That Council:

1. receive the report by the Property Officer on the Proposed Partial Road Closure at Saleyards Lane in Mudgee;
2. consent to the Proposed Partial Road Closure of a Council Public Road. The subject road to be closed is indicated on Attachment 2 appended to this report;
3. give notice pursuant to s38B Roads Act 1993, of the Proposal to Close the Council Public Road as indicated in Attachment 2 appended to this report;
4. receive a further report after the notice period has ceased to:
 - 4.1 consider any submissions received; and
 - 4.2 pursuant to s38D Roads Act 1993, determine whether the Council Public Road is to be closed;
5. authorise the General Manager to sign all documentation where necessary in relation to the Proposed Road Closure and subsequent lot consolidation with Council owned land being Lot 2 DP 510997, Lot 30 DP1267151, and part Lot 29 DP1267151;
6. authorise the Mayor to sign all documentation where additionally required to do so, in relation to the Proposed Road Closure and subsequent lot consolidation with Council owned land being Lot 2 DP 510997, Lot 30 DP1267151, and part Lot 29 DP1267151;
7. arrange the preparation, lodgement, and registration of the relevant closure and lot consolidation plan; and
8. authorise the Common Seal of Council be affixed to all documentation, where necessary, in relation to the Proposed Closure and subsequent lot consolidation with Council owned land being Lot 2 DP 510997, Lot 30 DP1267151, and part Lot 29 DP 1267151.

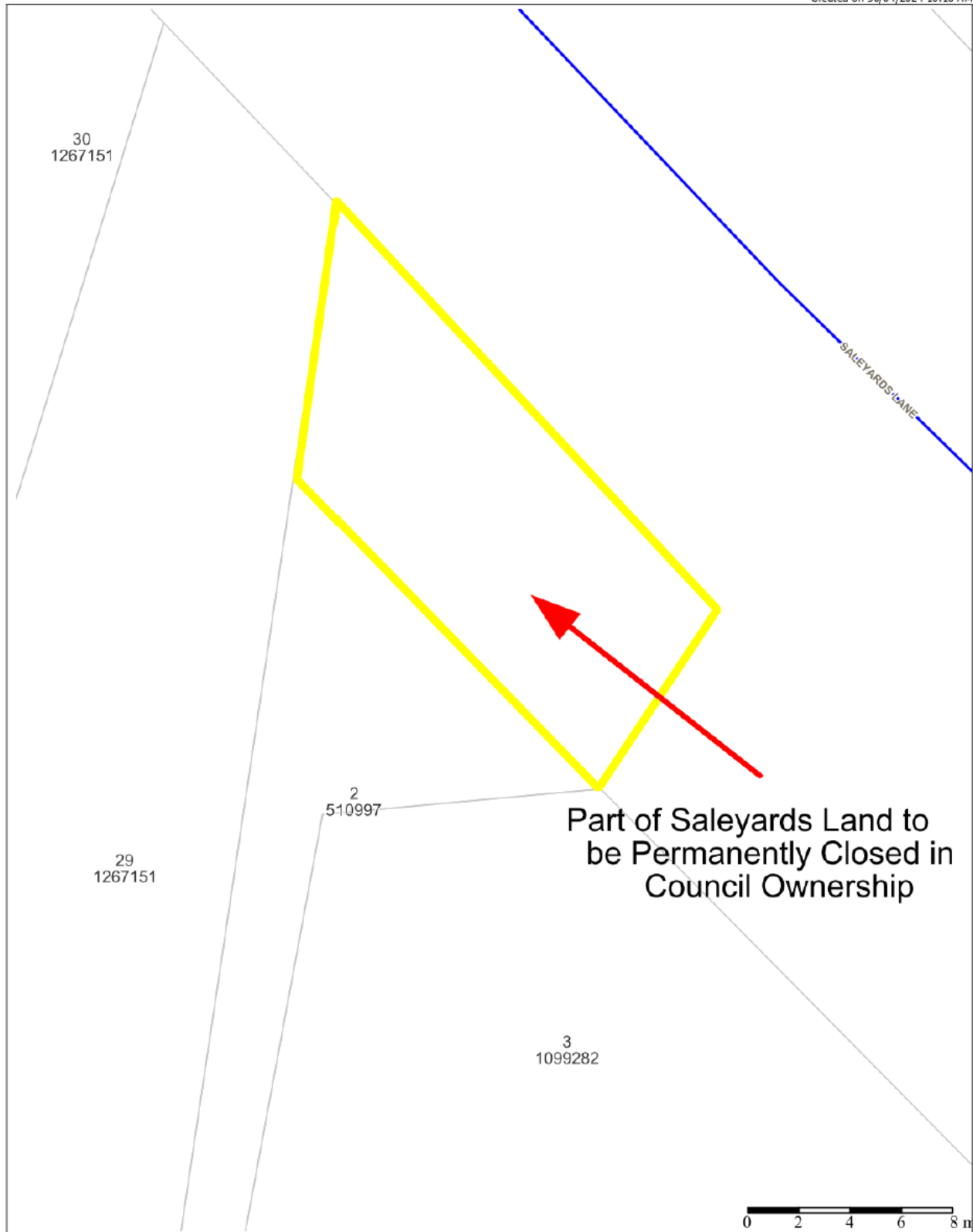
The motion was carried with the Councillors voting unanimously.



MID-WESTERN REGIONAL COUNCIL

COUNCIL MEETING EXTRACT
COUNCIL MEETING: 21 FEBRUARY 2024

Created on 30/04/2024 10:16 AM



Mid-Western Regional Council
PO Box 139
29 Market Street
MIDCITY NSW 2830
Phone: 02 9578 2830
Fax: 02 9578 2833
Email: enquiries@midwestern.nsw.gov.au

Important Notice!

This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes, and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, neither the Mid-Western Regional Council nor the GIS makes any represent or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages, (including indirect or consequential damages) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.
© The State of New South Wales (Spatial Services), © Mid-Western Regional Council



Date: 30/04/2024 10:16 AM

Map Scale: 1:200 at A4

**Map Showing Part of
Saleyards Lane for
Permanent Closure**

Friday March 15, 2024 MUDGEE GUARDIAN 5

Mid-Western Regional Council WEEKLY ADVERTISEMENTS



Notice of Ordinary Council Meeting

Wednesday, 20 March 2024

Council Chambers, 86 Market Street, Mudgee
Public Forum 5.30pm, meeting to commence at conclusion of Public Forum.
Gallery open to the public.

Reports (open)

- Delivery Program 2022/26 Six Monthly Progress Report
- ME0022/2024 (DA0087/2022) - Section 4.55(1A) Modification to Conditions of Consent - Demolition of Dwelling and Construction of Food and Drink Premises (KFC) 33-35 Horatio Street, Mudgee
- DA0140/2024 - Alterations and Additions - Federal Hotel incl New Drive-Thru Bottleshop, New Two (2) Storey Hotel Accommodation, Signage, Consolidation of Land and Ancillary Works - 34 to 36, 38 and 40-42 Inglis Street, Mudgee
- DA0052/2024 - Subdivision - Stage 13 - Caerleon Estate - 40 Hone Creek Drive, Caerleon
- DA0078/2024 - Proposed Shed - 13 Harvey Street, Bombira
- DA0069/2024 - Demolition of existing building and alterations and additions to Pub - The Woolpack Hotel, 67 Market Street, Mudgee NSW 2850 & 15-17 Byron Place, Mudgee
- Planning Proposal - Removal of Clause 4.1C Exception to minimum subdivision lot sizes around Zone 1 MU1
- Monthly Development Applications Processing and Determined - February 2024
- Monthly Budget Review - February 2024
- Monthly Statement of Investments as at 29 February 2024
- Community Grants Program - March 2024
- RFT 2023/40 Retail Energy Supply Contract
- Mortimer Street Activation Proposal
- Proposed Partial Road Closure at Lewis Street, Mudgee
- Policy Review - Investments
- Policy Review - Risk Management
- Road Network Maintenance
- MRT Quarterly Report - October to December 23
- Audit Risk and Improvement Committee Minutes - 23 February 2024

Reports (closed)

- Major Event Glen Willow Exemption from Tender

Public Notice

PROPOSED ROAD CLOSING UNDER SECTION 38B ROADS ACT 1993

In pursuance of the provisions of the Roads Act 1993, notice is hereby given that Mid-Western Regional Council proposes to close the council public road listed in Schedule 1.

Schedule 1:

- Part of Saleyards Lane, Mudgee as depicted in red below.



Upon closure of the road, Council intends to use the road for operational purposes.

All interested persons are hereby invited to make submissions concerning the proposal in writing to the General Manager, within twenty eight days of the date of this advertisement. Please note that under the provisions of the Government Information (Public Access) Act 2009, such submissions may be referred to third parties for consideration.

Once the submission period is completed, Mid-Western Regional Council will consider all duly made submissions before deciding whether to continue with the road closure proposal.

Enquiries should be directed to Council's Property Department on 02 6378 2850.

NOTE: SUBMISSIONS RECEIVED MAY BE MADE PUBLICLY AVAILABLE UNLESS YOU REQUEST THAT PERSONAL DETAILS BE SUPPRESSED.

Great careers start right here...

Council prides itself on being an award winning organisation and offers a range of career opportunities. Why not consider joining our team? Council is currently recruiting for the following positions:

- Reception/Front Office Administration Assistant (Casual) - closes Monday, 18 March 2024
- Caravan Park Manager (Full-Time) - closes Tuesday, 19 March 2024
- Executive Assistant, Development (Fixed Term Contract) - closes Monday, 25 March 2024

For information about these positions please visit our website: midwestern.nsw.gov.au/Council/Careers

Brad Cam, General Manager
PO Box 156, 86 Market Street, Mudgee NSW 2850
P | (02) 6378 2850 or 1300 765 002 F | (02) 6378 2815
E | council@midwestern.nsw.gov.au
www.midwestern.nsw.gov.au





Department of Planning and Environment

PO Box 2215, DANGAR NSW 2309
Phone: 1300 886 235 | Fax: 02 4925 3517
roads@crowland.nsw.gov.au
www.crowland.nsw.gov.au

30/11/2023

Mid-Western Regional Council
Attn: Diane Sawyers

Via email: Council@midwestern.nsw.gov.au

Road: Part Saleyards Lane, Mudgee adjoining Lot 2 DP 510997
Your ref: LC ROA100605 | **Our ref:** 19/00376#13 - 13489

RE: Mid-Western Regional Council – Notification of proposal to close council public road

Dear Diane

Thank you for providing notice of the proposal to close a council public road.

NSW Department of Planning & Environment – Crown Lands (the department) does not object to:

- the closure of the council public road
- the proposed vesting upon closure.

General enquiries about this submission may be directed to the Crown Lands Business Centre at council.roadclosures@crowland.nsw.gov.au.

Kind regards

A handwritten signature in black ink, appearing to read 'Amanda Walker'.

Amanda Walker
Senior Business Centre Officer
NSW Department of Planning & Environment – Crown Lands

From: [Pamela Gould](#) on behalf of [DRNSW MEG Mining Concierge Mailbox](#)
To: [Council](#)
Subject: RE: NOTIFICATION TO EXTERNAL NOTIFIABLE AUTHORITIES OF PROPOSAL TO CLOSE A COUNCIL PUBLIC ROAD Section 38B Roads Act 1993 - Part of Saleyards Lane MUDGEE NSW 2850; Our Ref = GENQ0001409
Date: Tuesday, April 16, 2024 12:19:59 PM
Attachments: [image002.png](#)
[image003.png](#)

Dear Leigh,

Thank you for the opportunity to provide advice on the above matter.

This is a response from the Department of Regional NSW – Mining, Exploration & Geoscience (MEG).

MEG has no concerns to raise regarding the proposed road closure of Part of Saleyards Lane, Mudgee.

Best regards from

Pamela Gould

On behalf of
DRNSW MEG Mining Concierge Mailbox
Advisory & Mining Concierge
Industry Development | Mining, Exploration and Geoscience
Department of Regional NSW

T 02 4063 6860 E mining.concierge@regional.nsw.gov.au

-
[Mining, Exploration and Geoscience \(MEG\) | Service NSW](#)

Assistance for new mining projects: <https://meg.resourcesregulator.nsw.gov.au/invest-nsw/industry-support/assistance-for-new-mining-projects>

-
Maitland | **Wonnarua Nation**

POSTAL:
Advisory & Mining Concierge
Industry Development | Mining, Exploration and Geoscience
Department of Regional NSW
PO Box 344
Hunter Region Mail Centre NSW 2310

DIRECTORY:
<https://meg.resourcesregulator.nsw.gov.au/contact>
<https://meg.resourcesregulator.nsw.gov.au>

Assistance for new mining projects: <https://meg.resourcesregulator.nsw.gov.au/invest-nsw/industry-support/assistance-for-new-mining-projects>

From: [Road Closures](#)
To: [Council](#)
Subject: RE: NOTIFICATION TO EXTERNAL NOTIFIABLE AUTHORITIES OF PROPOSAL TO CLOSE A COUNCIL PUBLIC ROAD Section 38B Roads Act 1993 - Part of Saleyards Lane MUDGEE NSW 2850
Date: Monday, March 25, 2024 9:19:45 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Thank you for your email.

Please be advised that the enclosed proposed road closure is not within the Endeavour Energy Franchise area. Perhaps Ausgrid or Essential Energy can assist you with this proposed closure.

Thank you.

Natasha Issac | Network Property Support Officer

Road.closures@endeavourenergy.com.au

P 9853 7930
PO Box 811, Seven Hills NSW 1730. Gundungurra Country
endeavourenergy.com.au    



**Endeavour
Energy**

**POWER
together**



Endeavour Energy respectfully acknowledges the Traditional Custodians on whose lands we live, work, and operate and their Elders past, present and emerging.

From: [Rebecca Edwards](#)
To: [Council](#)
Subject: road closure part of saleyards lane
Date: Wednesday, March 27, 2024 1:52:47 PM
Attachments: [0060_001.pdf](#)

Further to your below letter.

Essential Energy has no objections to the proposal.

If you have any questions, please do not hesitate to contact me.

Rebecca Edwards
Property Enquiry Officer
Governance and Corporate Services



T: 02 6589 8050 | rebecca.edwards@essentialenergy.com.au

PO Box 5730 Port Macquarie NSW 2444 | essentialenergy.com.au

General enquiries: 13 23 91 | Supply interruptions (24hr): 13 20 80

Leigh Cushway

From: Crown Road Closures <CrownRoadClosures@fcnsw.com.au>
Sent: Friday, March 15, 2024 11:40 AM
To: Council
Subject: RE: NOTIFICATION TO EXTERNAL NOTIFIABLE AUTHORITIES OF PROPOSAL TO CLOSE A COUNCIL PUBLIC ROAD Section 38B Roads Act 1993 - Part of Saleyards Lane MUDGEES NSW 2850

Good afternoon Leigh,

Forestry wishes to advise that we have no objections to the closure of this Council Road.

Thanks,

Rachel

Rachel Brade | Land Administrator
Forestry Corporation of NSW | Country & Community

Maher Street Wauchope, NSW 2446
M: 0457 314 681 | E: Rachel.Brade@fcnsw.com.au | W: www.forestrycorporation.com.au

We work flexibly. If you have received an email from me outside of normal business hours, I'm sending it at a time that suits me.



Our ref: DOC24/214857
Contact: Ashleigh Gibbins

Mid-Western Regional Council

PO Box 156
Mudgee NSW 2850

18 March 2024

Dear Leigh,

Roads Act 1993 ROAD CLOSING APPLICATION

<u>Application number</u>	<u>Your Ref</u>
part Saleyards Road, Mudgee	

Thank you for your email dated 15/03/2024 regarding the above mentioned proposed road closure application. The National Parks & Wildlife Service (NPWS) has no objection to these proposed road closures.

If you have any questions regarding this matter please contact me.

Yours sincerely

Ashleigh Gibbins

Ashleigh Gibbins

From: [Troy Gersback](#)
To: [Council](#)
Cc: [Property](#)
Subject: FW: NOTIFICATION TO EXTERNAL NOTIFIABLE AUTHORITIES OF PROPOSAL TO CLOSE A COUNCIL PUBLIC ROAD Section 38B Roads Act 1993 - Part of Saleyards Lane MUDGEE NSW 2850
Date: Monday, March 18, 2024 4:36:22 PM

Hi Leigh

Thank you for the advice below.

The NSW Rural Fire Service has no objection.

Regards

Inspector Troy Gersback
Operational Officer Level 3
Cudgegong District

The RFS acknowledges the Traditional Owners of Country throughout Australia. We pay our respects to Elders past and present.

From: [Ray Whitty](#)
To: [LIG Enquiry](#)
Cc: [Council](#)
Subject: FW: NOTIFICATION TO EXTERNAL NOTIFIABLE AUTHORITIES OF PROPOSAL TO CLOSE A COUNCIL PUBLIC ROAD Section 38B Roads Act 1993 - Part of Saleyards Lane MUDGEE NSW 2850
Date: Friday, March 22, 2024 10:34:31 AM
Attachments: [image002.png](#)
[Map to Show Area of Proposed Road Closure.pdf](#)

Good Morning CILI Team,

Proposed Road Closure notification attached.

Hi Leigh,

All Road Closure Notifications are now processed by our Customer Interface Land Information Team.
Please forward all future Road Closure Notifications to LIG.Enquiry@transport.nsw.gov.au

Thank you.

Kind Regards

Ray Whitty
A/Manager Land Information and Corridors (Regional)
Commercial, Performance and Strategy
Infrastructure and Place
Transport for NSW

T: (02) 6640 1387 M: 0448 556 276
Ground Floor, 76 Victoria Street Grafton NSW 2460
PO Box 576 Grafton NSW 2460 DX 7610 Grafton

www.transport.nsw.gov.au



Transport
for NSW

From: [Michael Ho](#)
To: [Council](#)
Cc: [LIG Enquiry](#)
Subject: FW: NOTIFICATION TO EXTERNAL NOTIFIABLE AUTHORITIES OF PROPOSAL TO CLOSE A COUNCIL PUBLIC ROAD Section 38B Roads Act 1993 - Part of Saleyards Lane MUDGEE NSW 2850
Date: Monday, March 25, 2024 2:55:27 PM
Attachments: [Map to Show Area of Proposed Road Closure.pdf](#)

Good afternoon,

Transport for NSW (Roads) has no objection to the proposed road closure (attached) at Saleyards Lane, Mudgee.

Kind regards,

Michael Ho
Senior Officer - Customer Interface Land Information
Commercial Performance and Strategy
Infrastructure & Place
Transport for NSW

T (02) 9983 2070
Level 8 4PSQ 12 Darcy Street Parramatta NSW 2150



**Transport
for NSW**

You don't often get email from council@midwestern.nsw.gov.au. [Learn why this is important](#)

CAUTION: This email is sent from an external source. Do not click any links or open attachments unless you recognise the sender and know the content is safe.

D

Leigh Cushway

From: AM_Property <AM_Property@transgrid.com.au>
Sent: Friday, March 15, 2024 12:34 PM
To: Council; Property
Cc: AM_Property
Subject: RE: NOTIFICATION TO EXTERNAL NOTIFIABLE AUTHORITIES OF PROPOSAL TO CLOSE A COUNCIL PUBLIC ROAD Section 38B Roads Act 1993 - Part of Saleyards Lane MUDGEE NSW 2850
Attachments: Published Advertisement - Part of Saleyards Lane - 15 Mar 24.jpg; Map to Show Area of Proposed Road Closure.pdf

Hi Leigh,

Thank you for your attached notification to Transgrid regarding the abovementioned matter.

Transgrid can confirm that Transgrid's infrastructure is not affected by the proposed road closure, nor is the road utilised to access Transgrid's infrastructure.

Should you wish to discuss this further, please do not hesitate to contact me.

Kind regards,

Laurence Camporeale
Property Officer | Delivery

Transgrid | 180 Thomas St Sydney, NSW, 2000
E: Laurence.Camporeale@transgrid.com.au **W:** www.transgrid.com.au



From: [Rohan Rehwinkel](#) on behalf of [DPI RecFishingPolicy Admin Mailbox](#)
To: [Council](#)
Subject: RE: NOTIFICATION TO EXTERNAL NOTIFIABLE AUTHORITIES OF PROPOSAL TO CLOSE A COUNCIL PUBLIC ROAD Section 38B Roads Act 1993 - Part of Saleyards Lane MUDGEE NSW 2850
Date: Friday, March 15, 2024 1:14:44 PM

Hi Leigh,

Fisheries have no objections to this proposed road sale,

Regards,

Rohan

9.12 Community Land Plan of Management - Adoption

REPORT BY THE MANAGER - PROPERTY AND REVENUE
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, COU500102

RECOMMENDATION

That Council:

1. **receive the report by the Manager - Property and Revenue on the Community Land Plan of Management - Adoption;**
2. **note that no submissions were received during the PoM exhibition period or as a result of the public hearing;**
3. **note that further Native Title Manager advice as cited in Attachment 3 to this Report has been considered in relation to the Community Land Plan of Management;**
4. **adopt the Community Land Plan of Management as cited in Attachment 2 to this Report, in accordance with Section 40 of the Local Government Act 1993 and in accordance with Section 3.23(6) of the Crown Land Management Act 2016;**
5. **authorise the General Manager to make minor editorial modifications in the finalisation of the Community Land Plan of Management if necessary; and**
6. **forward the adopted Community Land Plan of Management to the NSW Department of Planning, Housing and Infrastructure – Crown Lands and Public Spaces for information.**

Executive summary

At the Meeting of Council held on Wednesday, 13 December 2023, Council was presented with the Draft Community Lands Plan of Management (PoM).

Council resolved via Minute 309-23 to note changes to the draft PoM advocated by the Crown and to conduct public exhibition of the Draft PoM and hold a public hearing in accordance with *s40A Local Government Act 1993 (Act)*, and to receive a further report at the conclusion to consider any submissions received and to adopt the PoM. Following the enactment of these resolutions, this report now seeks Council's resolution to adopt the PoM in accordance with *s40 of the Act and s3.23(6) of the CLMA*.

Disclosure of Interest

Nil

Detailed report

Council Minute 309-23 of 13 December 2023 is appended to this Report as Attachment 1. The outcomes of the enactment of the resolutions are as follows –

Public Exhibition

The draft PoM was publicly exhibited from 12 January 2024 to 1 March 2024 with submissions accepted until 8 March 2024.

The draft PoM was available for viewing on Council’s website with hard copies available at Council’s Administration Services Centres. A walk-in information session was also conducted on 28 February 2024. As the PoM includes Council owned Land, a Public Hearing was also conducted in accordance with Section 40A of the Local Government Act on 29 February 2024.

No submissions were received. Having completed the consultation procedures required, and received further concurrence from the Crown, Council is now free to adopt the PoM in accordance with Section 40(1) of the Local Government Act.

Native Title Managers’ Advice

Plans of Management for Crown reserves must be compliant with the statutory requirements of the Commonwealth Native Title Act 1993 (NTA). Council cannot adopt a plan of management until it has obtained written advice from a Native Title Manager that a plan of management complies with the applicable provisions of the NTA legislation.

The Native Title Managers’ Advice presented to Council on 13 December 2023 indicated that the draft PoM complied with the applicable provisions of the NTA, in this case being valid future acts under s24JA.

Council advised and gave the opportunity to comment to NTSCorp Limited as the representative aboriginal body for New South Wales, under s24JB(6) of the NTA. No comment was received from NTSCorp.

The Native Title Managers’ Advice presented to Council on 13 December 2023 has been reviewed. It is considered that the proposed PoM still complies with the applicable provisions of the NTA being valid future acts under s24JA. The reviewed advice is appended as Attachment 3 to this Report.

Recommendation

It is recommended that the PoM as appended as Attachment 2 to this Report be adopted by Council.

Community Plan implications

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

Strategic implications

Council Strategies

The PoM will provide strategic direction for Community classified Crown and Council Land and is consistent with Council’s responsibilities under the LGA and the CLMA. The PoM identifies the permissible uses and potential development for the land parcel cited. Council may not undertake any activities, uses or developments which are not provided for in the PoM

Council Policies

Not Applicable

Legislation

Crown Land Management Act 2016

Division 3.4 – Crown Land managed by Councils

Division 3.6 – Plans of Management and other plans

Section 8.7 – When advice of Native Title Manager is required

Crown Land Management Regulation 2018

Local Government Act 1993

Part 2 Division 2 – Use and Management of Community Land

Local Government (General) Regulation 2005

Part 4 Community land, Division 1 – Guidelines for the categorisation of Community Land

Native Title Act 1993 (Commonwealth)

Section 233 – Future Act

Section 24JA – Reservations, leases etc.

NSW Aboriginal Land Rights Act 1983

Financial implications

The adoption of the PoM will not have an immediate financial impact. Any future works priorities identified as part of the PoM will be considered through the normal operational planning and budget processes.

Council received funding from the NSW Government through the *Plans of Management Funding Support Program* to develop compliant plans of management under the LGA for all Council managed Crown reserves. The cost of preparing the PoM has been funded from this resource.

Associated Risks

It is a requirement under the LGA and CLMA for Council to produce compliant plans of management for all Council managed Crown reserves. One of the key aims of a plan of management is to ensure that management of Crown Reserves is conducted in accordance with requirements of the *NSW Aboriginal Land Rights Act 1983* and *Native Title Act 1993*, reducing the potential for Council to be in breach of either piece of legislation. The PoM addresses all requirements and clearly sets out the obligations.

The risk of producing a plan of management which did not align with the community's vision for the reserve was mitigated by public consultation facilitated by the exhibition of the draft PoM, additional community consultation in the form of a walk-in information session and due consideration of submissions received.

IAN CLAYTON
MANAGER - PROPERTY AND REVENUE

KRISTIE WARD
ACTING DIRECTOR CORPORATE SERVICES

26 April 2024

Attachments:

1. Min 309-23 - Council Meeting 13 Dec 2023 - Community Land PoM. (separately attached)
2. Community Land Plan of Management. (separately attached)
3. Native Title manager Advice - Community Land PoM. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 10: Operations

10.1 Draft Walking & Cycling Strategic Plan for Public Exhibition

REPORT BY THE MANAGER, INFRASTRUCTURE PLANNING
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, ROA100587

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Infrastructure Planning on the Draft Walking & Cycling Plan;**
2. **place the draft Mid-Western Regional Walking & Cycling Plan on public exhibition for a period of 28 days;**
3. **adopt the Mid-Western Regional Walking & Cycling Plan, should no public submissions be received; and**
4. **receive a further report, should submissions be received as part of the public exhibition process to consider any submissions made.**

Executive summary

Council received funding support from Transport for NSW's 2022/23 "Get NSW Active" program to undertake the preparation of the Mid-Western Regional Walking and Cycling Plan. The purpose of this plan is to provide strategic assessment and action plan, meeting Council's objectives under the 2040 Community Plan, by identifying the type of walking and cycling facilities required to cater for the needs of the communities of Mudgee, Gulgong, Rylstone and Kandos, regardless of age or mobility.

This report recommends that the attached draft Walking and Cycling Plan be placed on public exhibition for a period of 28 days.

Disclosure of Interest

Nil

Detailed report

This report recommends that the attached draft Walking and Cycling Plan be placed on public exhibition for a minimum period of 28 days.

Volume 1 of this Plan addresses the active transport future of Mudgee, Gulgong, Rylstone and Kandos and discusses:

- the Community's priorities;
- who and why people choose active transport and where they are walking and cycling to;
- the key barriers currently making active transport an unattractive travel choice; and
- the recommended strategic approach to how these barriers can be overcome.

Volume 2 of this Plan provides the action plan, presents the framework of network route priorities, the treatments of how they may be delivered.

Following this period of consultation the feedback and responses will be considered and the Plan finalised for it to be presented for adoption at a future Council meeting.

Background

On 19 October 2022 Council received a letter from Transport for NSW confirming Council was successful in securing a grant fund contribution of \$150,000 towards the strategic assessment and planning of Walking and Cycling facilities in the major townships of Mudgee, Gulgong, Rylstone and Kandos. The purpose of this body of work is to develop a strategic plan and action plan for an active travel plan which will supersede the existing 3 February 2016 Pedestrian and Mobility Plan (PAMP).

Following a Request for Quotation, on 20 February 2024 Crossley Transport Planning was appointed to undertake the project planning, initial community consultation to understand the community's needs, identify issues and opportunities and develop the strategic plan and action plan.

Stakeholder engagement was undertaken in April-May 2023. Letters were mailed out to residents, local businesses and key community stakeholders encouraging them to share their views on the active transport priorities within their townships by completing a survey (either in writing or online) and by attending one of two separate face-to-face workshops held on 22-23 May 2023.

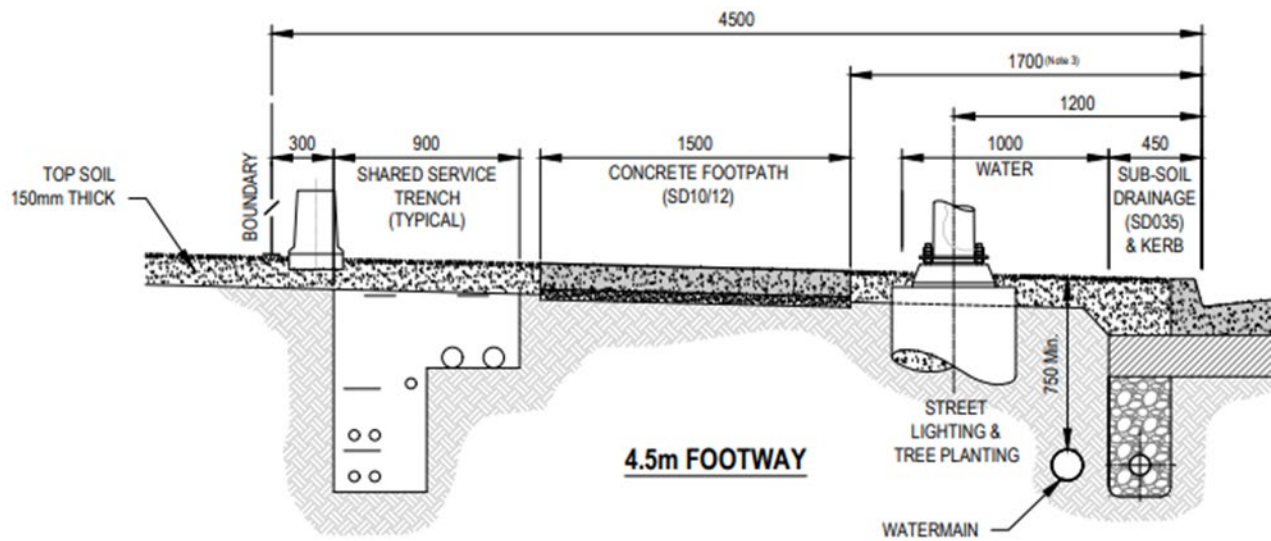
Over 300 people responded to the survey and/or attended one of the two workshops. This engagement provided data on who within the Community is walking and cycling today and the barriers the Community faces making active transport an unattractive choice. Across the four townships key issues raised included, but were not limited to, safety, missing footpaths and cycle ways and lack of space on the footpath to walk comfortably with prams and children.

This data, together with current government policies, standards and design guidelines, was used:

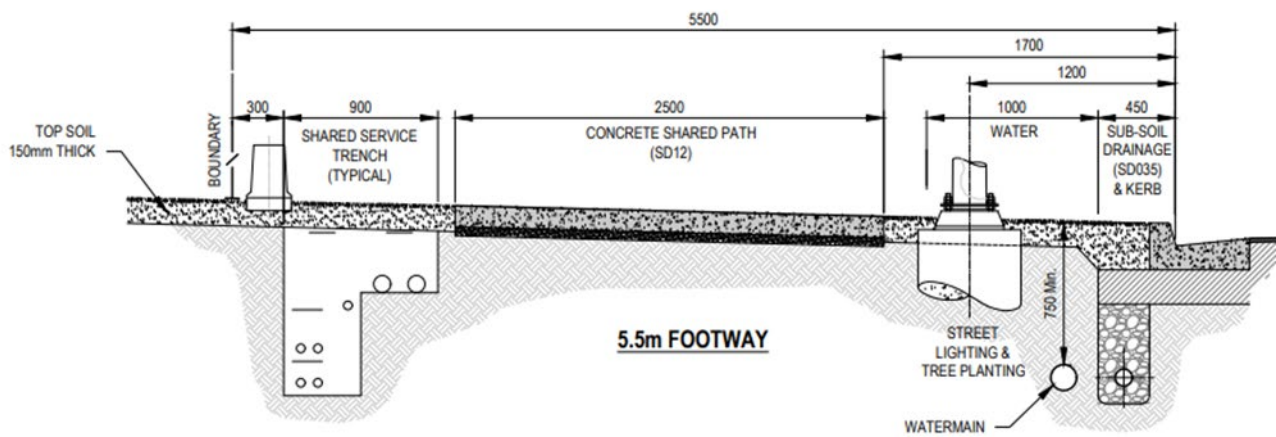
- a) to inform the assessment of the suitability of the existing walking and cycling infrastructure serving the Community; and
- b) to develop strategic walking and cycling networks for which purpose is to connect people from their homes to their desired destinations, giving consideration to mobility needs.

A key note is that the Transport for NSW (TfNSW) July 2020 Walking and Space Guideline recommends in residential/mixed use areas a minimum footpath path width of 1.80-2.0m and shared path widths of 3.0m. Due to the physical constraint of footway nature strips within the major townships generally being 4.5m-5.5m (as prescribed by the 2013 Mid-Western Development Control Plan) and Council not allowing services to be located under a footpath, it is proposed under this Plan that footpaths generally be adopted at 1.5m footpaths and 2.5m shared paths. Whilst not

meeting the TfNSW guidelines these proposed widths do satisfy *Austroads Guide to Road Design Part 6A: Paths for Walking & Cycling. AS1428.2:1992*, an industry recognised guide regularly referred by Council as an appropriate standard for development.



Source Maitland CC SD001



Source Maitland CC SD001

Community Plan implications

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

Strategic implications

Council Strategies
Community Plan 2040
Council Delivery Program and Operational Plan

Pedestrian Access and Mobility Plan (PAMP)
2013 Mid-Western Development Control Plan

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Council was successful in gaining funding for the project as part of the TfNSW 2022/23 “Get Active NSW”. Under the program Agreement funding sources are confirmed as follows:

Funding Source	Amount	Pro Rate %
Get NSW Active Program	\$150,000	80%
Council Contribution	\$37,500	20%
Total	\$187,500	100%

Receiving grant funding deteriorates Own Source Revenue ratio. Building new infrastructure will increase depreciation in future years, hence negative impact on the Building & Infrastructure Renewal ratio.

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2023/24	-	×	-
Future Years	-	-	×

Associated Risks

Should the footpath and shared paths recommended under this Plan be adopted at the recommended widths of 1.5m and 2.5m respectively future years capital works budgets will be affected as follows:

1. Increase cost in footpath construction, due to additional width if footpath.
2. Council may not have full access to TfNSW grant funding to perform improvement works to existing paths or construct new infrastructure in some circumstances. This may have the effect of increasing internal capital budgets to fund some footpath works instead of grant funding.

To mitigate this cost risk to Council:

- Council may choose to extend the delivery periods and reduce the length of paths planned to be constructed each final year.

- Development approval conditions require developers, at their cost, to provide upgraded or new footpaths and/or shared paths to the frontage of their developments.
- The Development Control Plan is to be amended to include a notation that that, where footway widths allow, path widths are to be provided in accordance with TfNSW's July 2020 Walking and Space Guideline. This will ensure access to TfNSW funding for path upgrades or construction of new infrastructure.

RAY KEARNS
MANAGER, INFRASTRUCTURE PLANNING

JULIAN GEDDES
DIRECTOR OPERATIONS

2 April 2024

Attachments:

LATE ATTACHMENTS TO COME:-

1. *Walking and Cycling Strategic Plan - MWRC (Volume 1)*
2. *Walking and Cycling Strategic Plan - MWRC (Volume 2)*

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 11: Community

11.1 Audit Risk and Improvement Committee - Additional Independent Committee Member

REPORT BY THE DIRECTOR COMMUNITY
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, COR400236

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the Audit Risk and Improvement Committee - Additional Independent Committee Member; and**
 2. **endorse the appointment of Emma Thomas as an independent Committee Member for a four year term from 1 July 2024 to 30 June 2028.**
-

Executive summary

This report is to advise Council of the recruitment process, and request endorsement of an additional independent committee member for the Audit Risk and Improvement Committee.

Disclosure of Interest

Nil

Detailed report

In December 2023 the Local Government (General) Amendment (Audit, Risk, and Improvement Committees) Regulation 2023 supporting the new Guidelines for risk management and internal audit for local governments in NSW were released by the OLG. The regulation commences on 1 July 2024.

One of the key issues that arose from the amendments to the regulation was the need for at least two other independent members in addition to the independent chairperson. In order to meet this requirement Expression of Interests were sort and applications were received and reviewed by the General Manager, Director of Community, and Chairperson. Endorsement of the appointment of the new Independent Committee member – Emma Thomas is requested. The initial appointment as a member on the audit, risk and Improvement Committee is for four years.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Audit Risk and Improvement Committee Charter
Internal Audit Policy

Legislation

Local Government Act 1993

Financial implications

Not Applicable

Associated Risks

Nil

SIMON JONES
DIRECTOR COMMUNITY

29 April 2024

Attachments: 1. Emma Thomas - Cover Letter & CV. (Confidential - separately attached)
2. Emma Thomas - Selection Criteria. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

11.2 Library Services Quarterly Report - January to March 2024

REPORT BY THE MANAGER LIBRARY SERVICES

TO 15 MAY 2024 ORDINARY MEETING

GOV400105, F0620020

RECOMMENDATION

That Council receive and note the Library Services Quarterly Report - January to March 2024 by the Manager Library Services.

Executive summary

This report seeks to inform Council of the activities undertaken by the Mid-Western Regional Council Library Service between January-March 2024 (inclusive), under four key strategic priorities: *Our Spaces*, *Our Collections*, *Our Programs and Activities*, and *Our People*.

Disclosure of Interest

Nil

Detailed report

OUR SPACES

- Mudgee Library branch has undergone a review of opening hours, with the following new hours due to commence as of 1 July 2024: 9am-5.30pm Monday, Tuesday, Wednesday, and Friday; 9am-7.30pm on Thursday; and 9.30am-1.30pm on Saturday.
- The Manager Library Services has approached Mudgee Region Tourism to request library branch locations be added to future visitor maps. Mudgee Region Tourism will take this into consideration for the next edition.
- The Library was recently successful in securing a \$4,720 grant from Moolarben Coal Operations to install dedicated hearing equipment from Hearing Loop Australia in the Event Zone.
- As part of the Library's Local Priority Grant for 2023-2024, the windows on the top floor of Mudgee branch will be tinted to reduce heat and glare, and to further prevent the books from fading.

OUR COLLECTIONS

- The Library is about to embark on a project to digitise the Local History Collection. The past few months have involved planning and liaising with State Library, IT Services and other *Spydus* libraries to determine best practices and a strategy for the way forward. The project will primarily be done in-house by the Library Technician who will be utilising the *Spydus* cataloguing module and portable scanner.

OUR PROGRAMS AND ACTIVITIES

- Over December and January, the Library ran a Narnia-themed Summer Reading Program which received 122 registrations.

- Over the past few months, the Library has been busy preparing marketing collateral, a reading booklet, and prizes in anticipation of launching the *1000 Books Before School* early literacy program during 2024. The Library is also working with Solus (library app provider) who offer an additional free children's reading tracker app called Planet Library to establish whether this can complement the program as well as other initiatives such as the Summer Reading Program.
- On Saturday 17 February, the Mobile Library attended the Gulgong Show as a community outreach activity offering Storytime and craft sessions, and also provided community members with the opportunity to join, browse and borrow.
- The new Kandos Book Group which launched in February has already proven popular, with a total of 15 attendees over two meetings.
- This year, two new primary school term programs were introduced: Brick Bonanza (a Lego building club for years 3-6) and Brainy Bunch (a STEM-themed program for years K-2). Both programs are booked out (12 spots).
- During the 2024 Seniors Festival, the Library once again partnered with NBN Co to deliver several 1:1 Tech Help and Scam Awareness sessions at Mudgee and Kandos libraries.
- Throughout January, the Library continued the Narnia theme into the school holiday program, delivering 21 activities to a total of 177 children.

OUR PEOPLE

- The Mobile Library Operator has been on extended leave, and a number of casuals and permanent staff were trained to continue providing the service. Addressing the need for cross-skilling, especially with the Mobile Library, was a key priority outlined in the strategic plan.
- Several Library staff attended *Spydus Coffee Session* webinars on topics including:- Boolean Searching, Premiers' Reading Challenge, and Curating a Digital Exhibition. In addition, three Library staff attended a full-day online seminar on Readers' Advisory.
- The Manager Library Services attended in-person training on Managing Complex Performance over two days at the MAP Cultural Workshops.

Community Plan implications

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

Strategic implications

Council Strategies

The Library Services Quarterly Report has been developed in line with the 2022/23 – 2025/26 Delivery Program, and Library Strategic Plan.

Council Policies

Collection Development Policy

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

RACHEL GILL
MANAGER LIBRARY SERVICES

SIMON JONES
DIRECTOR COMMUNITY

10 April 2024

Attachments: 1. Library Services Quarterly Statistics: January-March 2024.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Library Services

Quarterly Statistics – January/February/March 2024

We handle enquiries for the

25,760

residents who call
our region home



Collections | Print and Online



Total
Loans

22,569

20,731¹



eResource
Access

6,632

5,280¹



New Items
Added

3,967

2,512¹

Requests for Items



Purchase
Requests

159



Total Inter-Library
Loan Requests

30

32¹

Outreach | Mobile Library



Visits

283

287¹



Loans

794

679¹

Programs and Activities



Book Group
Attendance

66

13¹



Total
Events

105

103¹



Total
Attendees

1,195

870¹

People | Across All Branches



Visits

19,581

17,673¹



Members

13,095

50.1% of residents
12,404¹

Spaces | Bookings



Meeting Room

21

20¹



Event Zone

37

27¹

Internet Access



PC Usage

1,776

1,711¹



Wifi

6,314

connected hours
2,604¹

Online Engagement



App
Launches

1,439

1,036¹



Facebook
Page Reach

9,395

10,507¹



Website
Views

9,701

9,679¹



Catalogue
Views

9,000

7,246¹

¹ 2023 quarterly comparison

11.3 Mudgee Centre of Excellence Training Camp Progress Update

REPORT BY THE DIRECTOR COMMUNITY
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, FIN300368

RECOMMENDATION

That Council receive and note the report by the Director Community on the Mudgee Centre of Excellence Training Camp Progress Update.

Executive summary

This report provides an update to Council on the progress of the Mudgee Centre of Excellence Training Camp facility. The Construction Certificate was issued on 15th April 2024, allowing construction of the major parts of the project to commence.

Disclosure of Interest

Nil

Detailed report

The attachment to this report provides a quarterly update on the progress of this Mudgee Centre of Excellence Training Camp project.

Over \$3 million has already been spent on the project on design and preliminary works. The site of the complex is ready for the building construction phase with works on stormwater and the sewer main also to commence shortly. There have been some frustrations for both Council and the contractor in relation to the length of time that was needed to secure the Construction Certificate as well as ongoing issues with the Planning Portal that are delaying the project.

Community Plan implications

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

Strategic implications

Council Strategies
Not Applicable

Council Policies
Not Applicable

Legislation
Not Applicable

Financial implications

This project is budgeted and no additional funds are requested from Council with this report.

Associated Risks

Regular reporting to Council provides an opportunity to communicate and manage any ongoing or unexpected risks that emerge with this project.

SIMON JONES
DIRECTOR COMMUNITY

1 May 2024

Attachments: 1. Mudgee Centre of Excellence Training Camp Progress Report May 2024.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MUDGEES CENTRE OF EXCELLENCE TRAINING CAMP PROGRESS REPORT

1 MAY 2024

MID-WESTERN REGIONAL COUNCIL
COMMUNITY

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COMMUNITY | MUDGEES CENTRE OF EXCELLENCE TRAINING CAMP PROGRESS REPORT

Mudgee Centre of Excellence Training Camp Progress Report

As of 1 May 2024, the project progress for the Mudgee Centre of Excellence Training Camp is 25%.

OVERALL PROJECT PROGRESS



PROJECT EXPENDITURE



PROJECT EXPENDITURE COMMITTED



COMMUNITY

Scope

The Mudgee Centre of Excellence training camp project is a major project being delivered to provide an accommodation facility to compliment the Glen Willow Regional Sporting Complex. The training camp is being designed to cater for elite sporting teams as well as schools and junior sports teams and other groups that can make use of the area and the sporting facilities at Glen Willow.

Achievements and Highlights

- Construction Certificate issued 15th April 2024.
- Set down of buildings, ice baths, and outdoor area completed.
- Installation of screw piers completed.

Next 3 Months

- Construction of stormwater to commence in May 2024.
- Construction of sewer main to commence in May 2024.
- Slab works to be completed.
- Works on all three buildings to commence.

Photos and Images



COMMUNITY | MUDGEE CENTRE OF EXCELLENCE TRAINING CAMP PROGRESS REPORT



11.4 Mudgee Valley Park Expansion Project Progress Update

REPORT BY THE DIRECTOR COMMUNITY
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, FIN300365, COR400446

RECOMMENDATION

That Council receive and note the report by the Director Community on the Mudgee Valley Park Expansion Project Progress Update.

Executive summary

The attached report provides an update on the progress of the Mudgee Valley Park Expansion Project. Stage 2 of this project is complete, and work is commencing on Stage 3.

Disclosure of Interest

Nil

Detailed report

At the Council meeting in April 2023, it was resolved to proceed with Stage 3 of the Mudgee Valley Park Expansion. This stage provides an additional 15 cabins and associated infrastructure at a cost of around \$7 million. This budget has been allocated across the 2023/24 and 2024/25 budgets.

Stage 2 has been completed with landscaping works now completed. As part of Stage 2, 31 additional cabins were installed at Mudgee Valley Park and these are now operational.

Work has begun on Stage 3, infrastructure works and road works for stage 3 cabins are underway, and the first 7 cabins are well under construction. These cabins are due to be delivered to site by June 2024.

Community Plan implications

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

Strategic implications

Council Strategies
Community Strategic Plan

Council Policies
Not Applicable

Legislation

Not Applicable

Financial implications

Budget is already in place for this project.

Associated Risks

Regular reporting to Council provides an opportunity to communicate and manage any ongoing or unexpected risks that emerge with this project.

SIMON JONES
DIRECTOR COMMUNITY

1 May 2024

Attachments: 1. Mudgee Valley Park Stage 3 Progress Report May 2024.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MUDGEES VALLEY PARK EXPANSION PROJECT – STAGE 3 PROGRESS REPORT

1 MAY 2024

MID-WESTERN REGIONAL COUNCIL
COMMUNITY

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COMMUNITY | MUDGEY VALLEY PARK EXPANSION PROJECT – STAGE 3 PROGRESS REPORT

Stage 3 Progress Report

As of 01 May 2024, the stage 3 project progress for the Mudgey Valley Park Expansion Project is 15%.

STAGE 3 PROJECT PROGRESS



PROJECT EXPENDITURE



PROJECT EXPENDITURE COMMITTED



COMMUNITY

Scope

At the meeting held on April 19 2023, Council endorsed the further expansion of the Mudgee Valley Park. This investment opportunity for further expansion includes the approved development of 15 new cabins (7 x 1-bedroom cabins, 3 x 2-bedroom cabins, 2 x 2 DDA bedroom cabins, 3 x 4-bedroom cabins, not including any infill cabins that can be installed when sites become available) to deliver key worker housing in the short term (3-5 years) and in the long-term increase tourism beds available to meet these growing demands.

Achievements and Highlights

- Landscaping has been completed for stage 2 Cabins.
- Infrastructure for the stage 3 cabins is well underway.
- Road works for stage 3 cabins is underway.
- The first 7 cabins are well under construction.
- Manager of Major Projects attended site in Queensland to view the cabins.

Next 6 Months

- Working on conditions from DA Consent.
- Master planning work continues for remaining 8 cabins.
- First 7 cabins to be installed on site.

COMMUNITY | MUDGEE VALLEY PARK EXPANSION PROJECT – STAGE 3 PROGRESS REPORT

Photos



COMMUNITY | MUDGEE VALLEY PARK EXPANSION PROJECT – STAGE 3 PROGRESS REPORT



COMMUNITY | MUDGE VALLEY PARK EXPANSION PROJECT – STAGE 3 PROGRESS REPORT



COMMUNITY | MUDGEE VALLEY PARK EXPANSION PROJECT – STAGE 3 PROGRESS REPORT



11.5 MRT Quarterly Report - January to March 2024

REPORT BY THE DIRECTOR COMMUNITY
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, F0770077

RECOMMENDATION

That Council receive the report by the Director Community on the MRT Quarterly Report - January to March 2024.

Executive summary

As per the funding and performance agreement entered into in July 2022 between Mudgee Regional Tourism (MRT) and Council, MRT is required to report quarterly to Council on their performance.

Disclosure of Interest

Nil

Detailed report

The MRT report for the third quarter of the 23/24 Financial Year has been delivered to Council in accordance with the funding and performance agreement. The report is attached for Council's consideration.

Community Plan implications

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

Strategic implications

Council Strategies

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

Council has a contract with MRT for the supply of tourism services within the Mid-Western Local Government Area. The term of this contract is for three years ending on 30 June 2025. Under this contract, MRT must provide quarterly reports to Council.

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

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

Associated Risks

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

SIMON JONES

DIRECTOR COMMUNITY

1 May 2024

Attachments: 1. MRT Quarterly MWRC Operational Report_Q3_FY24. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM

GENERAL MANAGER

11.6 Policy Review - Statement of Business Ethics

REPORT BY THE GOVERNANCE CO-ORDINATOR
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, INM700014

RECOMMENDATION

That Council:

1. **receive the report by the Governance Co-ordinator on the Policy Review - Statement of Business Ethics;**
2. **place the Statement of Business Ethics on exhibition for 28 days; and**
3. **adopt the Statement of Business Ethics if no submissions are received during the exhibition period.**

Executive summary

Council's Statement of Business Ethics was last adopted by Council in 2023 after an extensive review was undertaken. It was identified in consultation with the Manager, Procurement & Fleet and the Procurement Coordinator that minor changes are required to ensure the Statement of Business Ethics best meets the needs of Council.

Disclosure of Interest

Nil

Detailed report

The Statement of Business Ethics defines the ethical business relationships between Council and its contractors and suppliers. It sets out the expectations for contractors and suppliers when engaged by Council as well as the consequences for non-compliance and what they can expect from Council in return.

It has been identified that references to the Code of Conduct had been made in the Statement of Business Ethics, where the code does not apply to contractors and suppliers. These references have been removed.

The following changes have also been made following consultation with the Procurement Team:

- Any reference to the contractor also includes their employees.
- Stating the contractor's responsibility for disclosing any conflict of interest as soon as they become aware of the conflict.
- References to the Public Interest Disclosures Act 2022 and the responsibilities and rights contractors have under the act have been added.

A copy of the Statement of Business Ethics is included with all tender documentation and accompanies any contract where Council engages a contractor or supplier to undertake work for or on behalf of Council.

Community Plan implications

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

Strategic implications

Council Strategies

Delivery Program and Operational Plan

Council Policies

Code of Conduct
Sustainable Procurement and Contractors Policy
Contractor Management Policy
Local Preference Policy
Fraud and Corruption Control Policy
Disposal of Assets Policy
Public Interest Disclosure Policy
Risk Management Policy

Legislation

Local Government Act 1993
Local Government (General) Regulation 2021
Public Interest Disclosures Act 2022
Work Health Safety Act 2011
NSW Local Government Tendering Guide 2009

Financial implications

Contractors and suppliers not adhering to the Statement of Business Ethics could result in additional costs to Council due to non-ethical practices being undertaken. This may be in improperly charging for goods and services or the need to retender or engage additional services should contracts be terminated or additional work required to fix work not undertaken adequately. Projects may also be held up and timelines extended which could result in noncompliance with grant funding.

Associated Risks

Potential risks should this policy not be adopted and adhered to could include the reputational damage to Council and other businesses and their staff as well as the onflow effect to the greater community with Council not being able to deliver committed services and operations. There is also the risk of potential damage to the natural environment due to unethical practices being undertaken.

ASHLEIGH MARSHALL
GOVERNANCE CO-ORDINATOR

SIMON JONES
DIRECTOR COMMUNITY

1 May 2024

Attachments: 1. Policy Review - Statement of Business Ethics.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



*Good
Government*

STATEMENT OF BUSINESS ETHICS

REVIEW BY: MAY 2028

MID-WESTERN REGIONAL COUNCIL
MID-WESTERN REGIONAL COUNCIL
COMMUNITY: GOVERNANCE

■ ■ ■ ■ ■ TOWARDS 2030



COMMUNITY: GOVERNANCE | STATEMENT OF BUSINESS ETHICS

THIS DOCUMENT WAS PREPARED BY ASHLEIGH MARSHALL, GOVERNANCE COORDINATOR FOR MID-WESTERN REGIONAL COUNCIL.
MAY 2024.

ANY QUESTIONS IN RELATION TO THE CONTENT OF THIS DOCUMENT SHOULD BE DIRECTED TO:
MANAGER CUSTOMER SERVICES & GOVERNANCE VIA COUNCIL@MIDWESTERN.NSW.GOV.AU OR (02) 6378 2850

DATE OF PUBLICATION:

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1. INTRODUCTION

Mid-Western Regional Council is committed to conducting its business in a sound commercial and ethical manner. This Statement of Business Ethics sets out the standards the Council requires of its contractors, their employees and suppliers. All individuals and organisations that seek to deal with Mid-Western Regional Council are required to comply with these standards of ethical behaviour in their dealings with Council.

Mid-Western Regional Council will demonstrate and practice a professional and ethical approach to all its business activities. All contractors, their employees and suppliers are required to conduct their activities in accordance with this document and to observe a high standard of probity, ethical behaviour and integrity in all their business dealings.

2. WHAT YOU CAN EXPECT FROM US

Our business dealings will be transparent, impartial, fair and open to public scrutiny wherever possible. The way we deliver our services is driven first and foremost by a need to ensure and demonstrate that our community receives the best possible value for its investment. We are accountable for ensuring that the provision of best value starts with the elected Council, extending to the General Manager and Council staff at all levels.

Unlike a private business, Council deals with public money and must comply with many legislative requirements, state agency policies and its own policies. These dictate the way Council operates both internally and in its dealings with the community. They also require that most of Council's information is dealt with publicly and is made available for public scrutiny. These rules, regulations and policies are designed to ensure that Council maintains high standards of ethical conduct, both internally and in its dealings with members of the public.

Mid-Western Regional Council will ensure that all its policies, procedures and practices related to tendering, contracting and the purchase of goods or services, are consistent with the highest standards of ethical conduct.

Staff will ensure that procurement will be conducted with honesty and fairness that all prospective contractors and suppliers are afforded equal opportunity to tender/quote for all goods and services requested by Council. Our staff will comply with all aspects of Council's policies and procedures including;

- Council's Code of Conduct
- Delegated Authorities
- Sustainable Procurement & Contracts Policy
- Procurement & Contract Management Procedure
- Contractor Management Policy
- Local Preference Policy
- Fraud and Corruption Control Policy
- Disposal of Assets Policy
- Risk Management Policy

Staff will always ensure that no opportunity exists for their personal interest, or those of people they have an association with, to remain in conflict with the proper performance of their public duties. Where any conflict of interest is identified, it will be declared and properly managed. All members of the community must be confident that all decisions made by Council are impartial and in the best interests of the community.

3. OUR VALUES

Council's values underlie all of our actions and decision-making processes.

It is important that these values are consistent across all levels of the organisation. We must use the same set of values in our internal processes within the organisation, as we do in dealing with people external to the organisation, be they ratepayers, visitors, private companies or government departments.

Our values are reflected in the following workplace environment statement:



Workplace Environment Statement

Our core values are

Respect

Integrity

Recognition

Respect

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

Integrity

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

Recognition

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

We are one organisation and one team

4. WHAT WE WILL ASK OF YOU

Mid-Western Regional Council expects that its tenderers, contractors, suppliers and their employees and subcontractors, will all be guided by the same policies, procedures and practices that bind Council and its staff to act in an ethical manner.

We require all contractors and suppliers of goods and services to observe the following principles when doing business with Mid-Western Regional Council;

- Deliver value for money
- Comply with Council's Sustainable Procurement and Contracts Policy, Contractor Management Policy and procedures,
- Provide accurate and reliable advice and information when required
- Declare actual or perceived conflicts of interest as soon as you become aware of the conflict
- Act ethically, fairly and honestly in all dealings with the Council
- Take all reasonable measures to prevent the disclosure of confidential Council information
- Refrain from engaging in any form of collusive practice, by not offering Council employees gifts, inducements or incentives designed to improperly influence the conduct of their duties
- Refrain from discussing Council business or information in the media
- Assist Council to prevent unethical practices in our business relationships

A copy of this Statement of Business Ethics will be included in all tender documentation, along with relevant Council policies. This Statement will accompany any other relevant business documentation where Council requires work to be undertaken on its behalf. It will also be included on Council's Website.

4.1 Why should the private sector comply with the above principles?

All Mid-Western Regional Council suppliers of goods and services are required to comply with this statement.

Compliance with this Statement of Business Ethics will not disadvantage you in any way.

Complying with Mid-Western Regional Council's principles will prepare your business for dealing with the ethical requirements of other public sector agencies, should you choose to do business with them.

You should also be aware of the consequences of not complying with Mid-Western Regional Council's ethical requirements, when doing business with us. Demonstrated corrupt or unethical conduct could lead to:

- Termination of contracts
- Loss of future work
- Loss of reputation
- Investigation for corruption

4.2 Ethical Behaviour

Particular situations in which businesses engaging with Mid-Western Regional Council should exercise care include:

4.2.1 Gifts, Benefits and Inducements

While it may be common practice for the private sector to offer incentives to those they want to do business with, as a way of promoting their company or their particular interests, Councillors and staff are constrained by legislation. (*Local Government Act s440AAA Content of Model Code*)

Council decisions on contracts and partnerships with the private sector will be made on merit. There is no place for gifts or incentives, when doing business with Council.

Public officials, must never request any gift or benefit for themselves or anyone else in connection with their work or duties, or accept any token gift that may give a perception that the person offering the gift, is seeking to influence the staff member.

Council's Code of Conduct clearly set out Council's position in relation to gifts and benefits.

4.2.2 Conflict of Interest

A conflict of interest exists when individuals could be influenced, or a reasonable person would perceive that you could be influenced, by a personal financial or other interest when carrying out duties for or on behalf of Council.

It is the responsibility of the contractor or contractors' staff to avoid any conflict of interest with any Council officer/staff, delegate or Councillor. It is also their

responsibility to disclose any potential, actual or perceived conflicts of interest as soon as practicable after becoming aware of the conflict.

Council's Code of Conduct requires that Council staff disclose and resolve any possible conflict of interests and must not be involved in any discussion or decision making, regarding any matter affected by a conflict of interest.

4.2.3 Confidentiality of Information

Council deals with all requests for information, under the provisions of the Government Information (Public Access) Act 2009. Council is transparent in all its dealings and will only deal with a matter in confidential session at Council Meetings, in accordance with Section 10a of the NSW Local Government Act 1993.

This can include information related to businesses and suppliers of Council. Any matters arising out of your business dealings with Council should remain confidential as part of this business arrangement and following its termination.

Also, importantly with any dealings with Council one should not make any assumptions regarding intellectual property rights. These should be specifically negotiated as part of any relevant dealings.

4.2.4 Ethical Communication

As a general principle, all communication by Council officials with other parties including suppliers to Council, will be clear, direct and accountable. In turn, Council expects that those parties with whom the Council is doing business, will ensure that their communication with Council will also be clear, direct and accountable, to minimise the risk of inappropriate influences being brought to bear on the business relationship.

There will be times when some communication needs to be strictly confidential, for commercial-in-confidence or other reasons. This however should not preclude proper accountability and both parties should be able to explain the reasons for instituting specific communication protocols, or keeping some communication confidential.

Public perception of inappropriate influence can be damaging to the reputation of both parties, even if nothing inappropriate has occurred. Therefore it is in the best interests of both parties to ensure that formal communication processes are observed.

4.2.5 Use of Council Resources

Council resources include financial, material and human resources. They should only be used:

- For the benefit of Council
- Effectively, economically and carefully

4.2.6 Discrimination and Harassment

Contractors and suppliers shall not discriminate against anyone on the grounds of race, sex, colour, nationality, religious conviction, ethno-religious background, marital status, age, pregnancy, physical, intellectual and/or psychiatric disability, sexual preference, transgender; association or political conviction. Any proven examples of discrimination may lead to termination of contract.

4.2.7 Reporting Serious Wrong Doing

It is the responsibility of all contractors and suppliers to Council to not only to act honestly, but also to report any instances of possible serious wrong doing.

Contractors must ensure that all individuals involved in provided services under a contract with Council must be made aware that they are public officials for the purposes of the Public Interest Disclosures Act 2022 (PID Act). They must ensure that they are aware of Council's PID Policy, how to make a disclosure and their review rights.

If you are concerned about a possible breach of this statement, or about any conduct that could involve fraud, corrupt conduct, maladministration, a serious and substantial waste of public funds, a privacy contravention or a government information contravention please contact Mid-Western Regional Council's General Manager (02) 6378 2850, or ICAC on (02) 8281 5999; or toll free on 1800 463 909.

4.2.8 Workplace Health and Safety

Council is committed to providing a safe and healthy work environment for all workers and others in the workplace, so far as reasonably practical. This is achieved with effective consultation between management, workers and other stakeholders in accordance with the requirements of the Work Health and Safety Act 2011 and Regulations.

For further details refer to Council's Work Health and Safety Policy on Council's website.

4.2.9 Environmental Performance

We expect our contractors and suppliers to proactively minimise the environmental impacts of their operations and maintain environmentally responsible policies and practices.

Any adverse environmental impacts resulting from operations must be reported to Council as soon as possible following an incident. Reporting should outline specific details of the incident and resulting impacts, along with details of any remedial activities undertaken and preventative measures put in place to reduce the risk of further related incidents.

4.2.10 Social Value

We expect our contractors and suppliers to look for and embrace opportunities to engage local workers, service providers and/or businesses, where practicable. This

includes opportunities for the employment of disadvantaged people and social enterprises within our community.

4.2.11 Labour and Human Rights

We expect our suppliers to provide a fair and ethical workplace free from workplace bullying, harassment, victimisation and abuse.

Our suppliers are expected to make all reasonable efforts to ensure that businesses within their supply chain are not engaged in, or complicit with, human rights abuses, such as forced or child labour or any other form of modern slavery.

If our suppliers become aware of the presence of modern slavery in their operations or supply chain, they must report this to Council as soon as possible. Reporting should outline details of the human rights violation discovered and what remedial and preventive measures are occurring.

Item 12: Reports from Committees

12.1 Rail Committee Minutes - 19 April 2024

REPORT BY THE DIRECTOR COMMUNITY
TO 15 MAY 2024 ORDINARY MEETING
GOV400103, TRA300009, A0100034, GOV400105

RECOMMENDATION

That Council:

- 1. receive the report by the Director Community on the Rail Committee Minutes - 19 April 2024; and**
- 2. endorse the minutes of the Rail Committee Meeting held on Friday, 19 April 2024.**

Executive summary

This report is to advise Council of the matters given consideration at the meeting of the Rail Committee held on 19 April 2024.

The members of the Rail Committee have a focus of re-instating the 89km rail line between Rylstone and Gulgong for passenger rail, light freight, and tourism opportunities.

Disclosure of Interest

Nil

Detailed report

At the meeting on 2 February 2022, Council endorsed the formation of a Rail Committee. The public were invited to be members of the Committee and these members were endorsed at the April 2022 Council meeting.

The Committee held its last meeting on 19 April 2024 and this report provides the minutes to Council for their information.

Community Plan implications

Theme	Good Government
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Goal	Good communications and engagement
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Strategy	Encourage community access and participation in Council decision making
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Strategic implications

Council Strategies

Community Plan

Council Policies

Code of Conduct

Legislation

Section 355 of the Local Government Act (1993)

Financial implications

Nil

Associated Risks

Nil

SIMON JONES

DIRECTOR COMMUNITY

29 April 2024

Attachments: 1. Minutes Rail Committee Meeting 19 April 2024.

APPROVED FOR SUBMISSION:

BRAD CAM

GENERAL MANAGER



MID-WESTERN REGIONAL COUNCIL
PO Box 156, MUDGEE NSW 2850
86 Market Street, Mudgee | 109 Herbert Street, Gulgong | 77 Louee Street, Rylstone
T 1300 765 002 or 02 6378 2850 | F 02 6378 2815
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MINUTES

RAIL COMMITTEE

Friday 19th April 2024 at the Council Administration Building, Mudgee

Meeting opened at 1.32pm

Present: Mike Sweeney, John Bentley, John Wood, Drew Stein, Simon Jones (staff)

1. Apologies – Cr Peter Shelley

Moved: John Bentley Seconded: Mike Sweeney

Motion Supported by all

2. Minutes from the Previous meeting

Motion: That the minutes from the November meeting be accepted

Moved: John Bentley Seconded: Mike Sweeney

Motion Supported by all

3. Matters Arising from the Minutes

Further discussion around a story to be written for Community News. Suggestion for this to be focused on tourist trains and their visits to Rylstone and Gulgong as a tourism opportunity for the community to enjoy.

4. Update on Rail Services

- Further discussion held with Transport for NSW who have indicated that they are supported of the rail initiatives.
- Committee member has been advised that Minister Aitchison will be calling for a meeting with Council in the near future.
- Mike Sweeney has been in contact with a number of renewable energy proponents to discuss the options for freight material to be taken from Botany to the region by Rail. This would not be for the Oversize Over Mass materials.

Meeting closed 1.53pm

Next meeting – to be confirmed for after the September election.

12.2 Mid-Western Regional Youth Council

REPORT BY THE ACTING MANAGER COMMUNITY & CULTURAL SERVICES
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, COS300610

RECOMMENDATION

That Council:

- 1. receive the report by the Acting Manager Community & Cultural Services on the Mid-Western Regional Youth Council**
- 2. note the minutes of the Mid-Western Regional Youth Council meetings convened on 14 November 2023 and 12 March 2024; and**
- 3. endorse the current Youth Councillors and their elected positions:**
 - Esther Palombini (Youth Mayor), Aaron Croll (Deputy Youth Mayor), Kirilee Besant, Joshua Smith, Bronte Furness, Chevelle McCrohon.**

Executive summary

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

Disclosure of Interest

Nil

Detailed report

The Mid-Western Regional Youth Council convened its most recent meetings on 14 November 2023 and 12 March 2024. Youth Councillors planned and evaluated school holiday programs, discussed road safety initiatives and how to recruit new Youth Councillors.

At the March meeting Youth Councillors elected Esther Palombini as Youth Mayor and Aaron Croll as Deputy Youth Mayor. Endorsement of the current Youth Council is being sought from Council. Further detail is contained within the minutes attached to this report.

Community Plan implications

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

Strategic implications

Council Strategies

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

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Nil

CATHY MEYERS
ACTING MANAGER COMMUNITY &
CULTURAL SERVICES

SIMON JONES
DIRECTOR COMMUNITY

30 April 2024

Attachments: 1. Youth Council - Minutes - 14 November 2023.
2. Youth Council - Minutes - 12 March 2024.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MINUTES OF YOUTH COUNCIL MEETING

DATE: Tuesday 14 November 2023
VENUE: Mudgee Council Chambers,
86 Market Street, Mudgee
COMMENCEMENT TIME: 4:15 PM

1. ACKNOWLEDGEMENT OF COUNTRY

1.1. Mid-Western Regional Youth Council acknowledges the Traditional Custodians of the land on which we meet today, and pay respects to their Elders past, present, and emerging. We extend that respect to any Aboriginal and Torres Strait Islander peoples here today.

2. ATTENDANCE

2.1. In Attendance

Youth Councillors: Joshua Smith, Esther Palombini, Bronte Furness, Kirilee Besant (Deputy Youth Mayor, Chair), Aaron Croll

Council Staff: Andy Robards (Youth Services Officer), Tara Stokes (Youth Services Officer)

2.2. Apologies: Cathy Meyers (Manager Community and Cultural Services), Sam Paine (Deputy Mayor), Chevvie McCrohon.

Motion: Acceptance of apologies.

Moved: J. Smith Seconded: B. Furness – Carried

3. MOTION OF ACCEPTANCE OF MINUTES

Motion: Acceptance of minutes.

Moved: B. Furness Seconded: J. Smith – Carried

4. CORRESPONDENCE IN/OUT

4.1. None

5. EXISTING BUSINESS

5.1. New Youth Councillor introduction - Aaron Croll

Councillor Croll was introduced to the group. He explained that he is in Year 10 at Mudgee High and is happy to be a part of the Youth Council.

5.2. New Youth Services Officer introduction – Tara Stokes

The new Youth Services Officer Tara Stokes was introduced to the group.

5.3. Youth Mayor resignation – Emma Verco

The Youth Council was informed that the Youth Mayor had resigned from the Youth Council. Her circumstances had changed at university which required her to move away from Mudgee. Youth Mayor Verco passed on her sincere regards to everyone at Youth Council via email. She let the group know that she absolutely enjoyed her time as Youth Major, meeting with other youth in the region, brainstorming ideas and offering advice. Election of the new Youth Mayor will take place in 2024.

5.4. Spring School Holiday program review

A summary of events and numbers of attendees was presented to Youth Council as below:



SongMakers songwriting workshop	8
Soundtoons	5
Digital Effects Workshop	12
Rylstone Family Fun Day	100
Laser Tag Gulgong	21
Teenage Mutant Ninja Turtles: Mutant Mayhem	106
Mail Out Kit: Tie Dye Socks	20
Creative Competition (Circle of Life)	8 entries 87 votes

Generally good attendance with positive feedback from participants. It would be great to see stronger engagement with competitions.

6. BUSINESS ARISING

6.1. Pre-Christmas activity ideas

Youth Services Officers presented a pre-Christmas activity plans including wooden sign making with the Cricut machine (Mudgee / Gulgong) and Christmas tie dye (Kandos / Mudgee).

Youth Councillors liked these ideas and suggested a few more including; badge making, general craft, colouring competition and gingerbread making / decorating.

- Councillor Besant suggested that it is important to keep activities open and inclusive for participants who may not celebrate Christmas.

6.2. Summer school holiday program update

Youth Services Officers presented activities that are being arranged for the upcoming summer holiday including; VR and Mobile Gaming Truck (Mudgee / Kandos), Origami (Mudgee / Gulgong), Basketball (tentatively looking at hiring St Matts Hall), Animation (with Dwayne Labbe), Fishing competition, digital photography.

As soon as the program is finalised Youth Services Officers will share the confirmed details with Youth Councillor's to promote at schools and share with the wider community.

6.3. Summer creative competition ideas

Youth Councillors were asked about ideas for summer creative competitions.

Theme suggestions included; Danger Zone, Aussie Christmas, Reflections and The Mind of a Child.

An alternative writing competition was proposed, with the potential of two separate competitions across the break.

6.4. 2024 Program ideas

Youth Councillors were asked about ideas for programs that could run in 2024.

Councillor Palombini suggested a colour activity using water pistols or water fighting. The Youth Services officers suggested a colour run could be a similar idea. Other councillors said they had done these activities with their schools, and they were great fun.



Councillor Smith exited the meeting at 4:45pm

Councillor Besant suggested more education and safety programs in schools. Particularly following a recent tragic accident near Kandos. Youth Services Officers will follow up with Transport for NSW contacts to see what they can offer.

Councillor Croll suggested that Mudgee High may be interested in these kinds of programs.

A few other activities were suggested including; nail-art / pattern making, bear making, ceramics and trivia.

Councillor Besant also mentioned that the Uncooperative program at Wayout Artspace in Kandos had been a great success, and perhaps this would be something that could be replicated in Gulgong?

Andy suggested enquiring with Gulgong Arts Council to see if this would be a possibility.

Councillor Besant also suggested trying to engage artists/facilitators like Linda Jackson who live in the region.

6.5. New Youth Councillor recruitment strategies

Youth Councillors were asked about potential recruitment strategies for New Youth Councillors.

Suggestions included; promoting the benefits of joining the Youth Council, Youth Councillors speaking at assemblies, Youth Councillors giving details to school teachers to include in their notices and also including recruitment links on activity feedback forms.

7. GENERAL BUSINESS

7.1. No further general business was raised by members.

8. DETAILS OF NEXT MEETING

8.1 Term 1 2024 – February 13th at 4:15pm

5.03pm Meeting closed.

SUMMARY OF ACTION ITEMS

TASK / ACTION	RESPONSIBILITY	COMPLETION
Follow up with Transport for NSW regarding education sessions / information that could be distributed at local high schools.	Youth Services Officers	Ahead of next Youth Council meeting.
Finalise Summer School Holiday Program and distribute to Youth Councillors	Youth Services Officers	Week of November 27
Promote Summer Holiday Program at schools / assemblies once ready	Youth Councillors	Final weeks of term 4.
Include recruitment links on feedback forms	Youth Services Officers	Ahead of summer holiday activities.



YOUTH COUNCIL MEETING MINUTES

DATE: Tuesday 12 March 2024
VENUE: Mudgee Council Chambers,
86 Market Street, Mudgee
COMMENCEMENT TIME: 4:15 PM

1. ACKNOWLEDGEMENT OF COUNTRY

Mid-Western Regional Youth Council acknowledges the Traditional Custodians of the land on which we meet today, and pay respects to their Elders past, present, and emerging. We extend that respect to any Aboriginal and Torres Strait Islander peoples here today.

2. ATTENDANCE

2.1. In Attendance

Youth Councillors: Joshua Smith, Esther Palombini (Chair), Aaron Croll

Councillors: Sam Paine (Deputy Mayor), Alex Karavas

Council Staff: Cathy Meyers (Manager Community and Cultural Services), Andy Robards (Youth Services Officer - Minutes)

2.2. Apologies: Kirilee Besant (Deputy Youth Mayor), Bronte Furness

3. MOTION OF ACCEPTANCE OF MINUTES

3.1. 13 November 2023 minutes

Moved: E. Palombini Seconded: A.Croll - Carried

4. CORRESPONDENCE IN/OUT

4.1. None

5. EXISTING BUSINESS

5.1. Youth Councillor Elections.

Elections were held for Youth Council office bearer positions.

- E. Palombini and J. Smith self-nominated for Mayor.
- E. Palombini was elected to the position of Youth Mayor. Congratulations to Esther.
- A. Croll self-nominated for the role of Deputy Youth Mayor and was uncontested for the position. Congratulations to Aaron.

5.2. Summer School Holiday Program Review

A summary of events and attendee numbers was presented to Youth Council as below.

Generally, there was good attendance with positive feedback.

Cricut wall hangings	13
Tie Dye	12
Christmas makers workshop	2
Tie Dye (Rylstone)	0
All Day level Up	12
Cricut wall hangings	2



Mega Games and coloured water battles	11
Long Crafternoon- Cricut	4
Mail out kits- sketch kits	30
Origami	11
Origami (Gulgong)	0
Bathurst Aqua Park excursion	13
All day level Up	13
Photography workshop- intro dslr	9
Animation workshop	15
Summer youth Fishing Competition	74
VR and Gaming Van	68
VR and Gaming Van	11
Writing Competition: Aussie Summer	1
Art/photography Competition: Tension	4

An origami workshop in Gulgong and a Tie Dye workshop in Rylstone had to be cancelled due to no attendees.

There was record event attendance at the Summer Fishing Competition with 74 attendees and outstanding participation at the VR and gaming experiences with 68 bookings in Mudgee.

5.3. Youth Councillor Recruitment

Andy proposed that Youth Councillors could promote the recruitment of new Councillors in schools. An idea would be presenting info packs and posters to schools and student representative groups (SRC). Cathy suggested that this could potentially connect with students who are already interested in taking on leadership roles.

There was general support for the idea. Aaron commented that he was happy to take it to his school as he is on the SRC. He also indicated it could be a good idea to place a poster on the notice board at his workplace (the Bakery) as many young people attend in the afternoon.

Cathy also raised the idea that the age existing Youth Councillors are able to stay on the Youth Council be extended from 21 to 24 years old. This will mean that current Youth Councillors are able to continue serving and sharing their experience if they are willing and able. Once again there was general support for the idea.

Andy will send info packs and digital posters to Youth Councillors via email.

5.4 Road Safety programs for schools

Following on from issues identified by the Kiri at our last meeting, Andy emailed Samantha Cecchini (Council's Road Safety Officer) regarding road safety and workshop information provided at local high schools. Her response was presented to the group. It was suggested that Youth Councillors could contact Council's Road Safety Officer if there are particular issues occurring in the streets around the schools. Alex also invited Youth Councillors to get in touch with himself or Sam with particular issues and concerns.

6. BUSINESS ARISING

6.1. Youth Week Program / Upcoming Holiday Activities



The proposed Youth Week and Autumn School Holiday Program was discussed. The program includes Scavenger Hunts, Skate Park afternoons (Kandos and Gulgong), Theatre workshops, Circus/Aerial workshops, Waste 2 Art activity with Mudgee Arts Precinct, Podcasting (Rylstone / Kandos), long Level Up session, Video Games trivia, Fishing Competition at Rylstone, Dubbo Movie and Tenpin Excursion, Skatepark workshops (Mudgee) and a Minecraft coding Workshop.

Esther indicated that her partner may be able to volunteer for video games trivia and Aaron indicated he would be interested in assisting with the Minecraft coding session.

Esther suggested running split aged group sessions to encourage older participants to join. She also suggested that weekend activities might be better for older participants. Andy informed the group that a split aged session is being tested for the Circus/Aerial workshop in Mudgee. He indicated that the Youth Services team would be keen to hear any ideas and suggestions on this moving forward. Cathy suggested that staffing is difficult on weekends. It was also identified that Youth Services could investigate supporting externally facilitated weekend activities.

Aaron asked who ran 'Movies Under the Stars' as a friend had given him feedback about the street lights being disruptive. Cathy suggested reaching out to the CWA with feedback.

Aaron also asked about current issues with Town Hall Cinema. Cathy informed the group that the cinema's GDC device was faulty and needed replacement.

6.2. Creative Competition Ideas

Josh exited meeting at 4.50pm

Youth Councillors were asked about ideas for creative competitions as part of school holiday programs, as engagement in these activities has been dropping. It was suggested that the competitions could be connected directly to workshops so that entries could be collected at a workshop's conclusion. This could be good for promotion on Social Media and also ensure entry numbers increase. Aaron also suggested that these activities should not feel like school projects. Another idea raised was QR codes promoting competitions at events.

The idea of film competitions and workshops were raised. Sam recommended a 24 hour film competition. It was also suggested that these ideas could be promoted to drama and school groups that already operate in the community. The Youth Services team will consider these ideas when planning future sessions.

6.3. Youth Van design and wrap

Concept art was presented to Youth Councillors for the design and wrap of the new Youth Services van. Aaron suggested that he liked the geometric shapes proposed, and Esther thought the ideas looked eye catching. Future mock-ups will be provided to Youth Councillors via email for feedback.

7. GENERAL BUSINESS

7.1. Any general business wishing to be raised by members

Aaron raised the issue of a lack of footpaths between Bombira and Mudgee. He noted that it feels unsafe when riding his bike into town. Sam mentioned that Council was aware of the issue as it had been discussed in the past. Alex recalled that there was a lack of space to install a suitable path. Cathy suggested that Youth Councillors could put suggestions like this directly to council via customer service. The customer service team could then direct the query to the appropriate council officer for response.

8. DETAILS OF NEXT MEETING

8.1 Term 2 – May 14

5.15pm Meeting closed



SUMMARY OF ACTION ITEMS

TASK / ACTION	RESPONSIBILITY	COMPLETION
Send recruitment / info packs and digital posters to Youth Councillors via email.	Andy	Coming weeks
Follow up with Youth Councillors about availability for School Holiday Activity assistance.	Andy	Ahead of school holidays
Circulate Autumn / Youth Week updated program to Youth Councillors for promotion.	Youth Services team	Ahead of school holidays
Send mock-ups of van wrap to Youth Councillors	Youth Services team	ongoing

12.3 Gulgong Memorial Hall Committee Meeting

REPORT BY THE DIRECTOR COMMUNITY
TO 15 MAY 2024 ORDINARY MEETING
GOV400103, A0100024, GOV400105

RECOMMENDATION

That Council:

- 1. receive the report by the Director Community on the Gulgong Memorial Hall Committee Meeting; and**
- 2. note the minutes from the Gulgong Memorial Hall Committee meetings held on Wednesday, 24 April 2024.**

Executive summary

The purpose of this report is to advise Council of the considerations and recommendations of the Gulgong Memorial Hall Committee meetings held on Wednesday, 24 April 2024.

Disclosure of Interest

Nil

Detailed report

The Gulgong Memorial Hall Committee met on 24 April 2024 as part of their ongoing meetings. Note the minutes for current actions and updates provided by the committee.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

The Gulgong Memorial Hall Committee is operating under Section 355 of the Local Government Act 1993, which allows it to exercise a function of Council.

Financial implications

Not Applicable

Associated Risks

Not Applicable

SIMON JONES
DIRECTOR COMMUNITY

30 April 2024

Attachments: 1. Minutes Gulgong Memorial Hall Committee Meeting 24 April 2024.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MID-WESTERN REGIONAL COUNCIL
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MINUTES **GULGONG HALL COMMITTEE**

Wednesday 24 April 2024 at the Gulgong Memorial Hall

Present: Cheryl Vassel, Peta Stanford, Ray Thackeray, Toni Morrison, Cr Percy Thompson, Ben Edmunds (staff), and Katelyn Kirby (staff).

Visitors: Dianne Thompson

1. Welcome

Percy Thompson opened the meeting and welcomed everyone at 4:57pm.

2. Apologies

Nil.

3. Minutes

The previous minutes were noted and accepted by Cheryl and Ray.

4. Solar Panels

4.1 Council discussed costings of electricity bills (around \$5,000 per annum) for the hall and advised that they have received four quotes for solar panels. The quotes were shown to committee.

- a. Ben to email the quotes to the committee members.
- b. Solar panels approximate cost will be between \$5,000 and \$8,000. An additional cost of \$10,000 will be needed for a 10kw battery. Discussion was had around the battery being fitted at a later date. Point raised that the battery would be beneficial given that evening events happen frequently at the hall. Council suggestion is to spend the money on other improvements to the hall.
- c. If the solar panels are installed, gas heaters could be removed, and electric ones installed.

5. Change Room Upgrades & Internal Painting

5.1 Upgrades have been moved to the next financial year. Members encouraged to explore the CPP process regarding this.

6. General Business

6.1 Use of PA system within the hall

- a. Dragon boat users advised that it is not available for use.
- b. Council presented instructions for using the PA system. Instructions to be left with the system itself.
- c. Council discussed sound upgrades and future PA system usage. Quotes for the upgrade were discussed (approximately \$10,000) with the aim for this to be completed before the end of this financial year. PA system to be hired through Bookable system, with a \$50 deposit proposed, so that there is a record of its usage.

6.2 Stage accessibility

- a. Council advised a ramp is not the preferred solution for accessibility. Wheelchair lift would be most suitable option; however, there is currently no budget for this (approximately \$60,000 for lift, plus additional costs for engineering and electrical works).

6.3 Hall Checklist

- a. Existing handbook presented to committee members. Council advised committee that this is in revision with the hopes to include an electronic copy to be sent to all hirers through the Bookable system.

6.4 Men's Shed Repairs

- a. Ray advised works are almost complete – some downpipe and guttering is yet to go up. Committee are happy with the works completed.

6.5 Hall fees and charges

- a. Approval of current fees to remain in place.

6.6 Christmas celebration

- a. Celebration was discussed with committee members advising it went well.

6.7 Peta raised some questions regarding items in the hall.

- a. More indoor garbage bins are required. Council to provide six 120L bins by 9 May 2024.
- b. Chair replacements are required as there are a number that are broken. Peta to set aside broken ones and Council will collect and dispose of them.
- c. Large fridge leaks and is rusting due to drainage point being at the bottom and being left turned on after events.
 - i. Instruction to turn off fridge and leave the doors open to be added to the Hall Handbook to reduce occurrence of mould in the fridge.
 - ii. Question of funding for this was raised – suggestion of seeking funding from solar farm companies was discussed.

6.8 Circuit breakers

- a. Council advised that circuit breakers in the hall were all upgraded.

6.9 Heaters and blinds

- a. Council to arrange service of the gas heaters in the hall as at least two are difficult to operate.
- b. Discussion was held regarding upgrading the blinds.

Meeting closed at 5:37pm.

Next Meeting scheduled for 23 October 2024 at 5pm.

12.4 Local Traffic Committee Meeting Minutes - April 2024

REPORT BY THE ADMINISTRATION ASSISTANT - INFRASTRUCTURE PLANNING
TO 15 MAY 2024 ORDINARY MEETING
GOV400105, A0100009

RECOMMENDATION

That Council receive the report by the Administration Assistant - Infrastructure Planning on the Local Traffic Committee Meeting Minutes - April 2024.

Executive summary

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

Disclosure of Interest

Nil

Detailed report

The Local Traffic Committee meeting was held on Friday, 19 April 2024. Two event reports were considered:

- Marys Mayhem (Mudgee bike ride) to be held 10 to 11 August 2024.
- Mudgee Running Festival to be held 18 August 2024.
- Cementa Festival 2024 – Billy Cart Derby to be held 19 to 22 September 2024 (exact day to be confirmed)
- Henry Lawson Heritage Festival 2024 to be held 8 June 2024
- Mudgee Small Farm Field Days to be held Friday 12 and Saturday 13 July 2024

No traffic reports were considered. General Business items included:

- Several actions were discussed however there were no Local Traffic Committee action required.

Full discussion notes are included in the attached report.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

JACQUALYN PERRING
ADMINISTRATION ASSISTANT -
INFRASTRUCTURE PLANNING

JULIAN GEDDES
DIRECTOR OPERATIONS

6 May 2024

Attachments: 1. Local Traffic Committee Minutes - April 2024.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Mid-Western Regional Council

Date: 19 April 2024

Minutes of the Local Traffic Committee

Held at the Operations Meeting Room, 54 Depot Road Mudgee
on 19 April 2024.

Present	Ray Kearns (MWRC), Mark Fehon (NSW Police), Garry McGovern (NSW Police), Thomas Worley (RMS), Peter Wormald, Tracey Starr (MWRC)
Apologies	Samantha Cecchini (MWRC), Cr Alex Karavas, Simon Fogerty (NSW Police)
Secretary	Jackie Perring (MWRC)

The LTC meeting commenced at 9:40am.

ACKNOWLEDGEMENT OF COUNTRY

I would like to acknowledge the traditional owners of the lands on which we meet, the Wiradjuri people and pay our respects to elders, past, present and emerging.

MINUTES OF PREVIOUS MEETING

MOTION: Mr Thomas Worley / Mark Fehon

That the Minutes of the previous Local Traffic Committee held on 15 March are agreed and accepted without further amendments or comments.



MATTERS IN PROGRESS – FEBRUARY 2024

SUBJECT	RES NO. & DATE	CLOSE	ACTION
CAERLON BUS PICK UP	FEB2 021-1		15/3 STILL IN PROGRESS, EXPECTATIONS ARE THAT THIS IS A 2 YEAR PROCESS. ADDITIONAL ROAD TO BE ADDED BY COUNCIL.
PITTS LANE	FEB20 24-2		REMOVE
COPE ST/MAYNE ST GULGONG	FEB202 4-3		REMOVE

PAST EVENT DEBRIEF

EVENT	
MUDGEES CLASSIC	<p>Debrief to be organised with organiser re: road rules etc.</p> <p>Waiting on NSW Police to provide comments in writing as they are wanting to reclassify the event.</p> <p>Roads Dept to review works in/around that time.</p> <p>Council LTC will contact organiser later in the year to discuss issues.</p> <p>Mid-Western Events to be present.</p> <p>25/8/23 – Update required from NSW Police</p>
RAINBOW DAY	UNABLE TO MEET CURRENTLY, WILL



	<p>RESCHEDULE.</p> <ul style="list-style-type: none"> • COUNCIL TO CHASE UPDATE FROM SCHOOL.# CHASE SCHOOL # • DISCUSS LACK OF CO-ORDINATION • RISK TO PEOPLE AND TRAFFIC
GLEN WILLOW	<p>*Mark comments – event did not push the new traffic plan.. finishing at 10pm *Ulan road entry..Putta Bucca exit, confusion at the Putta Bucca exit. 2MG exit – traffic congestion – flowed ok due to the time and limited. Ticket checking at Pitt/Ulan Rd – awkward. Stickers on windscreen. Parking at the dog park. Bridge open and people used it. Comments to be forwarded. Waiting for debrief with police and event organisers.</p>

CALENDAR OF EVENTS

2023		
JANUARY	DATE	COMMENTS
Kandos Street Machine and Hot Rod Show	27 January 2023 – 29 January 2023	
FEBRUARY	DATE	COMMENTS
St George Illawarra Dragons V South Sydney Rabbitoh	18 February 2023	
MARCH	DATE	COMMENTS
Can Cruise	18 March 2023	Secretary to email event organiser to notify about LTC



Mudgee Glow 2023	31 March 2023	Endorsed by LTC Committee
APRIL	DATE	COMMENTS
Manly Sea Eagles v Newcastle Knights	1 April 2023	
Mudgee RSL Sub Branch Anzac Day Parade	25 th April	March Council Report
Gulgong RSL Sub Branch Anzac Day Parade	25 th April	March LTC Meeting
Dirty Mudgee 2023	29 April 2023	
Mudgee Classic 2023	30 April 2023	
18 th National Historic Machinery Rally	14 th – 16 th April 2023	March Council Report
MAY	DATE	COMMENTS
JUNE	DATE	COMMENTS
Henry Lawson Heritage Festival	10 th June	
Gulgong Gold Cup	11 th June	
JULY	DATE	COMMENTS
Mudgee Small Farm Field Day	7-8 th July	
AUGUST	DATE	COMMENTS
Mudgee Running Festival	20/08/2023	Traffic management plan required.
SEPTEMBER	DATE	COMMENTS
1.Mudgee High School- Rainbow Day	21/09/2023 8am to 9.15am	Traffic management plan required. School has been notified an updated plan is required.
3.Flavours of Mudgee	23rd Sept	
OCTOBER	DATE	COMMENTS
NOVEMBER	DATE	COMMENTS
DECEMBER	DATE	COMMENTS
Mudgee Cup	1 st Dec	
Mudgee Show Carols	16 th Dec	

Red = Unapproved
Green = Approved



19 APRIL 2024

AGENDA



MATTERS IN PROGRESS – APRIL 2024			
SUBJECT	RES NO. & DATE	CLOSE	ACTION
CAERLON BUS PICK UP	FEB2 021-1		<p>15/3 STILL IN PROGRESS, EXPECTATIONS ARE THAT THIS IS A 2 YEAR PROCESS. ADDITIONAL ROAD TO BE ADDED BY COUNCIL.</p> <p>19/4 THE HONE CREEK DRIVE EXTENSION TO FAIRYDALE LANE WILL NOT BE COMPLETED UNTIL 2026. IN THE MEANTIME A TEMPORARY BUS TURN AROUND WITHIN CAERLEON ESTATE WILL BE PROVIDED BY THE DEVELOPER WITH THE CONSTRUCTION OF FUTURE STAGES OF THE SUBDIVISION.</p>
RAINBOW DAY FOR 2025			A POST EVENT DEBRIEF WITH MUDGEE HSC REMAINS OUTSTANDING

PAST EVENT DEBRIEF

EVENT	
MUDGEE CLASSIC	<p>Debrief to be organised with organiser re: road rules etc.</p> <p>Waiting on NSW Police to provide comments in writing as they are wanting to reclassify the event.</p> <p>Roads Dept to review works in/around that time.</p> <p>Council LTC will contact organiser later in the year to discuss issues.</p> <p>Mid-Western Events to be present.</p> <p>25/8/23 – Update required from NSW Police</p> <p>29/4/2024 - Event reclassified as Ride, no timekeeping to be taken. NFA</p>



RAINBOW DAY	<p>UNABLE TO MEET CURRENTLY, WILL RESCHEDULE.</p> <ul style="list-style-type: none"> • COUNCIL TO CHASE UPDATE FROM SCHOOL.# CHASE SCHOOL # • DISCUSS LACK OF CO-ORDINATION • RISK TO PEOPLE AND TRAFFIC <p>Meeting required between MHS and MWRC to advise their requirements. – ACTION JP to arrange meeting.</p>
GLEN WILLOW	<p>*Mark comments – event did not push the new traffic plan.. finishing at 10pm *Ulan road entry..Putta Bucca exit, confusion at the Putta Bucca exit. 2MG exit – traffic congestion – flowed ok due to the time and limited. Ticket checking at Pitt/Ulan rd – awkward. Stickers on windscreen. Parking at the dog park. Bridge open and people used it. Comments to be forwarded. Waiting for debrief with police and event organisers.</p> <p>19/4/2024 - Mark Fehon (NSW Police) advised Debrief undertaken with Events staff. Lighting and dog park discussed. Lights to be erected at major intersections and manned and traffic congestion signage to be erected. NFA</p>

CALENDAR OF EVENTS

2024		
MONTH	DATE	COMMENTS
FEBRUARY		



MARCH		
APRIL		
ANZAC DAY	25 TH APRIL	TGS TO BE UPDATED CLASS 4 EVENT ONLY
MAY		
MUDGEE CLASSIC	4-5 TH MAY	TGS BEING REVIEWED Waiting on council approval. Not being classified as a race 19/4/2024 – To be classified as a ride, not race, no timekeeping. JP to check TGS and then circulate consent to members.
JUNE		
Henry Lawson Heritage Festival 2024	8/6/2024	Approved – Acceptance to be sent out – JP to Action.
JULY		
Mudgee Small Farm Field Days” Friday and Saturday,	12 th & 13 th July 2023	Approved – Acceptance to be sent out – JP to Action.
AUGUST		
MUDGEE BIKE RIDE “MARY’S MAYHEM”	10-11/8/2024	Concerns were raised that the application received demonstrates a lack of traffic control, signage and marshalling. Questions also arise around insurance arrangements for the event. A meeting is required between Organisers, Mark Fehon, Thomas Worley and Michelle Mini to discuss requirements. – JP to arrange meeting.
Mudgee running festival event	18/8/2024	Approved – Acceptance to be sent out – JP to Action.
SEPT		
Cementa Festival 2024 - Billy Cart Derby – Preliminary approval	19-22/9/2024	Approved – Acceptance to be sent out – JP to Action.
OCTOBER		
NOVEMBER		
DECEMBER		



Red = Unapproved

Green = Approved



24/005 General Business

RESIDENT ASKING FOR SPEED LIMIT REVIEW HENRY LAWSON DRIVE

Resident is asking for a review of the speed limit on Henry Lawson Drive just past Craigmoor Road (northbound) which is just past the end of the recently reduced section of Henry Lawson Drive from 80km to 60km. He has had several near misses at his driveway at 166 Henry Lawson Drive.

Attachments: Nil

Council to provide reply email to resident notifying them that TfNSW will be undertaking a speed zone assessment of entire length of Henry Lawson Dr – JP to action.

TRAFFIC SPEEDING THROUGH SCHOOL ZONES NEAR CVPS

Resident submitted works request with concern speeding through school zone Church St near CVPS. TfNSW advise and are currently working with Road Safety Officer S Cecchini on options to remedy situation. Police to be made aware of issue.

Attachments: Nil

No action required by LTC.

CERTIFICATE OF APPRECIATION – PHILLIP BLACKMAN

A certificate of appreciation will be provided to Mr Blackman acknowledging appreciation for his nine years of service as a community representative on the Local Traffic Committee.

Attachments: Nil

Council has arranged for a certificate of appreciation to be presented to Mr Blackman

ANZAC DAY 2024

Ray Kearns has spoken with Mark Fehon 15/4/2024. Mark agrees it is a Class 4 event. Police will issue approval letter to the Mudgee and Gulgong RSL Sub-branches. (Police to action) TGS's to be updated and issued to applicants. (JP to action).

Attachments: Nil

Mark Fehon to provide consent and NSW Police to lead parade. – MF to action

WOLLAR ROAD SPEED ZONE REVIEW

Thomas Worley spoke about the recent Wollar Rd speed zone review. A letter informing the recommendations has been provided to Council and NSW Police

Attachments: Nil

Council and NSW Police to confirm acceptance or provide any comments to enable the speed zone review recommendations to be confirmed.



THANK YOU TO ROADS CREW WHO ATTENDED TWO TRAFFIC ACCIDENTS RECENTLY

Garry McGovern wanted to acknowledge and thank the MidWestern Council staff who responded to the two recent traffic accidents. Their response was excellent and very much appreciated. They did a great job.

INQUIRY AS TO TRAFFIC MANAGEMENT FOR EVENTS IN THE COMMON

Tracey Starr asked what sort of traffic management was required for events being held in The Common. Ray Kearns advised that the event does not impact local traffic and conditions should be the same as approved in previous years.

Attachments: Nil

Jackie to find a copy of special event approval from previous years

PARKING BETWEEN LINES AND NOSE IN PARKING

Peter Wormald raised the issue of parking over lines and nose in parking particularly on weekends. Ray advised that appropriate signage for rear to kerb parking is in place. MWRC resources to not allow for Rangers to work weekends.

Attachments: Nil

No action required by LTC.

CONCERNS WITH ENTRANCE/EXIT TO MUDGEES HOSPITAL AND TRAFFIC SPEEDING ON MEARES ST (FROM ROUNDABOUT ON CHURCH)

Peter Wormald raised concerns with the entrance/exit to the Mudgees Hospital parking area on Meares St and traffic speeding along Meares after exiting the Church St Roundabout. This issue was discussed. Possible solutions were a centre line to be marked, raised intersection at entrance/exit, signage, making entrance/exit entrance only with exit in Lewis St. TW suggested MWRC apply for funding through TfNSW for a traffic impact concept review??.

Attachments: Nil

Discussion with Mudgees Hospital regarding one way entrance/exit – Ray Kearns to action.

Funding may be available to Council from TfNSW to perform any improvements on Meares St and Lewis St



24/006 MUDGEE BIKE RIDE 10-11/8/2024

RECOMMENDATION

That Council

Approve the event Marys Mahem (Mudgee bike ride) 10-11/8/2024 be classified as a Class 2 Event under the 'Guide to Traffic and Transport Management for Special Events Version 3.5', with the following conditions:

- a) Events are to be undertaken in accordance with the "Guidelines for Bicycle Road Races";
- b) A Special Events Transport Management Plan (TMP), is to be prepared in accordance with the "Guide to Traffic and Transport Management for Special Events Version 3.5 and submitted to and approved by Council prior to the event;
- c) Events are to be undertaken in accordance with the requirements of the NSW Police Force with their approval documentation forwarded to Council for notation;
- d) Controlling noise as required by the Protection of the Environment Operations (Noise Control) Regulation 2000;
- e) Reimbursing Council for the cost of damage repairs;
- f) Complying with any of Council's Law Enforcement Officers reasonable directives;
- g) Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;
- h) A Traffic Guidance Scheme (TGS) certified by a person with a 'Select & Modify 'or a 'Design and Audit' Certificate be included in the TMP;
- i) Any person directing traffic on a public road is required to possess an appropriate traffic controller's certificate;
- j) Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$20 million. Such a policy is to note that Council, RMS and NSW Police Force is indemnified against any possible action as the result of the event;
- k) The event convener is to notify all affected businesses and residents adjacent to the proposed closure indicating the period during which their accesses will be affected. Such notification is to be in writing;
- l) Provide alternative access for motorists or pedestrians with legitimate business within the closed section of roadway;
- m) Maintain a four-metre wide emergency vehicle lane;
- n) Advertise the proposed event in local newspapers with relevant information at least 2 weeks prior to the date;
- o) The organiser is to debrief with Council and Police with all traffic control documentation and controls tabled for review; and Transport for NSW consent required for use of the State and Regional road network.

MOTION:

That the approval of the event is withheld. Concerns are raised with respect to public roads being used, road safety of riders and other road users, signage, lack of traffic control and marshalls and shortage of time for appropriate community consultation and advertising the event. Meeting required between Organisers, Mark Fehon and Michelle Mini to discuss requirements. – JP to arrange meeting.



24/007 2024 MUDGEES RUNNING FESTIVAL

RECOMMENDATION

That Local Traffic Committee endorse the event – “Mudgees Running festival” 18th August 2024, and classify as a Class 2 event under the “Guide to Traffic and Transport Management for Special Events Version 3.4” and proceed with the following conditions:

- a) A Special Events Transport Management Plan (TMP), is to be prepared in accordance with the Guide to Traffic and Transport Management for Special Events Version 3.4 and submitted to and approved by Council prior to the event;
- b) Events are to be undertaken in accordance with the requirements of the NSW Police Force with their approval documentation forwarded to Council for notation;
- c) Controlling noise as required by the Protection of The Environment Operations (Noise Control) Regulation 2000;
- d) Reimbursing Council for the cost of damage repairs;
- e) Complying with any of Council’s Law Enforcement Officers’ reasonable directives;
- f) Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;
- g) the qualification of the person creating the Traffic Guidance Scheme must be a holder of the Prepare a Work Zone Traffic Management Plan or superseded Select and Modify Certificate or the Design and Audit Certificate which has not expired;
- h) Any person directing traffic on a public road is required to possess an appropriate traffic controller’s certificate;
- i) Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$20 million. Such a policy is to list Council, TRANSPORT FOR NSW and NSW Police as Interested Parties;
- j) The event convener is to consult with all affected businesses and residents adjacent to the proposed closure, in writing, indicating the period during which their accesses will be affected;
- k) Maintain a four-metre wide emergency vehicle lane;
- l) Advertise the proposed event in local newspapers with relevant information at least two weeks prior to the date;
- m) The organiser is to debrief with Council and Police with all traffic control documentation and controls tabled for review.
- n) Traffic Guidance Schemes are prepared in accordance with TRANSPORT FOR NSW Traffic Control at Worksites Manual.

MOTION:

That the above recommendation be accepted and approved.

MOTION CARRIED: Mr Garry McGovern / Thomas Worley

The motion was carried with voting members voting unanimously.



24/008 CEMENTA FESTIVAL 2024 - BILLY CART DERBY 19-22/9/2024

RECOMMENDATION

That the Local Traffic Committee accept this event – **Preliminary approval** - Cementa Festival 2024 – Billy Cart Derby 19-22/9/2024

That the event Cementa Festival 2024 – Billy Cart Derby 19-22/9/2024 be classified as a Class 2 Event under the “Guide to Traffic and Transport Management for Special Events Version 3.5” and proceeds with the following conditions:

- a) A **Special Events Transport Management Plan (TMP)**, is to be prepared in accordance with the *Guide to Traffic and Transport Management for Special Events Version 3.5* and submitted to and approved by Council prior to the event.
- b) A **Traffic Guidance Scheme (TGS)** to be in accordance with Transport for NSW Traffic Control at Worksites Manual and certified by a person with a ‘Worksite Traffic Control Certificate’;
- c) Any person directing traffic on a public road is required to possess a valid traffic controller’s certificate;
- d) Events are to be undertaken in accordance with the requirements of the NSW Police Service with their approval documentation forwarded to Council for notation;
- e) Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$20 million. Such a policy is to note that Council, the Transport for NSW and NSW Police Force are indemnified against any possible action as the result of the event;
- f) Controlling noise as required by the Protection of The Environment Operations (Noise Control) Regulation 2000;
- g) Reimbursing Council for the cost of damage repairs;
- h) Complying with any of Council’s Law Enforcement Officers’ directives;
- i) Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;
- j) The event convener is to consult with all affected businesses and residents adjacent to the proposed closure, in writing, indicating the period during which their accesses will be affected at least two weeks prior to event commencement;
- k) Advertise the proposed event in local newspapers with relevant information at least two weeks prior to the date;
- l) Maintain a four-metre wide emergency vehicle lane;
- m) Notify NSW Fire and Rescue and the NSW Ambulance Service;
- n) The organiser is to have a debrief with Council and Police with all traffic control documentation and controls tabled for review.

MOTION:

That the above recommendation be accepted and approved.

MOTION CARRIED: Mr Thomas Worley / Mark Fehon

The motion was carried with voting members voting unanimously.



24/009 HENRY LAWSON HERITAGE FESTIVAL 2924

RECOMMENDATION

That the Local Traffic Committee accept this event – Henry Lawson Heritage Festival 2024 – 8/6/2024

That the event Henry Lawson Heritage Festival 2024 be classified as a Class 2 Event under the “Guide to Traffic and Transport Management for Special Events Version 3.5” and proceeds with the following conditions:

- a) A Special Events Transport Management Plan (TMP), is to be prepared in accordance with the *Guide to Traffic and Transport Management for Special Events Version 3.5* and submitted to and approved by Council prior to the event.
- b) A Traffic Guidance Scheme (TGS) to be in accordance with Transport for NSW Traffic Control at Worksites Manual and certified by a person with a ‘Worksite Traffic Control Certificate’;
- c) Any person directing traffic on a public road is required to possess a valid traffic controller’s certificate;
- d) Events are to be undertaken in accordance with the requirements of the NSW Police Service with their approval documentation forwarded to Council for notation;
- e) Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$20 million. Such a policy is to note that Council, the Transport for NSW and NSW Police Force are indemnified against any possible action as the result of the event;
- f) Controlling noise as required by the Protection of The Environment Operations (Noise Control) Regulation 2000;
- g) Reimbursing Council for the cost of damage repairs;
- h) Complying with any of Council’s Law Enforcement Officers’ directives;
- i) Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;
- j) The event convener is to consult with all affected businesses and residents adjacent to the proposed closure, in writing, indicating the period during which their accesses will be affected at least two weeks prior to event commencement;
- k) Advertise the proposed event in local newspapers with relevant information at least two weeks prior to the date;
- l) Maintain a four-metre wide emergency vehicle lane;
- m) Notify NSW Fire and Rescue and the NSW Ambulance Service;
- n) The organiser is to have a debrief with Council and Police with all traffic control documentation and controls tabled for review.

MOTION:

That the above recommendation be accepted and approved.

MOTION CARRIED: Mr Garry McGovern / Thomas Worley

The motion was carried with voting members voting unanimously.



24/010 MUDGEES SMALL FARM FIELD DAYS 2024

RECOMMENDATION

That Local Traffic Committee endorse the event – “Mudgees Small Farm Field Days” Friday and Saturday, 12th & 13th July 2023, and classify as a Class 2 event under the “Guide to Traffic and Transport Management for Special Events Version 3.4” and proceed with the following conditions:

- a) A Special Events Transport Management Plan (TMP), is to be prepared in accordance with the Guide to Traffic and Transport Management for Special Events Version 3.4 and submitted to and approved by Council prior to the event;
- b) Events are to be undertaken in accordance with the requirements of the NSW Police Force with their approval documentation forwarded to Council for notation;
- c) Controlling noise as required by the Protection Of The Environment Operations (Noise Control) Regulation 2000;
- d) Reimbursing Council for the cost of damage repairs;
- e) Complying with any of Council's Law Enforcement Officers' reasonable directives;
- f) Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;
- g) the qualification of the person creating the Traffic Guidance Scheme must be a holder of the Prepare a Work Zone Traffic Management Plan or superseded Select and Modify Certificate or the Design and Audit Certificate which has not expired;
- h) Any person directing traffic on a public road is required to possess an appropriate traffic controller's certificate;
- i) Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$20 million. Such a policy is to list Council, TRANSPORT FOR NSW and NSW Police as Interested Parties;
- j) The event convener is to consult with all affected businesses and residents adjacent to the proposed closure, in writing, indicating the period during which their accesses will be affected;
- k) Maintain a four-metre wide emergency vehicle lane;
- l) Advertise the proposed event in local newspapers with relevant information at least two weeks prior to the date;
- m) The organiser is to debrief with Council and Police with all traffic control documentation and controls tabled for review.
- n) Traffic Guidance Schemes are prepared in accordance with TRANSPORT FOR NSW Traffic Control at Worksites Manual.
- o) As agreed, bunting to be placed on Ulan Road between Mount Pleasant Lane and Wurth Drive. (Refer 2.1.4 of Traffic and transport management)

MOTION:

That the above recommendation be accepted and approved.

MOTION CARRIED: Mr Thomas Worley / Mark Fehon

The motion was carried with voting members voting unanimously.



CLOSURE

There being no further business the meeting concluded at 11.05am

Item 13: Urgent Business Without Notice

URGENT BUSINESS WITHOUT NOTICE

As provided by Clauses 19 & 20 of Council's Code of Meeting Practice (Clause 14 LGMR).

GIVING NOTICE OF BUSINESS

19. (1) The Council must not transact business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business in writing at least two (2) days prior to the day on which the agenda and business paper is prepared and delivered to Councillors; and
 - (b) unless notice of the business has been sent to the Councillors in accordance with Clause 6 of this Code. (see Section 367 LGA & Clause 14(1) LGMR)
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
- (a) is already before, or directly relates to a matter that is already before the Council (see Clause 14(2)(a) LGMR); or
 - (b) is the election of a chairperson to preside at the meeting as provided by Clause 12(1) (see Clause 14(2)(b) LGMR); or
 - (c) is a matter or topic put to the meeting by the chairperson in accordance with Clause 21 (see Clause 14(2)(c) LGMR); or
 - (d) is a motion for the adoption of recommendations of a committee of the Council; (see Clause 14(2)(d) LGMR); or
 - (e) relates to reports from officers, which in the opinion of the Chairperson or the General Manager are urgent;
 - (f) relates to reports from officers placed on the business paper pursuant to a decision of a committee that additional information be provided to the Council in relation to a matter before the Committee; and
 - (g) relates to urgent administrative or procedural matters that are raised by the Mayor or General Manager.

BUSINESS WITHOUT NOTICE

20. (1) Despite Clause 19 of this Code, business may be transacted at a meeting of the Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency. Such a motion can be moved without notice. (see Clause 14(3) LGMR)
- (2) Despite Clause 30 of this Code, only the mover of a motion referred to in subclause (1) can speak to the motion before it is put. (see Clause 14(4) LGMR)

Item 14: Confidential Session

LOCAL GOVERNMENT ACT, 1993

10A

WHICH PARTS OF A MEETING CAN BE CLOSED TO THE PUBLIC?

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
 - (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
 - (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of any code of conduct requirements applicable under section 440.
- (3) A council, or a committee of the council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
- (4) A council, or a committee of a council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

10D

GROUND FOR CLOSING PART OF MEETING TO BE SPECIFIED

- (1) The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
- (2) The grounds must specify the following:
 - (a) the relevant provision of section 10A(2)
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

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DISCLOSURE AND MISUSE OF INFORMATION

- (1) A person must not disclose any information obtained in connection with the administration or execution of this Act unless that disclosure is made:
 - (a) with the consent of the person from whom the information was obtained, or
 - (b) in connection with the administration or execution of this Act, or
 - (c) for the purposes of any legal proceedings arising out of this Act or of any report of any such proceedings, or
 - (d) in accordance with a requirement imposed under the Ombudsman Act 1974 or the Freedom of Information Act 1989, or
 - (e) with other lawful excuse.
1. (1A) In particular, if part of a meeting of a council or a committee of a council is closed to the public in accordance with section 10A (1), a person must not, without the authority of the council or the committee, disclose (otherwise than to the council or a councillor of the council) information with respect to the discussion at, or the business of, the meeting.
2. (1B) Subsection (1A) does not apply to:
 - (a) the report of a committee of a council after it has been presented to the council, or
 - (b) disclosure made in any of the circumstances referred to in subsection (1) (a)-(e), or
 - (c) disclosure made in circumstances prescribed by the regulations, or
 - (d) any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with section 12.
- (2) A person acting in the administration or execution of this Act must not use, either directly or indirectly, information acquired by the person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person's spouse or de facto partner or a relative of the person.
- (3) A person acting in the administration or execution of this Act, and being in a position to do so, must not, for the purpose of gaining either directly or indirectly an advantage for the person, the person's spouse or de facto partner or a relative of the person, influence:
 - (a) the determination of an application for an approval, or
 - (b) the giving of an order.

Maximum penalty: 50 penalty units

MOTION

I move that pursuant to the provisions of Section 10 of the Local Government Act, 1993 the meeting be closed to the public.

After a motion to close the meeting has been moved and seconded and before the vote, the Chairman will ask if there are any other matters, besides those listed on the agenda which should be considered in Confidential Session.

He will then announce those matters to be considered in Confidential Session. In doing so, the Chairman will give reasons why those matters are to be considered in Confidential Session and explain the way in which discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

CHAIRMAN

The following matters have been listed for consideration in Confidential Session:

14.1 Major Event Glen Willow Exemption from Tender

The reason for dealing with this report confidentially is that it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it in accordance with Section 10A(2)(d)(i) of the Local Government Act, 1993.

Discussion of this matter in an open meeting would be, on balance, contrary to the public interest as it involves discussion of commercial negotiations.

The Chairman will then ask the General Manager if there are any written representations from the public on the proposed closure of the meeting.

The General Manager will read out any written representations received.

The Chairman will ask if anyone in the gallery would like to make verbal representations in regard to the matters now to be considered in Confidential Session.

The Chairman will then put the motion “to close the meeting” to the vote.

CONFIDENTIAL
SESSION

Item 15: Urgent Confidential Business Without Notice

Item 16: Open Council

Item 17: Closure