



****PUBLIC COPY****

Business Papers 2025

MID-WESTERN REGIONAL COUNCIL

ORDINARY MEETING
WEDNESDAY 10 DECEMBER 2025

*A prosperous and progressive
community we proudly call home*





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MUDGEE NSW 2850

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3 December 2025

Dear Councillor,

MEETING NOTICE
Ordinary Meeting
10 DECEMBER 2025
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 flourish 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

Councillors are reminded of their oaths of affirmations of office taken at their obligations under Council's Code of Conduct to disclose conflicts of interest when they arise and ensure they are managed appropriately.

If an interest is declared, Councillors should leave the Chambers prior to the commencement of the discussion of an item.

Item 3: Confirmation of Minutes

3.1 Minutes of Ordinary Meeting held on 19 November 2025

Council Decision:

That the Minutes of the Ordinary Meeting held on 19 November 2025 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.
Provision of Transportable Accessibility Items for the Region	Res. 188/25 Ordinary Meeting 20/08/2025	That a report to be brought back to Council on the feasibility of the provision of Transportable Accessibility Items for the region. The report to include the feasibility of the following items: - portable disability toilets - portable wheelchair lift	<u>Recommended for completion</u>
Public Amenities Strategy	Res. 260/25 Ordinary Meeting 15/10/2025	That Council.... 2. develop a Public Amenities Strategy for the region as recommended in the Recreation Strategy.	To be reported to Council at a future meeting
Resealing Streets in Gulgong	Res. 189/25 Ordinary Meeting 20/08/2025	That Council be brought up to date on when Council is going to reseal part of Mayne Street, Herbert Street and Medley Street with a similar coloured stone to be used that was used before, and that Councillors and the community be assure that the same aggregate is used as previous.	To be reported to Council at a future meeting.
Mudgee Indoor Pool Project	Res. 262/25 Ordinary Meeting 15/10/25	That Council.... 2. proceed with further design and feasibility work that examines both the current Lawson Park pool site and alternate location options for an indoor pool; ... 4. include within the potential locations for the Indoor Pool an option for an indoor/outdoor 50 metre pool; and 5. examine all potential funding options.	To be reported to Council at a future Meeting

Item 5: Mayoral Minute

5.1 Mayoral Minute: Gulgong Musical Dramatic Society Inc (MADS) Request for Funding

MAYORAL MINUTE

TO 10 DECEMBER 2025 ORDINARY MEETING

GOV400113,

RECOMMENDATION

That:

1. **endorse a commitment of up to \$5,000 from the Community Grants Program as a matching contribution towards the Gulgong MADS Inc. Stage 3 Theatre Upgrade Project, conditional upon the organisation's application to the NSW Government ClubGrants Program being successful; and**
2. **provide a letter of support to Gulgong MADS Inc. confirming Council's commitment for inclusion in their grant application.**

Gulgong MADS Inc. is completing Stage 3 of its multi-year upgrade of the historic Gulgong theatre. The organisation has already invested more than \$85,000 in lighting, sound and facility improvements. The final Stage 3 items—new fire-compliant stage curtains and a LED Wall Screen—are estimated at \$75,000, for which MADS is seeking funding through the NSW Government's ClubGrants Program.

The LED Screen will expand the theatre's technical capacity, support digital and creative skills development for local young people, and improve accessibility for deaf and hard-of-hearing audiences through open captions and surtitles. MADS will contribute \$15,000 of its own funds and has requested a \$5,000 matching contribution from Council to strengthen its grant application.

Given the significant community benefit and MADS' substantial investment, it is appropriate for Council to provide conditional financial support. Under the Community Grants Program, this project would be supported for a capital co-contribution amount. MADS is a registered charity and the request meets other requirements of the Policy.



CR DES KENNEDY
MAYOR
2 December 2025

Attachments: 1. Gulgong MADS request for funding.



GULGONG AMATEUR MUSICAL & DRAMATIC SOCIETY INC.
101 MAYNE STREET (PO BOX 379)
GULGONG NSW 2852
ABN 84 176 403 066
INC. Y2006409 (Incorporation Number)

Mr B Cam
General Manager
Mid-Western Regional Council
PO Box 156
MUDGEE NSW 2850

26th November, 2025

Dear Mr Cam,

Formed in 1880, the Gulgong Musical Dramatic Society Inc. (MADS) has owned the Prince of Wales Opera House, on behalf of the local community, since 1971. For the past 54 years, MADS has raised substantial funds, mostly through its own volunteer initiatives, with which it has gradually restored the building and improved performer and visitor amenities.

In 2021, the MADS Inc. Management Committee embarked on an ambitious 3 Stage Program to refurbish and upgrade its historic theatre. Stage 1 has been a works program which addressed specific restoration, compliance, access and storage issues. Stage 2 was the installation of new foyer carpet, plush downstairs seating, and window and door drapes. Stage 3 has been the upgrade of the venue's technical systems. To this end, MADS has already funded the installation of a new computerised LED lighting system and a high-end sound system, along with the necessary electrical systems upgrades in order to accommodate these. The total expenditure by MADS, to date, for the Stage 2 & 3 upgrades has been \$85,000.00. The final items for the Stage 3 upgrade are: new fire compliant stage curtains; and a new LED Wall Screen which will provide the theatre with projection capabilities.

Whilst having multiple uses, the LED Screen will be of particular benefit to Gulgong and district youth. It would give them a way in through the tech, design, and visual side of storytelling—running cues, managing content, creating graphics, choosing or designing digital backdrops, and helping set the look and vibe of a show. These roles could appeal to 'kids' who are more hands-on, into screens, gaming, or digital creativity, and it makes the backstage world feel just as exciting and important as being onstage. The chance to build skills in these areas offers genuine pathways into the wider creative industries. They'd be getting hands-on experience with the types of tools used in professional theatres and venues without needing to leave town to access that kind of training and exposure. A great added benefit would be accessibility. The screen would make the theatre more culturally accessible to deaf and hard-of-hearing audience members by allowing open captions, and it would be incredibly valuable for real-time surtitles in operatic performances.

The cost for these final upgrades is approximately \$75K and in order to fund these MADS will be applying for a grant under the NSW State Government's ClubGrants Program. The Grant Guidelines indicate that it is advantageous for applications to demonstrate income from other sources other than the grant being applied for. To this end, MADS intends to contribute \$15K of its own funds to the overall costs. In addition, it would like to ask Council to contribute \$5K towards the project, i.e. subject to MADS' ClubGrants application being successful. If Council is agreeable, could you please provide Gulgong MADS Inc. with a letter to this effect by 10th December which can be used as supporting documentation for the funding application.

Yours sincerely and with thanks,
Stephen Sneesby (Gulgong MADS Inc. Hon. Secretary)

GULGONG AMATEUR MUSICAL & DRAMATIC SOCIETY INC.

101 Mayne Street GULGONG NSW 2852 PO Box 379 GULGONG NSW 2852
Email: bookings@princeofwalesoperahouse.com.au

Item 6: Notices of Motion or Rescission

Nil

Item 7: Office of the General Manager

Nil

Item 8: Development

8.1 Mid-Western Region Housing Strategy 2025 Review

REPORT BY THE MANAGER STRATEGIC PLANNING
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, LAN900177

RECOMMENDATION

That Council:

1. **receive the report by the Manager Strategic Planning on the Mid-Western Region Housing Strategy 2025 Review;**
 2. **note the *Mid-Western Region Housing Strategy 2025 Actions* progression; and**
 3. **investigate costs and opportunity for initiatives, such as Housing and Land Incentive Program and Standardised Housing Plans such as to bring immediate land supply to market and report back to Council by June 2026.**
-

Executive summary

The purpose of this report is to provide an update on the progression of the Actions contained in the Implementation Plan of the Mid-Western Region Housing Strategy 2025 (Housing Strategy), review market conditions, workforce projections, adequacy of land supply and propose initiatives for consideration to further assist in bringing the identified land supply to market.

The Housing Strategy was adopted by Council on the 21 May 2025, since adoption land supply has progressed through pipeline, as detailed in the body of this report. There is sufficient land supply at the preliminary stages of the pipeline (scoping proposal and planning proposal), however, limited vacant lot supply on the market. Council has witnessed land supply rezoned, development application approved, however not reaching the market. Whilst Council does not have involvement in all the steps involved in bringing land to market, to assist, Council has the opportunity to explore and potentially offer additional incentives (aligned to existing Actions of the Housing Strategy) to assist developers in bringing identified land to market following development application approval.

As outlined in this report, the identified land supply within the Housing Strategy meets the required dwelling demand for our communities to 2041. The Housing Strategy has been prepared in accordance with the Department of Planning Housing and Infrastructure (DPHI), *Local Housing Strategy Guideline*. Further, the Housing Strategy considers and incorporates the DPHI 2024 population projections. However, if Council were to consider additional supply, outlining the equitable process for bringing further land supply to market is contained in the body of the report.

Disclosure of Interest

Nil

Detailed report

1. Background

The *Draft Mid-Western Region Housing Strategy* (Housing Strategy) – Post Exhibition was reported to the 16 April 2025 Council meeting. Council resolved to *'defer the adoption of Mid-Western Regional Housing Strategy until further discussion and consultation with Councillors, with a report to be brought back to the May Council meeting'* (minute number 93/25).

Following the 16 April 2025 meeting, further discussion and consultation was undertaken with Councillors on the 30 April 2025, in accordance with the recommendation. At the 21 May 2025 meeting, it was resolved to adopt the Housing Strategy and for *'staff to undertake a review of the Mid-Western Region Housing Strategy within the first 6 months of adoption, engage with Councillors and report to Council'* (minute number 114/25). Staff engaged with the Councillors on the 16 October 2025.

2. Land supply pipeline as of November 2025 (by town)

The below table focuses on Mudgee and Gulgong - the towns in the region that currently and will continue to experience the greatest growth. It must be highlighted that the Housing Strategy applies a natural growth projection for Rylstone and Kandos, unlike the decline detailed in 2021 Census. The development within these towns will be captured in the Land and Housing Supply Monitor (to be reported to Council in February 2026).

Figure 1: Mudgee and Gulgong Land Supply Pipeline, at November 2025

	Mudgee & lots	Zoning and Lot Size	Gulgong & lots
Scoping Stage	290 42 127	R1, 600-1999sqm R2, min 2000sqm R5, 2-5 hectares	No scoping Proposals with Council, however landowner discussions are ongoing.
Planning Proposal	151 128 47	R1, 600-1999sqm R2, min 2000sqm R5, 2-5 hectares	
Subdivision development application under assessment	348 17 0	R1, 600-1999sqm R2, 2000sqm R5, 2-5 hectares	No applications under assessment, excluding subdivision of dual occupancy.
Development application approved	65 0 0	R1, 600-1999sqm R2, min 2000sqm R5, 2-5 hectares	All lots recently approved have been recently registered.
Under construction (subdivision works certificate or construction certificate)	17 0 0	R1, 600-1999sqm R2, min 2000sqm R5, 2-5 hectares	No lots currently under construction.
Vacant lots on market	7 26 0	R1, 600-1999sqm R2, min 2000sqm R5, 2-5 hectares	4 - R1, 600-1999sqm 1 - R2, min 2000sqm 4 - R5, 2-5 hectares

Note, the above numbers do not account for the subdivision of dual occupancy and multi dwelling housing, this is in addition. R1 General Residential, R2

3. Workforce Projections

To determine the implied dwelling demand for the region, the Housing Strategy developed natural population projections and project workforce projections. Project workforce projections considered all State Significant Developments (major projects) construction and permanent workforce figures. Natural populations projections have not changed since adoption; however, construction and permanent workforce projections are constantly changing (workforce numbers and timing) as a result of additional projects being considered in the region, projects that are no-longer going ahead (3 projects, with a workforce of 1,200) and the completion of the construction phase of projects.

The Housing Strategy talks to a short-term population peak driven by the mobilisation of major project construction workforce to the region. A statement made in the Housing Strategy that still remains relevant notes "The exact timing and scale of this peak remains uncertain and would be subject to the approval and timing of major projects and their varied workforce needs" (source: Mid-Western Region Housing Strategy, 8.2 Population Peak page, 33).

The Housing Strategy examines the major project construction workforce to determine subsequent dwelling demand. It was determined that 70% of construction workforce will be accommodated in temporary accommodation, while the remaining 30% will require market housing. Drawing on the findings of the *Mid-Western Regional Council – Managing the Impacts of State Significant Development*, 16% of the workforce are assumed to be family households, 6% are assumed to be couple households, and 8% are local workforce (noting these percentages are drawn from limited available data).

The last six months have allowed Council to consider this further and determined that the percent of the construction workforce requiring market housing is 19%. Evident in the workforces that have mobilised to the region to date, the 6% couple household is challenged. Whilst originally it was thought only one member of the couple household would be a worker, experience has demonstrated both members of the couple are likely workers, reducing the demand on market housing by 3%. Further, what the figures don't account for is more than one couple, employed by the same project, residing in the same residence together. For example, three couples working for the same company could reside in the same dwelling, reducing the demand from 6 dwellings (assuming 1 private dwelling per worker) to 1 dwelling that houses 6 workers. The ratios are therefore adjusted from 1 dwelling per 1 employee to 1 dwelling per 6 employees, as an example.

Though the Secretary's Environmental Assessment Requirements (SEARS) process (to identify what information needs to be included in the environmental impact statement for the major projects), Council has been consistently requiring major projects to provide their own housing for construction workforces, three temporary construction workers accommodations have been granted approval with one under constructions within the region. This approach of requiring the provision of temporary workers accommodation, is supported by DPHI in the approval process. This provision of temporary workers accommodation is further reducing the demand on current and future market housing.

Major project documentation references operational workforce numbers, however, they do not state whether the worker will be required to reside locally and will therefore require market housing. Alternatively, the role might be able to be undertaken remotely, requiring limited visitation to the region. As the major projects of the Central West Orana Renewable Energy Zone progress, Council will continue to monitor and understand the permanent workforce profile to determine the demand on market housing.

Since the adoption of the Housing Strategy, the former Kandos Cement Works changed ownership. The site is now subject of a methanol production and greenhouse facility development. The proposal is at the early planning and the community consultation stage and will create approximately 300 – 350 permanent full-time jobs (source: <https://cenagen.com>). This proposed increase in population is being considered and planned for by Council to ensure appropriate housing can be provided for the anticipated workforce. Council will continue to work with the proponent to further understand and plan for the anticipated housing needs of the proposed workforce.

4. Constraints analysis review

Constraints and opportunities influence the extent (ultimate lot yield) to which land is developed. Since the adoption of the Housing Strategy, Council has received the *Draft Mudgee Flood Risk Management Study and Plan 2025* (Study and Plan) for staff review. It is expected the document will be reported to Council for endorsement for public exhibition in 2026. The Study and Plan will have resultant impacts on land supply in the Mudgee growth areas. These land supply and implied dwelling demand of the impacted growth areas are being reviewed and will be captured in the *Mid-Western Region Land and Housing Supply Monitor* (to be reported to Council in February 2026).

5. Housing Strategy Action Implementation

The Housing Strategy Implementation Plan contains 33 short-term (underway), 6 medium and 11 ongoing Actions (underway). Short term Actions are to be delivered during 2025-2030 and medium-term actions are to be delivered between 2031-2035. Of the total 50 Actions, 48% are underway within the first 6 months of commencement. The short-term Actions support housing supply, affordability and sustainability. Prioritisation has been attributed to 7 short-term Actions.

Action	Timeframe	Completed	Underway	Not Commenced	Comment
1.1 Support the rezoning of residential land to meet projected housing needs.	Short		✓		Council are currently considering 5 Planning Proposals yielding approx. 329 lots (specific yields outlined previously)
1.2 Focus housing delivery within and around Mudgee, Gulgong, Rylstone and Kandos.	Short		✓		As part of the Master Planning of growth areas, 134 landowner were engaged. Landowners in identified growth areas are continually encouraged to come forward to discuss housing delivery.
1.3 Continue to focus the sequencing out of infrastructure in accordance with the commitments by Council.	Short/Ongoing		✓		Working closely with Council's Water and Sewer team to ensure we are supporting sites with capacity commitment.
1.4 Identify opportunities for Council to support unlocking residential land supply (masterplans, infill incentives, LEP amendments, DCP updates).	Short/Medium		✓		Master planning of growth areas underway, targeted landowner engagement February 2026. Final master plans to be delivered June 2026.
1.5 Consider mechanisms to incentivise the delivery of short-term housing (e.g., fee discounts, staged infrastructure plans).	Short		✓		Investigations underway and contained in this report.
1.6 Improve Council's Housing Monitor to better understand dwelling production and take-up rates.	Short		✓		Updated monitor has been produced, to be reported to February Council.
1.7 Prepare principles for assessing proponent-initiated planning proposals for residential or rural residential development.	Short		✓		Department of Planning, Environment and Infrastructure arranging collaboration with other Councils to inform the development of principles.
1.8 Prepare Development Servicing Plans to support masterplans prior to rezoning occurring.	Short		✓		Council's Water and Sewer team are currently preparing updated Development Servicing Plans.
2.1 Promote opportunities and educate residents around infill development and urban renewal.	Short				Mid-Western Regional Community News piece around infill completed.
2.2 Encourage delivery of infill housing such as secondary dwellings in key towns.	Short		✓		Community education and Mid-Western Regional Community News,
2.3 Investigate financial incentives for secondary dwellings and shop-top housing.	Short		✓		Discussions being had with other Council's about financial incentive opportunities and part of this report.
2.4 Identify secondary dwellings as permitted with consent in key zones.	Short				To be captured under next General Amendment to the LEP.

2.5 Identify residential flat buildings as permitted in medium-density zones.	Short				
2.6 Permit shop-top housing in Rylstone and Kandos.	Short				
2.7 Prepare a masterplan for Mudgee town centre and surrounds, including building height review.	Short		✓		Procurement is underway. Expected completion date August 2026.
2.8 Consider updates to the DCP for medium density and town centre housing typologies.	Short		✓		DCP controls are currently under review.
3.1 Promote the benefits of diverse housing choice through education and events.	Short				Planned to be covered in the Mid-Western Regional Community News.
3.2 Require master planning of growth areas to include a mix of dwelling types and lot sizes.	Ongoing		✓		Advocating for in Scoping & Planning Proposal stage. Master planning project aims to produce a mix.
3.3 Ensure delivery of diverse residential lot sizes (e.g., maximum lot sizes, density requirements).	Ongoing		✓		
3.4 Adopt a minimum lot size of 2,000sqm for new R2 Low Density Residential development.	Short		✓		Under the scope of the Master Planning and LEP amendment project.
3.5 Investigate rezoning land along Rifle Range Road and Albens Lane to R1 General Residential.	Medium				To be captured under next General Amendment to the LEP.
3.6 Adopt rural residential allotment size criteria into Council's Development Control Plan.	Short		✓		Feedback provided as part of DCP internal engagement.
3.7 Explore planning mechanisms such as provisions in the LEP to deliver a variety of lot sizes (e.g., average lot sizes across master planned areas).	Short		✓		Currently being explored as part of the Master Planning and LEP Amendment project.
4.1 Educate and consult with the community on social and affordable housing.	Short				Community education will be undertaken via Mid-Western Regional Community News piece.
4.2 Collaborate with Homes NSW and community housing providers for affordable rental housing.	Ongoing				Yet to be commenced.
4.3 Collaborate with Aboriginal Land Councils and Aboriginal Housing Providers.	Ongoing				Yet to be commenced.

4.4 Establish DCP controls for adaptable/universal housing standards.	Short		✓		Being considered as part of the DCP review.
4.5 Investigate potential targets for net growth in social and affordable housing.	Medium				Yet to be commenced.
5.1 Promote and encourage private sector investment in housing for key workers.	Short				Yet to be commenced.
5.2 Respond to opportunities or partnerships for key worker housing (including Crown Land audit).	Short				Yet to be commenced.
5.3 Support partnerships with employers to develop housing for key workers.	Short				Yet to be commenced.
5.4 Develop a centralized property listing and inquiry service for key workers.	Short		✓		Working with EnergyCo to create a centralised property inquiry service region wide.
5.5 Investigate LEP and DCP amendments for higher densities near employment centres.	Short		✓		Being considered as part of the DCP review.
5.6 Investigate an affordable housing contributions scheme.	Short				Yet to be commenced.
6.1 Educate the community and promote sustainable building practices.	Ongoing				Yet to be commenced.
6.2 Investigate DCP controls for environmentally sustainable building practices.	Short		✓		Being considered as part of the DCP review.
6.3 Require master planning of growth areas to integrate urban heat mitigation.	Ongoing		✓		Being considered as part of the DCP review & Master Planning project.
6.4 Require master planning of growth areas to prioritise active transport facilities.	Ongoing		✓		Being considered as part of the DCP review & Master Planning project.
7.1 Investigate place-making opportunities (e.g., public art, social engagement).	Medium				Yet to be commenced.
7.2 Undertake structure planning for Rylstone and Kandos.	Medium				Yet to be commenced.
7.3 Prepare a Place Plan for Rylstone and Kandos town centres.	Medium				Yet to be commenced.
8.1 Recognise and conserve local character and heritage in new housing development.	Ongoing		✓		Being considered as part of the DCP review.

8.2 Identify and support adaptive reuse of heritage buildings for residential purposes.	Medium				Yet to be commenced.
9.1 Collaborate with tourism stakeholders on visitor accommodation needs.	Short / Ongoing				Yet to be commenced.
9.2 Monitor short-term rental accommodation to balance tourism and housing needs.	Short		✓		Economic Development captures short-term rental accommodation figures. Future integration into Land and Housing Supply Monitor.
9.3 Monitor DPHIEs short-term rental framework and advocate for improved controls.	Short / Ongoing				Yet to be commenced.
10.1 Collaborate with DPHI, EnergyCo, and stakeholders to deliver REZ worker housing.	Ongoing		✓		Regular meeting with DPHI, EnergyCo and Council to advocate
10.2 Collaborate with primary industry stakeholders on seasonal worker accommodation.	Short / Ongoing				Yet to be commenced.
10.3 Direct temporary worker housing towards long-term growth areas of Gulgong.	Ongoing				Consultation with developers ongoing
10.4 Consider construction accommodation only on land identified for long-term supply.	Ongoing		✓		Promoting to proponents interested in constructing camps.

6. Update on Housing Strategy Action 3.2 Require master planning of growth areas to include a mix of dwelling types and lot sizes.

The project to master plan three growth areas across Mudgee and Gulgong is funded by the Department of Planning, Housing and Infrastructure, Regional Strategic Planning Fund, Round 3.

The main objective of the project is to ensure that future development is well-located and coordinated with infrastructure to enable a mix of dwelling types and lot sizes to be implemented in a timely manner that maintains the character and liveability of the Mid-Western Region. Further, the provision of a mix of lot sizes, including smaller lots ranging from 400m², targets providing a more affordable product for the current and future communities of the Mid-Western Region.

The first phase in the project is to select sites from the identified growth areas in the Housing Strategy, for the subsequent phases of the master planning project. This first phase has been undertaken and is summarised in a working staff document, the Draft Options Paper (Draft Paper).

Initial landowner engagement demonstrated landowner willingness to bring land to market. Targeted landowner engagement will commence in February 2026, with final master plans to be delivered by June 2026.

The Draft Paper outlines current planning controls, key housing statistics, provides an updated opportunities and constraints analysis (to ensure accurate land supply) and growth area analysis (to inform growth area selection) to inform the sites which should be selected for master planning.

The delivery of a variety of lots (and subsequent dwellings) that are affordable for our current and future communities, requires a thorough understanding of key housing statistics, including the experiences of our community today and previously. The key housing statistics include; population; age structure; household composition; dwelling types; dwelling size; household size; housing tenure; building approvals for dwellings; vacancy rates; housing prices; rental prices; household income; housing affordability (both purchase and renting) and provides a regional comparison.

These fourteen considerations are detailed in the Draft Paper and will inform what housing our communities require moving in the future.

The Draft Paper tests growth areas identified for further master planning against key housing parameters to determine how much additional housing supply could be achieved through the master planning process. The minimum number of lots to be master planned are 590+ for Mudgee and 350+ for Gulgong, representing 7 and 8 years supply, respectively. These yields are greater than those identified in Housing Strategy, this project clearly demonstrates to how detailed, coordinated planning has the ability to increase yields.

7. Initiatives to bring land to market

The Housing Strategy review indicates there is sufficient land supply identified. Further to the current supply identified, the underway master planning project, provides additional supply and will assist landowners in bringing land to market in a timely manner. Lots within the master planning project are targeted to meet the needs of the current and future communities, within 0-5 and 6-10 year brackets.

Members of our community are experiencing both purchase and rent housing stress, due to housing affordability, as experienced across the state of NSW and the nation. This experience is compounded by the current limited number of vacant lots on the market. The supply of vacant lots will continually fluctuate as land moves through the supply pipeline (as demonstrated earlier in this report).

Further, it is evident a number of subdivision approvals in our region do not progress to construction and are therefore not released to the market. This is a similar trend across the state of NSW, and there is opportunity to explore initiatives to bring this land, which has progressed far through the pipeline, to market.

As outlined, there is sufficient identified land at the preliminary stages of the pipeline, accordingly, bringing on additional supply is not justified. However, to provide some relief to housing stress, two initiatives are proposed to be investigated provide some immediate relief and supporting bringing additional lots and housing to the market.

Both initiatives have alignment to Actions within the Housing Strategy:

7.1 Housing and Land Incentive Program (Housing Strategy Action 1.5)

City of Townsville and Western Downs Regional Council are two Council's who have established incentive funds to increase housing supply.

Council could explore the opportunity to establish such a program to encourage landowners and developers to construct housing and deliver lots (within the purchase and rental affordability bracket).

Such a program could provide for discounted development application fees and infrastructure charges and potentially technical report financial assistance.

Final assistance could prioritise developers delivering lots of a size and dimensions capable of being developed with a standardised housing plan, outlined below.

7.2 Standardised Housing Plans for the Mid-Western Region (Housing Strategy Action 2.3)

In July 2025 the NSW Government released the NSW Housing Pattern Book which provides low-rise housing designs which could be assessed against a new Complying Development Pathway (CDC), guaranteeing approvals in approximately 10 days.

The published Pattern Book contains a range of housing types including semidetached, terraces, manor homes, and row homes – often considered the 'missing middle'. However, there appear to be limitations for the implementation of the Pattern Book, especially for regional NSW for the following reasons:

- Non-standard features & materials being used – increasing development cost and timeframes during construction.
- Typical widths and depths of residential land in regional NSW not aligning with the required block sizes for the designs.
- Schemes not entirely compliant with the relevant codes – posing an issue at Development Application stage.

There is opportunity for Council, to prepare a localised Pattern Book utilising designs from local builders, architects, and drafts people, that respond to the distinct character and market demand of our region. Similar to the State Pattern Book, Council could commit to streamlined assessment timeframes for dwellings that meet the approved designs contained within the local Pattern Book, enabling faster approvals for development. The localised Pattern Book could contain various low and medium density typologies including:

- Standard residential house for a vacant lot
- Dual occupancy / secondary dwellings / granny flats

This initiative would allow for a locally relevant alternative to the NSW Pattern Books one-size-fits-all approach, complementing the character of our towns whilst helping to deliver infill housing for the community.

Following endorsement of these two initiatives, staff will further investigate and seek funding to facilitate.

Note, staff will continue to review and analyse any initiatives being undertaken by other Councils to support the delivery of housing to ensure we are at the forefront of innovative approaches to assist with purchase and rental housing stress being experienced by our communities.

8. Process for identifying an additional land supply

If Council considers that the identified Growth Areas (plus the 20% buffer) is insufficient, Council could undertake an equitable and transparent process through an expression of interest. This would involve the following steps:

8.1 Open invitation: inviting all landowners to nominate land for consideration, including those who have previously or are currently engaging with Council.

8.2 Constraints and opportunities assessment: following the open invitation, evaluate nominated sites against updated constraints and opportunities criteria to establish development potential.

8.3 Infrastructure and cost implications: Assess servicing requirements and identify potential cost impacts for Council and the ratepayer base before sites are formally identified.

The above process could be undertaken via a Notice of Motion which calls for an expression of interest for additional residential land supply in accordance with the above steps.

The findings of the above process could be appended to the Housing Strategy. Council anticipates the above process to take approximately 6 – 9 months.

Community Plan implications

Theme	Looking After Our Community
Goal	Vibrant towns and villages
Strategy	Support strategic land use planning and development while preserving and enhancing the aesthetic appeal of towns and villages

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.
Mudgee and Gulgong Urban Release Strategy 2023 Update.
Mid-Western Region Housing Strategy 2025.

Council Policies

The notation of the Housing Strategy Actions and investigation into opportunities do not require the update to any policies.

Legislation

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

Financial implications

The identification and ultimately the rezoning of land requires infrastructure servicing to be provided. Infrastructure will become Council assets that will require replacement at the end of asset life. That cost is the responsibility of the ratepayer base.

Associated Risks

Underestimating demand for additional residential land and dwellings/lots 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 that may not be required.

SARAH ARMSTRONG
MANAGER STRATEGIC PLANNING

ALINA AZAR
DIRECTOR DEVELOPMENT

27 October 2025

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.2 2025 Monthly Development Applications Processing and Determined - November

REPORT BY THE MANAGER STATUTORY PLANNING
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, A0420109

RECOMMENDATION

That Council receive the report by the Manager Statutory Planning on the 2025 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 November 2025 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	Support strategic land use planning and development while preserving and enhancing the aesthetic appeal of towns and villages

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

LINDSAY DUNSTAN
MANAGER STATUTORY PLANNING

ALINA AZAR
DIRECTOR DEVELOPMENT

26 November 2025

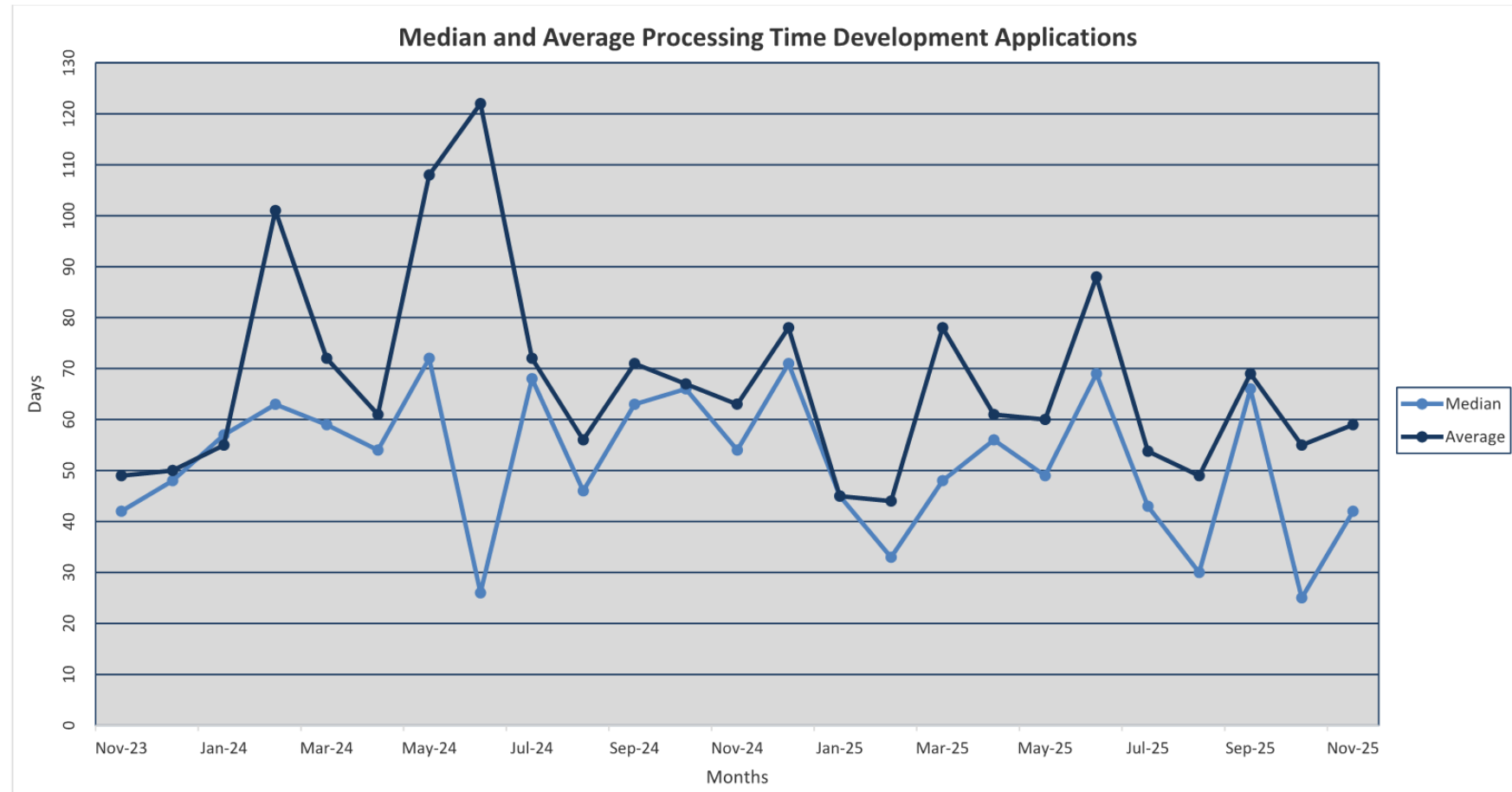
Attachments: 1. DA applications processing and determined ATT November 2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

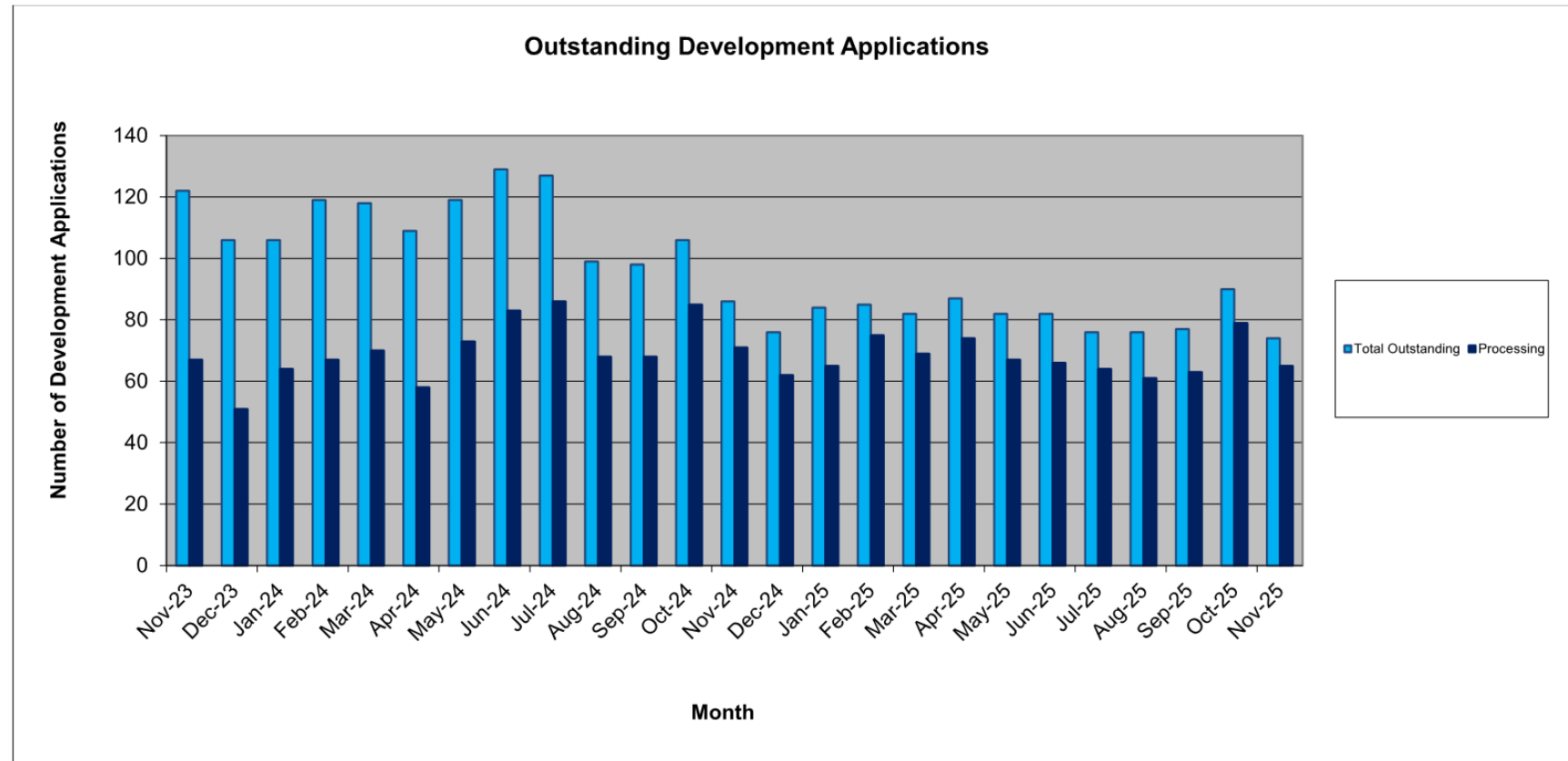
Monthly Development Application Processing Report – November 2025

This report covers the period for the month of November 2025. Graph 1 indicates the processing times up to 30 November 2025 with the month of November having an average of 59 days and a median time of 42 days.



Monthly Development Application Processing Report – November 2025

Graph 2 indicates the total number of outstanding applications; the number currently being processed is 65 and the number on “stop clock” is 9.



Monthly Development Application Processing Report – November 2025

The Planning and Development Department determined 33 Development Applications either by Council or under delegation during November 2025.

Development Applications Determined – November 2025

Appl/Proc ID	Description	House No	Street Name	Locality
DA0327/2011	Shed	23	23 Horatio Street	MUDGEES
DA0250/2024	Extractive Industry	2152	2152 Goolma Road	TWO MILE FLAT
DA0058/2025	Subdivision - Torrens Title (1 lot into 2 lots)	76	76 Zimmer Lane	GULGONG
DA0131/2025	Dual Occupancy	40	40 Gladstone Street	MUDGEES
DA0167/2025	Subdivision - Torrens Title (2 lots into 3 lots)	7	90 Cox Street	MUDGEES
DA0215/2025	Dual Occupancy	23	23 Marske Circuit	MUDGEES
DA0277/2025	Alterations & Additions	77	77 Church Street	MUDGEES
DA0279/2025	Dwelling House	149	149 Kaludabah Road	PIAMBONG
DA0285/2025	Secondary Dwelling	20	20 Moore Street	CAERLEON
DA0286/2025	Secondary Dwelling	3	3 Margaret Lane	CAERLEON
DA0007/2026	Dwelling House	80	80 Carwell Street	RYLSTONE
DA0014/2026	Secondary Dwelling	14	14 Moorse Street	CAERLEON
DA0015/2026	Veterinary Hospital	2	2 Sydney Road	MUDGEES
DA0032/2026	Alterations & Additions	12	12 Burgundy Road	MUDGEES
DA0033/2026	Dwelling House	4403	4403 Bylong Valley Way	UPPER GROWEE
DA0034/2026	Retail Plant Nursery	1891	1891 Windeyer Road	WINDEYER
DA0037/2026	Secondary Dwelling	1018	1018 Castlereagh Highway	BERYL
DA0041/2026	Farm Building	189	189 Burrundulla Road	BURRUNDULLA
DA0044/2026	Residential Shed	194	194 Robertson Road	MUDGEES
DA0046/2026	Medical Centre	130	130 Church Street	MUDGEES
DA0050/2026	Dwelling House	10	10 Stan Boal Court	MUDGEES
DA0053/2026	Dwelling House	1107	1107 Goolma Road	GUNTAWANG
DA0057/2026	Boxing Gym	22	22-26 Sydney Road	MUDGEES
DA0063/2026	Shed	14	14 Zimmer Lane	GULGONG
DA0065/2026	Retaining Wall	14	14 Stirling Court	MUDGEES
DA0066/2026	Subdivision - Torrens Title (2 lots into 2 lots)	278	278 Perrams Road	AARONS PASS
DA0068/2026	Dwelling House	194	194 Robertson Road	MUDGEES
DA0076/2026	Farm Building	577	577 Wilbetree Road	MENAH
DA0078/2026	Farm Building	219	219 Cafes Road	ILFORD

Monthly Development Application Processing Report – November 2025

DA0080/2026	Alterations & Additions	174	174 Broadhead Road	SPRING FLAT
DA0081/2026	Dwelling House	9	9 Page Street	BOMBIRA
DA0093/2026	Residential Shed	49	49 Old Grattai Road	ERUDGERE
DA0111/2026	Dwelling House	8	8 Wurth Drive	BOMBIRA

***NOTE – 9 Development Application was approved with a variation to the DCP during November 2025.**

Non Heritage Development Applications currently being processed – November 2025.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0102/2016	Dwelling House	705	Windeyer Road	GRATTAI
DA0089/2019	Change of use (Shed to Habitable Dwelling)	2037	Coxs Creek Road	RYLSTONE
DA0349/2022	Subdivision - Torrens Title (237 residential lots, 2 super lots, 3 drainage lots, 2 stormwater channels)	26	Hone Creek Drive	CAERLEON
DA0126/2024	Transport Depot	18	Industrial Avenue	MUDGEES
DA0129/2024	Dual Occupancy	79	Ilford Road	KANDOS
DA0242/2024	Caravan Park	313	Magpie Lane	GALAMBINE
DA0343/2024	Subdivision - Torrens Title (1 lot into 17 lots)	39	Rifle Range Road	MUDGEES
DA0160/2025	Alterations & Additions	8	Bawden Road	MUDGEES
DA0162/2025	Alterations & Additions	784	Castlereagh Highway	BURRUNDULLA
DA0206/2025	Subdivision - Torrens Title (2 lots into 3 lots)	1188	Wallawaugh Road	HARGRAVES
DA0214/2025	Serviced Apartment and Ancillary Yoga Studio and Gym	346	Beragoo Road	GRATTAI
DA0224/2025	Child Care Centre	30	Marshell Circuit	MUDGEES
DA0228/2025	Telecommunications facility	3326	Hill End Road	HARGRAVES
DA0233/2025	Subdivision - Torrens Title (1 lot into 8 lots)	533	Killens Road	BUDDEN
DA0234/2025	Dwelling House	56	Charbon Road	CHARBON
DA0240/2025	Dwelling House	8	Davies Road	KANDOS
DA0256/2025	Earthworks - Filling Dam	10	Hill End Road	CAERLEON
DA0273/2025	Dwelling House	74	Carramar Road	STUBBO
DA0274/2025	Dual Occupancy	26	Marshell Circuit	MUDGEES
DA0284/2025	Subdivision - Torrens Title (1 lot into 2 lots)	47	Wynella Street	GULGONG
DA0287/2025	Tourist and Visitor Accommodation	85	Rocky Waterhole Road	MOUNT FROME
DA0006/2026	Function Centre	2272	Queens Pinch Road	MEROO
DA0017/2026	Subdivision - Torrens Title (1 lot into 2 lots)	4780	Ilford Sofala Road	SOFALA
DA0019/2026	Dwelling House	70	Fleming Street	KANDOS
DA0023/2026	Dual Occupancy	15	Flinders Avenue	MUDGEES

Monthly Development Application Processing Report – November 2025

DA0027/2026	Subdivision - Torrens Title (2 lots into 2 lots)	59	Bellevue Road	MUDGEES
DA0040/2026	Meteorological Mast)	2755	Triamble Road	TRIAMBLE
DA0054/2026	Dual Occupancy	21	McLachlan Street	KANDOS
DA0055/2026	Co-Living Housing	17	Orchard Court	CAERLEON
DA0061/2026	Subdivision - Torrens Title (2 into 3 lots)	124	Snakes Creek Road	EURUNDEREE
DA0082/2026	Subdivision - Torrens Title (1 lot into 3 lots)	27	Dewhurst Drive	MUDGEES
DA0083/2026	Dual Occupancy	17	Belmore Street	GULGONG
DA0084/2026	Dwelling House	217	Doughertys Junction Road	HARGRAVES
DA0085/2026	Shed	19	Robert Jones Street	MUDGEES
DA0086/2026	Service Station (new)	16	Sydney Road	MUDGEES
DA0088/2026	Service Station and Take Away Food Premises	56	Sydney Road	MUDGEES
DA0089/2026	Alterations & Additions	10	Hardwick Avenue	MUDGEES
DA0095/2026	Residential Shed	13	Webster Street	BOMBIRA
DA0097/2026	Serviced Apartment	171	Beragoo Road	GRATTAI
DA0101/2026	Retaining Wall	21	Blackman Crescent	MUDGEES
DA0103/2026	Alterations & Additions	10	Clubhouse Road	RYLSTONE
DA0104/2026	Dwelling House	724	Castlereagh Highway	BURRUNDULLA
DA0106/2026	Subdivision (1 into 5 lots) and Demolition	1	Ilford Road	KANDOS
DA0109/2026	Dual Occupancy	7	Thomas Clark Place	MUDGEES
DA0112/2026	Dwelling House	30	Davis Crescent	CAERLEON
DA0113/2026	Carport	8	Boronia Road	RYLSTONE
DA0114/2026	Dwelling House	1145	Goolma Road	GUNTAWANG
DA0115/2026	Dwelling House	170	Broadhead Road	SPRING FLAT
DA0116/2026	Telecommunications Facility	68	Pindari Road	COLLINGWOOD
DA0118/2026	16 Industrial Units	8	Industrial Avenue	MUDGEES
DA0119/2026	Dwelling House	48	Bergalin Road	GULGONG
DA0120/2026	Residential Shed	12	Wandoona Court	MUDGEES
DA0123/2026	Subdivision - Torrens Title (1 into 5 Lots)	437	Crudine Road	ILFORD

Monthly Development Application Processing Report – November 2025

Heritage Development Applications currently being processed – November 2025.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0255/2025	Residential Shed	68	Belmore Street	GULGONG
DA0261/2025	Secondary Dwelling	4	Fisher Street	GULGONG
DA0281/2025	Subdivision - Torrens Title (2 lots into 2 lots)	70	Herbert Street	GULGONG
DA0009/2026	Secondary Dwelling	100	Mortimer Street	MUDGEE
DA0020/2026	Commercial Alterations/Additions	38	Perry Street	MUDGEE
DA0038/2026	Recreation Facility (indoor gym)	19	Church Street	MUDGEE
DA0043/2026	Alterations & Additions	1	Market Street	MUDGEE
DA0047/2026	Dwelling House	91	Henry Lawson Drive	BOMBIRA
DA0056/2026	Dwelling House	124	Snakes Creek Road	EURUNDEREE
DA0069/2026	Alterations & Additions	128	Mortimer Street	MUDGEE
DA0090/2026	Farm Building	111	Lesters Lane	MENAH
DA0091/2026	Subdivision - Torrens Title (1 lot into 2 lots)	12	Robertson Street	MUDGEE
DA0094/2026	Dwelling House	68	Lewis Street	MUDGEE
DA0096/2026	Small Bar	131	Church Street	MUDGEE
DA0098/2026	Carport	10	Market Street	MUDGEE
DA0099/2026	Health Consulting Rooms	107	Horatio Street	MUDGEE
DA0105/2026	Residential Shed	85	Belmore Street	GULGONG
DA0110/2026	Vehicle Repair Station	19	Louee Street	RYLSTONE
DA0117/2026	Health Consulting Rooms	57	Perry Street	MUDGEE
DA0121/2026	Dual Occupancy	47	Denison Street	MUDGEE
DA0122/2026	Dwelling House	15	Lyons Lane	MUDGEE

8.3 Planning Proposal - Part of 637 Castlereagh Highway, Menah

REPORT BY THE STRATEGIC PLANNING CO-ORDINATOR
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, LAN900228

RECOMMENDATION

That Council:

1. receive the report by the Strategic Planning Co-ordinator on the Planning Proposal - Part of 637 Castlereagh Highway, Menah, part of Lot 15 DP 1194019, to amend the Mid-Western Regional Local Environmental Plan 2012 (LEP) to change the Land Use Zoning map from RU1 Primary Production to E4 General Industrial and amend the Minimum Lot Size map from 100ha to 3,000m²;
2. provide initial support for the Planning Proposal to amend *the LEP* and submit to the NSW Department of Planning, Housing and Infrastructure seeking a Gateway Determination, in accordance with Section 3.34 of the *Environmental Planning and Assessment Act 1979*; and
3. undertake community consultation as outlined in any future approved Gateway determination.

Executive summary

Item	Details
Planning Proposal Number	PP-2025-2222
Address	637 Castlereagh Highway, Menah
Legal Description	Part of Lot 10 DP 1147292
Site Description	The site is located on the western side of the Castlereagh Highway and is immediately adjacent to the existing Meramie Grove industrial area which is accessed via Hill End Road. The site is located approximately 7km northwest of the Mudgee CBD.
Site Area	Total site area: 82.86ha Planning proposal area: approximately 21ha
Existing Zoning	RU1 Primary Production
Existing Lot Size	100ha
Proposed Amendments to the LEP	Change in zoning from RU1 Primary Production to E4 General Industrial and change in minimum lot size from 100ha to 3,000m ² .
Lodged	12 November 2025
Stage within the LEP Making Guideline	The planning proposal is currently within Stage 2 of the LEP making process.
Sufficient Justification of strategic & site-specific merit	Yes, sufficient justification has been provided to progress to Stage 3 Gateway Determination as detailed further within this report.
Recommendation / Next Steps	Provide initial support for the Planning Proposal to amend the <i>Mid-Western Local Environmental Plan</i> and submit to the NSW Department of Planning, Housing and Infrastructure seeking a Gateway Determination.

Disclosure of Interest

Nil

Detailed report

KEY TERMS

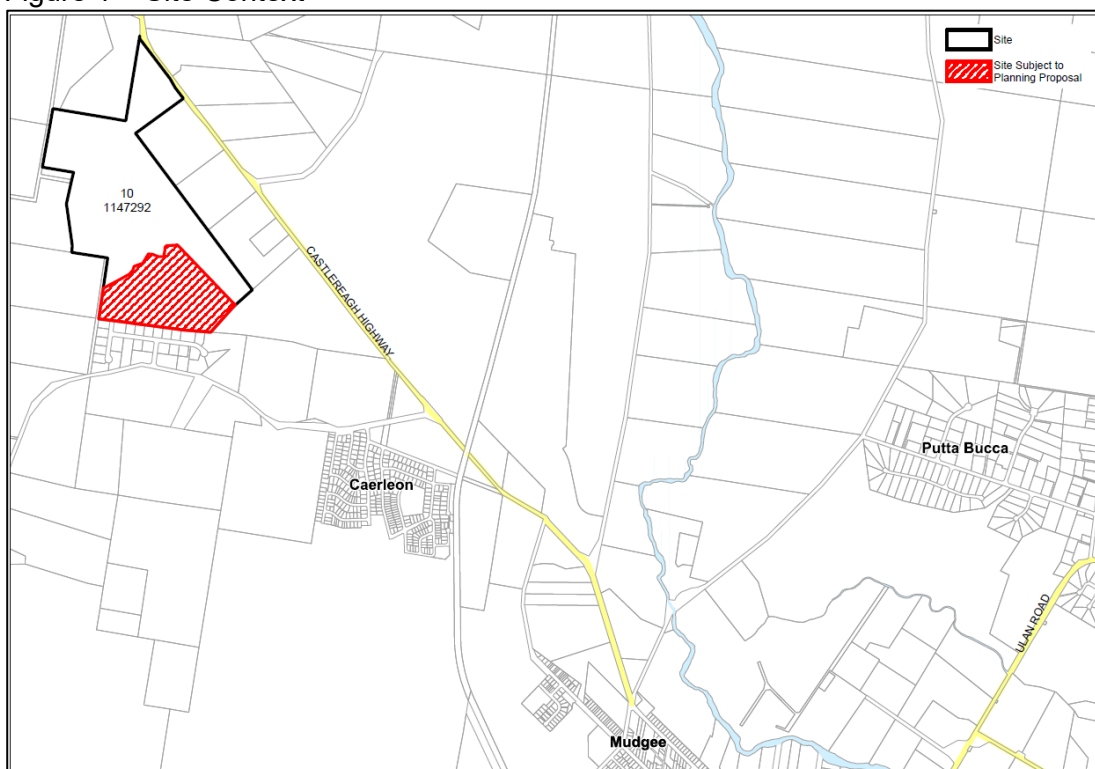
Planning Proposals: Planning Proposal is a term used to describe the process of rezoning or making an amendment to a Local Environmental Plan (LEP). A planning proposal application is a document that explains the intended effect of the LEP amendment and provides a strategic justification for doing so. DPHI has issued the *Local Environmental Plan Making Guideline*, to provide guidance and information on the process for preparing Planning Proposals and making the amendment to the LEP.

The Gateway Process: DPHI is responsible for assessing planning proposal through the Gateway Process. Details of the Gateway Process are outlined in the *Local Environmental Plan Making Guideline* (August 2023).

SITE LOCATION & CONTEXT

The site the subject of this planning proposal is 637 Castlereagh Highway, Menah (part of Lot 10 DP 1147292). The area subject to this planning proposal directly adjoins the existing Meramie Grove industrial estate (see Figure 1), which fronts Hill End Road.

Figure 1 – Site Context



Source: MWRC

DETAILS OF PLANNING PROPOSAL & PROPOSED MAPPING

The planning proposal seeks to amend the Land Use Zoning control within the *Mid-Western Regional Local Environmental Plan 2012* (LEP) for the portion of the site highlighted in Figure 2 below from RU1 Primary Production to E4 General Industrial.

The planning proposal also seeks to amend the Minimum Lot Size (MLS) control relating to a portion of the site from 100ha to 3,000m².

Figure 2 - Existing lot sizes mapping

LOT 3315
DP 112448

AD

No. 837 CASTLEREAGH HIGHWAY

LOT 10
DP 1147292

LOT 3
DP 545825

LOT 2
DP 621057

LOT 1
DP 621057

AB2

LOT 36
DP 756897

LOT 55
DP 114716

AF

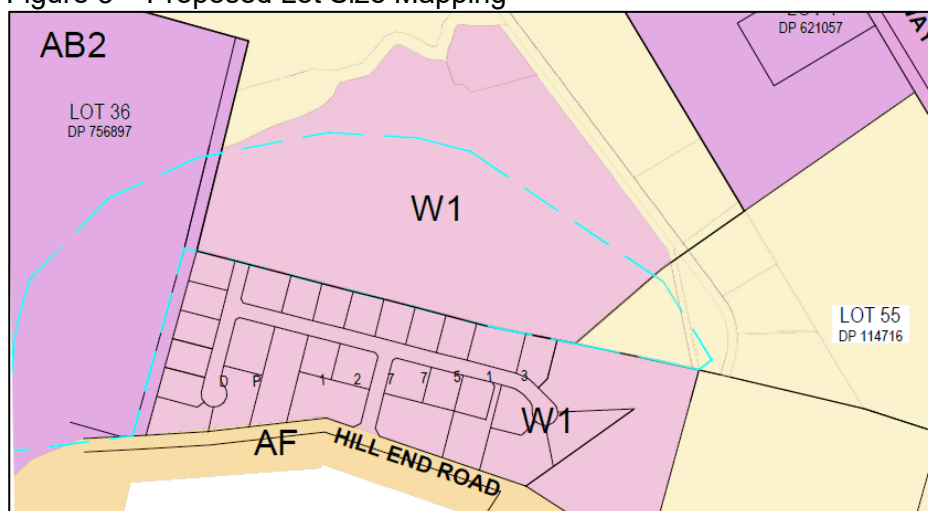
HILL END ROAD

W1

NOTES:

- .. CONTOUR INTERVAL: 0.5m
- .. THIS PLAN HAS BEEN PREPARED FOR

Figure 3 – Proposed Lot Size Mapping



Source: Submitted Planning Proposal

LOT 3315
DP 112448

LOT 3
DP 545825

LOT 2
DP 621057

LOT 1
DP 621057

LOT 36
DP 756897

LOT 55
DP 114716

LOT 10
DP 1147292

RU1

R5

SP2

C3

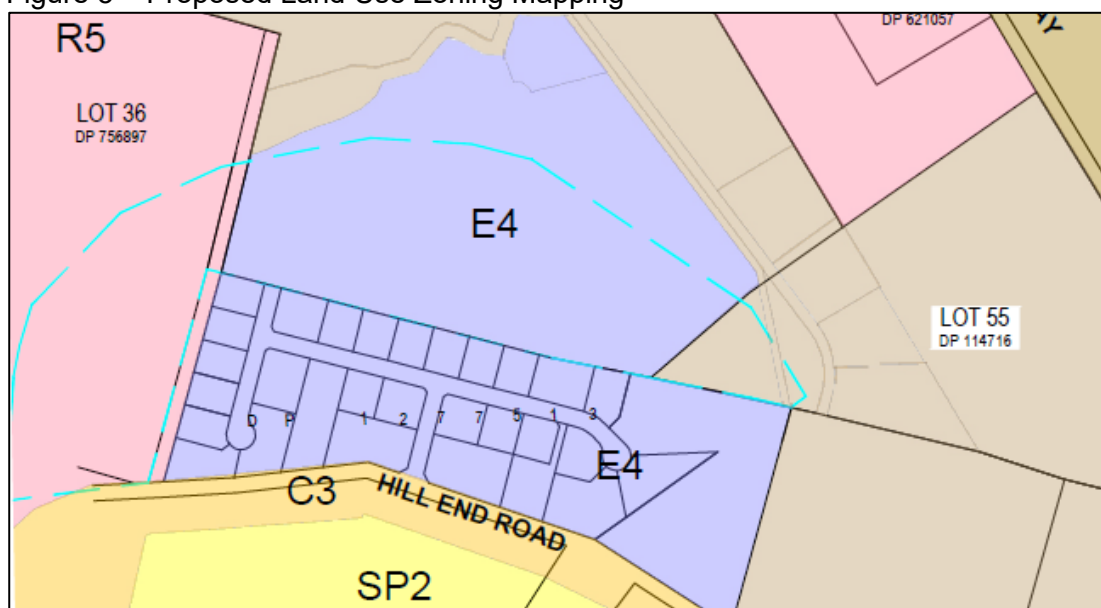
HILL END ROAD

Highway

NOTES:

- CONTOUR INTERVAL: 0.5m
- THIS PLAN HAS BEEN PREPARED FOR THE PROPOSED CHANGING OF ZONING

Figure 5 – Proposed Land Use Zoning Mapping



Source: Submitted Planning Proposal

Figure 6 – Concept Layout



Source: submitted planning proposal

JUSTIFICATION OF STRATEGIC AND SITE-SPECIFIC MERIT

The DPHI Guideline outlines the detailed assessment, under 6 headings, required to determine whether a planning proposal has demonstrated the appropriate strategic & site-specific merit to be supported. This assessment is provided below:

Section A – need for the planning proposal

A.1 Is the planning proposal a result of an endorsed LSPS, strategic study, or report? The planning proposal is a proponent-initiated proposal and is not a direct action of an endorsed strategy.

The site the subject of this planning proposal was however identified as an opportunity for additional industrial land within the Mudgee town Structure plan contained within the endorsed Comprehensive Land Use Strategy.

Figure 7 – Mudgee Town Structure Plan (approximate site outline in blue)



Source: CLUS (Figure 3-1 – Part C)

A.2 Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way? Yes.
The planning proposal is the most appropriate means of achieving the intended outcome as there are no other means to achieve the same outcome in this instance.

Section B – relationship to the strategic planning framework

B.3 Will the planning proposal give effect to the objectives and actions of the applicable regional or district plan or strategy (including any exhibited draft plans or strategies)? Yes.
Whilst the planning proposal report talks to the following objectives:

- Objective 19 – coordinate infrastructure to support business and industry
- Objective 20 – facilitate investment and growth in priority industry sectors
- Objective 21 – plan for resilient and adaptable industrial areas

These are not objectives contained within the Central West and Orana Regional Plan 2041. Council has conducted an assessment against the relevant objectives below:

Central West and Orana Regional Plan 2041

Objective 18 – Leverage existing industries and employment areas and support new and innovative economic enterprises

This objective also speaks to planning controls that respond to opportunities and new technologies. The proposed rezoning and MLS reduction to facilitate the expansion of the existing industrial precinct increases the capacity to attract emerging industries with industrial land offerings. The proposal will reduce land-use conflict by consolidating industrial activities in a designated precinct.

Objective 18 talks to two strategies (strategy 18.1 and 18.2) which the planning proposal is consistent with for the following reasons:

- The planning proposal proposes to expand employment land directly adjoining an established industrial areas;
- Protecting and consolidating industrial uses in appropriate locations;
- The additional lots will provide flexibility for future industrial needs and minimise land-use conflict given the isolated nature of the site.

There are no other objectives of the regional plan which are appropriate to this planning proposal.

B.4 Is the planning proposal consistent with a council LSPS that has been endorsed by the Planning Secretary or GCC, or another endorsed local strategy or strategic plan?

Yes.

Council's LSPS, Our Place 2040, is not endorsed, however, the planning proposal is consistent with Planning Priority 7 – Support the attraction and retention of a diverse range of businesses and industries.

Further investigations are required to determine the proposal's consistent with Planning Priority 4 – Provide infrastructure and services to cater for the current and future needs of our community. These additional investigations will be required to be completed by the proponent to determine the additional demand on Council's hydraulic models to determine the infrastructure upgrades required.

Council has prepared a number of local strategies and strategic plans that inform its land use planning framework. The *Comprehensive Land Use Strategy* (CLUS) is one such document which has been endorsed. The strategy provides direction on the opportunity for future industrial sites. The site has been identified within the Mudgee Structure Plan contained within the CLUS (Figure 5 below) as an industrial opportunity area. The proposal is consistent with this identification.

The CLUS, Parts A – C remains an endorsed strategy and provides the relevant strategic framework for assessment.

- Part B – Constraints and Opportunities: identifies the most suitable, unconstrained land for future development.
- Part C – Strategy: consolidates the findings of Parts A & B and identifies growth opportunities through the *Mudgee Town Structure Plan*. The subject site is identified in Figure 3-1 as an opportunity area for industrial supply.

Figure 5 – CLUS Part C Town Structure Plan



Source: CLUS Part C (site outlined in red)

This planning proposal appropriately justifies the suitability and demonstrates the capability of the site for the proposed industrial development and is therefore consistent with an endorsed strategy.

<i>B.5 Is the planning proposal consistent with any other applicable State and regional studies or strategies?</i>	As detailed throughout this report, the CLUS (Part C) identifies the site as an opportunity for industrial development. The site is also identified in the Employment Lands Strategy as an opportunity site.
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Section C – relationship to the strategic planning framework

<i>C.6 Is the planning proposal consistent with applicable SEPPs?</i>	Yes. The submitted planning proposal provides a table detailing the consistency with the applicable SEPPs (pages 37 – 41). Council is satisfied with this consideration and notes they will be further considered during future agency consultation.
<i>C.7 Is the planning proposal consistent with applicable Ministerial Directions (section 9.1 Directions) or key government priority?</i>	Yes. The submitted planning proposal provides justification against the applicable Ministerial Directions/Local Planning Direction (pages 41 – 51). Council is satisfied with this consideration and notes they will be further considered during future agency consultation.

Section D – environmental, social and economic impact

<i>D.8 Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?</i>	Biodiversity The planning proposal is supported by a Preliminary Biodiversity Assessment Report at Appendix D which notes the following: <i>"In consideration of Avoid and Minimise requirements, the footprint of the proposed development will likely require further iterations informed by the findings and recommendations within this report to account for the BV mapped lands and Key Fish Habitat mapped onsite. Following these amendments and considerations, the Subject Site will protect important Riparian Zones, improve fish corridor linkages throughout the wider area and enhance remnant native vegetation and habitat values with the retention of Hollow Bearing Trees."</i>
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"The site contains marginal habitat values for a selection of threatened species, with a total of five (5) HBTs [hollow bearing trees] identified within the riparian corridor of Sallarges Creek. Sallarges Creek is BV [biodiversity values] mapped and identified as Key Fish Habitat under the FM [fisheries management] Act and it is recommended the riparian corridor is avoided."

The Preliminary Biodiversity Assessment Report acknowledges that amendments may be required to the footprint of the proposed development to avoid the riparian corridor. It is anticipated that as part of the referral process to DCCEEW, this will be explored further.

D.9 Are there any other likely environmental effects of the planning proposal and how are they proposed to be managed?

The purpose of this question is to ascertain the likely environmental effects that may be relevant. These have been adequately assessed in the planning proposal. Additional commentary has been provided below in regard to servicing and bush fire.

Servicing

Council's Water & Sewer team have reviewed the planning proposal and supporting documentation in regard to town water and sewerage servicing. Whilst the planning proposal documentation indicates that services are available without significant off-site augmentation, it is proposed that Council's consultant undertake hydraulic modelling to evaluate service performance and required upgrades. Council will continue to work with the developer to determine the future required infrastructure requirements and resolve any third-party land matters.

Bush Fire

Council is in the process of endorsing updated bush fire prone land mapping. At present, the site is identified as Category 3 bush fire prone land which will be required to be addressed as a later stage if the mapping is endorsed whilst the planning proposal is being assessed.

Traffic

The planning proposal is accompanied by a Traffic Impact Assessment which concludes that there will be no adverse impact on traffic safety from the concept subdivision. The Traffic Impact Assess does not talk to any impacts on the Castlereagh Highway and Hill End Road intersection. This report recommends the planning proposal be referred to Transport for NSW for their comment given the site fronts Hill End Road (a Regional Road) and will utilise the intersection of Hill End Road and the Castlereagh Highway (State Road).

Land Use Conflict

The planning proposal provides an assessment against the potential land use conflict of the adjoining RU1 Primary Production zoning and the proposed E4 General Industrial zoning. The planning proposal

suggests that the land use conflicts will be minimal for the following reasons:

- The proposal extends an existing compatible land use rather than introducing a new conflicting one;
- The scale and intensity of operations are consistent with surrounding industrial related activities;
- Noise and amenity impacts are capable of management through standard mitigation; and

Odour

The site is situated within proximity to the Mudgee Wastewater Treatment Plant (WWTP). Given the proximity of the site to the WWTP, potential odour impacts should be considered. Given the proposed use of the site as industrial, it is expected there will be limited sensitive receivers.

D.10 Has the planning proposal adequately addressed any social and economic effects?

Yes.

The social and economic effects of the planning proposal are positive for the LGA. The planning proposal will facilitate a future industrial subdivision to meet the demand as outlined within the Mid-Western Employment Lands Strategy (Industrial).

Section E – Infrastructure (Local, State and Commonwealth)

E.11 Is there adequate public infrastructure for the planning proposal?

As mentioned above, discussions are occurring between the developer and Council's Water & Sewer team. Whilst the planning proposal documentation indicates that services are available without significant off-site augmentation, it is proposed that Council's consultant undertake hydraulic modelling to evaluate service performance and required upgrades. Council will continue to work with the developer to determine the future required infrastructure requirements.

Section F – State and Commonwealth Interests

F.12 What are the views of state and federal public authorities and government agencies consulted in order to inform the Gateway Determination?

Council have previously sought referrals for a scoping proposal for a broader master planned area, which included the site the subject of this planning proposal. It is recommended that these referrals be undertaken again given they relate to the previous proposal and not solely to the industrial proposal.

As part of a gateway determination, Council recommends a referral be made to the following:

- NSW Rural Fire Service (if Council adopts new bushfire prone lane mapping prior to the issuing of a gateway determination)
- Transport for NSW
- Department of Primary Industries and Regional Development
- Department of Climate Change, Energy, the Environment, and Water

COUNCIL SERVICING CONSIDERATIONS

Whilst the planning proposal documentation indicates that services are available without significant off-site augmentation, it is proposed that Council's consultant undertake hydraulic modelling to evaluate service performance and required upgrades. Council will continue to work with the developer to determine the future required infrastructure requirements.

CONSULTATION AND PLANNED COMMUNICATION

Community consultation has not been carried out prior to the preparation of the planning proposal. The planning proposal is considered 'standard' in accordance with the Department's *Local Environmental Plan Making Guideline* (August 2023) and requires a minimum public exhibition period of 20 days.

Council anticipates that following the Gateway Determination and the satisfaction of any conditions imposed prior to the public exhibition period, the planning proposal will be placed on public exhibition for the required period in accordance with the *Mudgee Community Participation Plan* (or a different period of public exhibition if specified in the Gateway Determination).

RECOMMENDED GATEWAY CONDITIONS

Council staff recommend the following gateway conditions:

- NSW Rural Fire Service (if the updated mapping is certified by the RFS Commissioner prior to gateway determination)
- Transport for NSW
- Department of Primary Industries and Regional Development
- Department of Climate Change, Energy, the Environment, and Water

TIMEFRAME

The following table summarises the key components of making an amendment to the LEP and the progress of the current Planning Proposal through the various stages. The below table demonstrates the Planning Proposal is within the initial stage of the process.

Stage	Completed	Comment
Preparation of a Planning Proposal		
Planning Proposal prepared by Proponent and submitted to Council	✓	October 2025
Council Decision to Support Proposal	(in progress)	December 2025
Issue of Gateway Determination		
Council Requests Gateway Determination		
DPHI Issues Gateway Determination		
Gateway Conditions Satisfied		
Consultation		
Consultation with Relevant Agencies		
Public Exhibition		
Post-Exhibition Report to Council		
Finalisation of the Planning Proposal		
Council Exercises Delegation to Prepare LEP		
Draft LEP by Parliamentary Council		
Opinion Issued and LEP Made		

Conclusion and Next Steps

If Council supports the staff recommendation, the next step will involve forwarding the planning proposal and a Council resolution of initial support to the DPHI seeking a Gateway Determination.

Following this, a further report will be presented to Council to determine if Council supports the making of the LEP amendment and any alterations it seeks to include in the final amendment.

Community Plan implications

Theme	Looking After Our Community
Goal	Vibrant towns and villages
Strategy	Support strategic land use planning and development while preserving and enhancing the aesthetic appeal of towns and villages

Strategic implications

Council Strategies

Mid-Western Regional Comprehensive Land Use Strategy (Part A – C)
Mid-Western Regional Local Strategic Planning Statement, Our Place 2040.
Mid-Western Employment Lands Strategy (Industrial) 2024

Council Policies

The forwarding of the Planning Proposal to DPHI will not require any change to relevant policies.

Legislation

The Planning Proposal has been considered in accordance with Division 3.4 Environmental Planning Instruments - LEPs (previously Division 4) Local Environmental Plans of the *Environmental Planning and Assessment Act 1979* and the *Mid-Western Regional Local Environmental Plan 2012*.

Financial implications

Nil

Associated Risks

Servicing for the site currently extends to the extent of the zoned industrial portion of the site. Therefore, to determine the serviceability of the site for the proposed industrial development, significant investigation and hydraulic modelling is to be undertaken to determine the required upgrades. The investigation and hydraulic modelling will provide both Council and the developer greater certainty as the servicing requirements and any third-party land matters required to facilitate the development.

Accordingly, there is a significant risk in the progression of this planning proposal due to the current uncertainty of future servicing requirements and satisfying any third-party land matters.

In the event that there are sever limitations as to servicing of the site, Council may resolve not to proceed, in accordance with 3.35 of the EP&A Act.

ZOE GLEESON
STRATEGIC PLANNING CO-ORDINATOR

ALINA AZAR
DIRECTOR DEVELOPMENT

12 November 2025
Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.4 Rail Corridor Community Engagement Outcomes

REPORT BY THE MANAGER ECONOMIC DEVELOPMENT
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, ECO800032

RECOMMENDATION

That Council:

1. **receive the report by the Manager Economic Development on the Rail Corridor Community Engagement Outcomes;**
2. **endorse the commencement of a formal feasibility study into the development of a rail trail along the non-operational rail corridor between Rylstone and Gulgong; and**
3. **amend the 2026/27 budget to allocate \$50,000 for a rail trail feasibility study to be funded from grants.**

Executive summary

Council undertook a comprehensive community engagement process to understand community preferences for the future use of the non-operational rail corridor between Rylstone and Gulgong (via Lue and Mudgee). A total of 2,459 valid responses were received, comprising 1,655 responses from within the Mid-Western Region and 804 responses from outside the region, representing one of Council's largest single-project participation rates.

Across the Mid-Western Region, a rail trail was the most commonly supported future use of the corridor when paper and online results were combined. While local respondents also expressed strong interest in the reinstatement of passenger and freight rail, 73% indicated they would support a rail trail if passenger trains were not reinstated. Respondents from outside the region showed even higher support (92%), reflecting strong demand for rail trail tourism.

Perceived benefits included increased tourism and visitor spending, new business activity, community health and wellbeing, off-road safety for walkers/cyclists, activation of unused infrastructure, and protection of the corridor for future transport use. Key concerns included project cost, long-term maintenance, biosecurity, privacy, safety in remote areas, and the potential impact on future rail reinstatement.

If delivered in stages, preferences varied between townships. Mudgee and Gulgong respondents strongly preferred Mudgee to Gulgong as the first section, while Kandos and Rylstone respondents preferred Rylstone to Lue. Across the region, more than 70% of respondents indicated they would use a rail trail regularly or occasionally.

The scale, breadth and consistency of responses provide a statistically robust basis for Council decision-making, noting that younger age cohorts were under-represented. The findings demonstrate strong community interest in securing an interim, reversible use of the corridor that provides economic, recreational and social value while preserving the corridor for potential future rail transport.

While the community has a strong interest in seeing passenger rail services reinstated, the NSW Government has not indicated support for this outcome at this time. Given this position, there is an opportunity for Council to explore alternative, beneficial uses of the rail corridor.

It is recommended that Council support the development of a grant-funded feasibility study for the potential establishment of a rail trail along the corridor. This would ensure Council is well-placed to progress the project should future funding or partnership opportunities arise. Notably, most rail trails across Australia have been successfully delivered with substantial grant funding and government support.

Disclosure of Interest

Nil

Detailed report

Background

Transport for NSW's Kandos to Gulgong Line Reinstatement Feasibility Study (2020) examined the reinstatement of the full rail corridor for freight and passenger rail. The study concluded that capital costs would likely be in the hundreds of millions of dollars, with no viable funding pathway or demonstrated freight demand to support reinstatement. As a result, reinstatement is considered highly unlikely in the foreseeable future.

The NSW Government has since advised that Council may seek a long-term lease of the non-operational corridor for the development of a rail trail, which is a shared-use cycling, walking and horse-riding path constructed on disused rail lines. Rail trails are reversible projects, and the corridor remains protected for future transport uses.

To understand the community's views on possible future uses, including the feasibility of a rail trail should trains not return, Council undertook a large-scale engagement process in alignment with its Community Engagement Strategy and Policy.

Community Engagement Methodology

The engagement program was delivered in accordance with Council's Community Engagement Strategy and Policy, ensuring transparency, accessibility, and broad reach.

Engagement Structure

Two surveys were deployed:

Survey 1 – Paper Survey (10,589 households)

Included with the annual rates notices to maximise geographic and demographic reach, including households with limited digital access.

Survey 2 – Online + Paper Copies

Available on the Council website and in hard copy at service centres, libraries, schools and pools. The survey was promoted through social media, local media, posters, banners, school communications and community newsletters.

Data Handling and Integrity

- All paper surveys were transcribed into a cleansed master dataset.
- IP addresses were reviewed; where multiple submissions originated from the same address, only the first was included.
- Core questions were aligned across surveys; minor wording differences did not affect comparability.

Results were analysed for:

- Mid-Western Region overall
- Town level results
- Out of region respondents

Statistical Significance

With 1,655 local respondents from a population of 26,214, the engagement sample equates to approximately 1 in 15 residents. This exceeds common local government engagement thresholds and provides very high statistical confidence.

Participation was broad across all townships. While younger respondents were under-represented (a common trend in surveys), the consistency of results across towns, formats and question types strengthens the reliability of findings. The large sample size and high response rate ensure that the engagement outcomes can be considered statistically robust and strongly reflective of community sentiment, noting the need for targeted youth engagement in future stages.

Key Findings

1. Preferred Future Use

- A rail trail was the most supported option across the Mid-Western Region when combining paper and online responses.
- Gulgong respondents showed stronger preference for passenger rail reinstatement, but still indicated 71% support for a rail trail if passenger trains are not reinstated.

2. Overall support for a rail trail if passenger trains do not return:

- Mid-Western Region: 73%
- Out-of-region respondents: 92%

3. Perceived Benefits

- Tourism and visitor spending
- New business opportunities
- Health and fitness
- Safe off-road walking and cycling
- Community connection
- Preservation and reuse of public land

Other benefits included: events, family recreation, economic rejuvenation of smaller towns, linking to the Central West Cycle Trail, environmental improvements, and activation of currently unused land. The report also includes case studies identifying previously recognised economic benefits.

4. Key Concerns

- Project cost and long-term maintenance
- Future loss of rail reinstatement opportunity
- Privacy and security near rural properties
- Safety in remote locations
- Biosecurity and farm-management impacts

These concerns reflect a desire for strong safeguards, cost clarity and evidence of long-term viability. It is noted in the report under “Case Studies” the costs and funding sources of previous rail trail projects include both State and Federal government support.

5. Preferred Staging

- Mudgee + Gulgong: prefer Mudgee to Gulgong section
- Rylstone + Kandos: prefer Rylstone to Lue section

6. Likelihood of Use

- 70%+ of local respondents would use a rail trail regularly or occasionally.

Out-of-region respondents indicated strong tourism interest, noting they already travel interstate for rail trails and would instead visit the Mid-Western Region.

Next Steps

If Council chooses to progress a rail trail project, the next stage would involve a full feasibility study, addressing:

- Structural and corridor condition assessments
- Cost estimates
- Environmental and heritage matters
- Trail alignment and staging options
- Safety, biosecurity and landholder interface considerations
- Tourism and economic modelling
- Funding pathways and grant opportunities

Indicative benchmarking suggests total project costs for a full corridor (approx. 84 km) may fall between \$30 million and \$51 million, depending on structural condition and design specification.

Financial and Resource Implications

A budget of \$50,000 in 2025/26 from grant funding is recommended for the project to progress to feasibility stage.

Strategic Implications

Community Plan – Towards 2040

- Supports outcomes relating to tourism development, recreation, health and wellbeing, economic diversification and activation of public assets.

Operational Plan / Delivery Program

- Aligns with investigation of strategic opportunities for unused assets and enhancement of regional tourism infrastructure.

Risk Considerations

- Key risks include cost, maintenance liability, interface with rural landholders, environmental approvals, and expectations regarding rail reinstatement.

Consultation

The engagement process was delivered in line with Council's Community Engagement Strategy and Policy and resulted in one of Council's highest community participation levels. Responses represent a statistically significant sample of community perspectives.

Council Options

- Resolve to progress a rail trail project to a formal feasibility study.
- Undertake further targeted engagement (e.g. youth engagement, landholders, business sector).
- Take no further action regarding the rail corridor.
- Lobby for passenger and freight reinstatement on the rail corridor

Community Plan implications

Theme	Connecting Our Region
Goal	An active travel network within the region
Strategy	Develop and enhance walking and cycling networks across the region

Strategic implications

Council Strategies

Community Plan: Towards 2040.
Community Engagement Strategy.
Asset Management Strategy.
Walking and Cycling Strategic Plan.

Council Policies

NA

Legislation

Transport Administration Act 1988 (NSW).
Rail Trails Framework (NSW Government).
Crown Land Management Act 2016 (NSW)
Environmental Planning and Assessment Act 1979 (EP&A Act).
Biodiversity Conservation Act 2016 (NSW).
Heritage Act 1977 (NSW).
Roads Act 1993 (NSW).
Work Health and Safety Act 2011 (NSW).
Local Government Act 1993 (NSW).
Native Title Act 1993 (Cth).

Financial implications

It is recommended that Council endorse the commencement of a formal feasibility study into the development of a rail trail along the non-operational rail corridor between Rylstone and Gulgong and set a budget of \$50,000 in 2026/27 for a rail trail feasibility study to be funded from Grants.

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2025/26	—	—	—
Future Years	✗	—	—

Associated Risks

In accordance with Council's Risk Management Policy, several risks associated with the consideration of future uses for the rail corridor have been identified. These include:

- Community expectation risk – Misalignment between community expectations and government decision making regarding the future of the corridor.
Mitigation: Transparent communication, publication of engagement findings, staged consultation at each project milestone.
- Cost and financial sustainability risk – Potential underestimation of capital or operating costs if a rail trail is progressed.
Mitigation: Detailed feasibility study, independent costing, clear funding strategy, and lifecycle asset planning.
- Landholder interface / privacy risk – Concerns from adjoining landholders regarding privacy, access, security, fencing and biosecurity.
Mitigation: Early landholder consultation, fencing and screening plans, access control points, code of conduct, and biosecurity management protocols.
- Environmental and heritage risk – Impacts on biodiversity, native vegetation, heritage-listed structures, and Aboriginal cultural heritage. Mitigation: Environmental and heritage assessments (REF), consultation with Registered Aboriginal Parties, and design that avoids sensitive areas.

- Safety and liability risk – Risks associated with public use of a long linear asset including remote sections.
Mitigation: informed design, emergency access points, signage, maintenance plans, and WHS risk assessment.
- Operational and maintenance risk – Long-term maintenance burden on Council.
Mitigation: Funding model development, partnerships, staged construction, and operational planning before commitment.
- Reputational risk – Potential community dissatisfaction if Council does not progress to feasibility despite strong interest.
Mitigation: Clear communication of constraints, evidence-based reporting, and staged decision points.

MICHELE MINI
MANAGER ECONOMIC DEVELOPMENT

ALINA AZAR
DIRECTOR DEVELOPMENT

24 November 2025

Attachments: 1. Rail Corridor Community Engagement Outcomes. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 9: Corporate Services

9.1 Naming of bridges on Hill End Road over Beragoo and Grattai Creeks, in the locality of Grattai

REPORT BY THE REVENUE OFFICER
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, ROA100071, R9216001

RECOMMENDATION

That Council:

1. **receive the report by the Revenue Officer on the Naming of bridges on Hill End Road over Beragoo and Grattai Creeks, in the locality of Grattai;**
2. **formally approve the names of George Cover Bridge for the bridge over Beragoo Creek, and Boyd-Hawkins Bridge for the bridge over Grattai Creek; and**
3. **advertise the approved names and submit the names to the Government Gazette.**

Executive summary

Council received a request from the public to name the bridges on Hill End Road over Beragoo Creek and Grattai Creek in the locality of Grattai.

Disclosure of Interest

Nil

Detailed Report

Council received a request from the public to name the bridges on Hill End Road over Beragoo Creek and Grattai Creek in the locality of Grattai. Letters were sent to the immediate neighbours of the bridges requesting their naming suggestions and public consultation was also invited in an advertisement placed in the 19 February 2025 Mudgee Guardian.

From submissions received, Council provisionally approved the names of Geo Cover for the bridge over Beragoo Creek and Boyd-Hawkins for the bridge over Grattai Creek at their 16 April 2025 Council meeting. Please note, the original submission of Geo Cover was amended by the submitter to George Cover.

George Cover for the bridge over Beragoo Creek relates to William George Cover (1915 to 1996) who was a property owner and fine wool grower in the Grattai area, owning the property for over 50 years. George was an Australian sheep dog trial champion on many occasions. He was also known to pull hundreds of vehicles from the creek nearest to his property before a bridge was built in the 1980's. Whilst this bridge is not closest to his property it is located close to a cemetery containing Cover family graves just northwest of the bridge being named.

Boyd-Hawkins for the bridge over Grattai Creek relates to the Boyd and Hawkins families. George and Catherine Boyd occupied the land known as 'Bianbi' from the 1870's. Lawrence and Johanna Hawkins took up land near this area in 1866. The Boyd and Hawkins families united with William Hawkins marrying Janet Boyd. Their descendants still reside in the area including the Cover, Gay, Rayner, Strike, James, Gilham, Price, Auld, Sibley and Lawrence families.

The new bridge names were advertised in the 1 November 2025 issue of the Mudgee Guardian and on Council's website with no objections and one additional submission received for the name of Jolly Farmer.

Notice of the new bridge names were served on Australia Post, the Registrar General, the Surveyor General, the NSW Ambulance Service, NSW Fire & Rescue, NSW Rural Fire Brigades, the NSW Police Force, NSW State Emergency Service and NSW Volunteer Rescue Association via the Geographical Names Board Place and Road Naming Proposal System with no objections received.

Council has the authority to name bridges, and the naming of these bridges will assist in identifying locations along Hill End Road when reporting incidents to the Emergency Services Call centre (000).

In accordance with Council's Road, Bridge & Place Naming Policy, should Council formally endorse the naming of these bridges, notice of the approved name will be:

1. Published in the Government Gazette, the Mudgee Guardian and on Council's website.
2. Concurrently, notice of the new names will be sent to Australia Post, the Registrar General, the Surveyor General, the NSW Ambulance Service, NSW Fire & Rescue, NSW Rural Fire Brigades, NSW Police Force, NSW State Emergency Service and NSW Volunteer Rescue Association, and in the case of a classified road – Transport for NSW.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Road, Bridge and Place Naming Policy

Legislation

Not Applicable

Financial implications

The cost and installation of four name signs at an approximated cost of \$300 each. These costs are included in the existing signage budget.

Associated Risks

Nil

SARAH PRINGLE
REVENUE OFFICER

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

30 October 2025

Attachments: 1. Submission.
2. Submission.
3. Submission.
4. Map.

APPROVED FOR SUBMISSION:
BRAD CAM
GENERAL MANAGER

Dad's Legacy

Mid-Western Regional Council

To whom it may concern

I am writing in regards to the naming of bridges around Grattai.

My Father, William George Cover, better known as Geo.Cover, was a quiet and unassuming citizen of the Mudgee district who lived at and owned 'Shipley Glen' Grattai for 50 years and on the family property Old Woodville, now held for 172 years, He was a fine wool grower and fattened livestock for the local and exported markets. He was the Australian sheep dog trial Champion on many occasions, and 3 times consecutively.

The more poignant reason for this request is to recognise Dad for his work pulling to safety hundreds of vehicles through our creek at, now, Munros Bridge Grattai, in flooded times, backwards and forwards and sometimes half the night, which included; women giving birth, deceased bodies for the police and other emergencies for 30 years until a bridge was eventually built at Grattai in the 1980s, long after other smaller waterways were bridged.

To complete the bridge for use, the approaches to the bridge needed to be formed by gravel out of (then) Dads gravel pit at Sugarloaf Hill, which must have accounted for thousands of tons of gravel (at a guess) and was agreed to be paid for by the then council. Payment never eventuated! We are not looking for money but gratitude.

It would be good to see his work, past, and supply of gravel to be appreciated by the acknowledgment of a bridge or street named after him, for example: Geo Cover Bridge, Drive, Avenue, Crescent, etc.

The Bridge at Beragoo, over Grattai Creek has a junction of two creeks and two roads where once a Hotel stood in the 1850s Owned by Edward Cover to service the gold rush days, and called the Jolly Farmer. Approximately 200 metres from the hotel there is a cemetery of our relatives and ancestors, one who's son accompanied William Lawson to help settle Mudgee. He was also the overseer of government livestock and a member of the first volunteers to hunt down the Ribbon Gang at the Bathurst Rebellion. William Christie was his name born in Australia in 1794, our 2nd generation, after the 1st fleet.

The second bridge proposal at "Greenview" is where Dad owned both sides of the creek, on the bottom side.

Yours Sincerely,
Ralph Cover.

From: [William Cover](#)
To: [Council](#)
Subject: Naming of Grattai Bridges
Date: Wednesday, 30 April 2025 6:41:53 AM

To whom it may concern,

I would like to comment on the proposed naming of the two bridges over Beragoo and Grattai creeks at Grattai.

The name proposed by my grandfather, Ralph Cover, was "Geo Cover Bridge". Ralph has explained to me privately that "Geo" is short for George and that he expects people to read it as "George Cover Bridge". I don't believe this is how people will read "Geo Cover Bridge" and it would be much more appropriate to use the name "George Cover Bridge".

Another suggestion I will propose for the bridge crossing Beragoo Creek is "Jolly Farmer Bridge". The Jolly Farmer Inn stood adjacent to the crossing during the Grattai gold rush from 1854 to 1872 and was operated by Edward Cover. I believe the name is appropriately linked to the history of that crossing, and also provides a unique and memorable name.

Thank you,
William Cover



9.2 Community Grants Program - December 2025

REPORT BY THE ACCOUNTANT REPORTING & ANALYSIS AND CHIEF FINANCIAL OFFICER
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400105, GRA600009, GOV400113

RECOMMENDATION

That Council:

1. **receive the report by the Financial Planning Co-ordinator on the Community Grants Program - December 2025;**
2. **note the General Manager has used his fee waiver delegation to approve a Family Seasonal Swimming Pool pass worth \$310 each for Mudgee Community Preschool and Kandos Rylstone Preschool; and**
3. **provide financial assistance to the following applications in accordance with the criteria and guidelines of the Community Grants Policy;**

Applicant	Recommended Amount \$
Kandos Rylstone Show Society	5,000
Mudgee Nepalese Community Australia	1,492
Gulgong Show Society Inc	5,000

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, Disability Representative Grant 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 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 \$
Kandos Rylstone Show Society	Rylstone Kandos Show 2025	5,000	10	5,000
Mudgee Nepalese Community Australia	Holy Festival Celebration 2026 - "Festivals of Colours"	6,000	6	1,492
Gulgong Show Society Inc	Gulgong show 2026	5,000	10	5,000
Total				1,492

Disclosure of Interest

Nil

Detailed report

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

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

Kandos Rylstone Show Society

Kandos Rylstone Show Society requests \$5,000 for Rylstone Kandos Show 2025. Since 1892 our Annual Show displays & celebrates the excellent agricultural produce, talent, animal husbandry, cooking, crafts, and artistry skills that underpin the emerging & thriving Rylstone-Kandos community. It includes children's entertainment, woodchopping, fireworks, live music, home brew comps, and much more.

Link to Community Plan: 1.6 Support programs that foster stronger relationships with community groups 3.5 Build and grow the visitor economy, 3.1 Support the attraction, retention and resilience of a diverse range of businesses and workforce

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 5,000

Mudgee Nepalese Community Australia

Mudgee Nepalese Community Australia requests \$6,000 for Holy Festival Celebration 2026 - "Festivals of Colours". This Festival is one of the most vibrant and joyful cultural events celebrated by the Nepalese and Indian Communities around the world. This event brings together people of all backgrounds to celebrate unity, friendship and cultural diversity. Events activities include : 1) Colour Splash Celebration 2) Live music and DJ 3) Food stalls and refreshments 4) Cultural performances, 5) Family Fun Activity, 6) Community Engagement. It will promote multicultural understanding, social connections and community wellbeing by celebrating the rich Nepalese tradition of Holi in an open and inclusive environment.

Link to Community Plan: 1.6 Support programs that foster stronger relationships with community groups 1.7 Support arts and cultural development across the region, 3.2 Attract and deliver events to increase the visitor economy

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 1,492

The Panel Scored 6 for the application thus it was recommended to fund the cost of showground hire and event bin delivery.

Gulgong Show Society Inc

Gulgong Show Society Inc requests \$5,000 for Gulgong show 2026. The Gulgong Show is a longstanding community tradition, providing a fun, family-friendly day for Gulgong and surrounding regions. Traditional pavilion events include cooking, photography, arts, craft, needlework, flowers, fruit and vegetables, each offering prizes to encourage participation. The show also features wool, sheep, dairy goat, caged bird, poultry, and pigeon categories; horse events; Beaut all vehicle showcase; Dogs NSW competitions; woodchop, whip cracking, and rodeo events; plus rides and new attractions annually through the Showmen's Guild.

Link to Community Plan: 1.6 Support programs that foster stronger relationships with community groups 1.7 Support arts and cultural development across the region, 3.5 Build and grow the visitor economy

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 5,000

Community Plan implications

Theme	Good Government
Goal	Good communications and engagement
Strategy	Enhance communication and transparency between Council and the community, fostering awareness of Council's roles and encouraging active community participation in decision-making

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 \$115,000 was originally provided for in the Operational Plan for financial assistance and was proposed to increase the budget by \$25,000 resulting in a total of \$140,000. After the previous round payment was made \$40,653 remains, should Council approve the recommendations of \$11,492 in the report a balance of \$29,161 would remain.

Associated Risks

Not Applicable

SUMEDHA UPRETI
ACCOUNTANT REPORTING & ANALYSIS

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

19 November 2025

Attachments: 1. Community Grants Attachment - December 2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

COMMUNITY GRANTS



Application Form

APPLICANTS DETAILS

Name of Organisation	Rylstone Kandos Show Society
Contact Person	
Address	
Phone	
Email	
ABN	56347937995
Bank Account Name	
BSB	
Account Number	

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Rylstone Kandos Show 2025	
Amount of funding requested	\$5,000	
Start and Finish date	START (click to tick)	FINISH (click to tick)
	27 Feb 2026	27 Feb 2026
Briefly, describe Project / Activity	Since 1892 our Annual Show displays & celebrates the excellent agricultural produce, talent, animal husbandry, cooking, crafts, and artistry skills that underpin the emerging & thriving Rylstone-Kandos community. It includes childrens entertainment, woodchopping, fireworks, live music, home brew comps, and much more.	



ADDRESS CRITERIA

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

(Note: limited number of characters)

1. promotes sustainable organic development of our community; 2. provides a platform to celebrate excellence, promote industry, & educate our community; 3. attracts/retains talented can-do people to promote engagement, learning, and leadership in our community; 4. promotes community values & providing opportunities to live those values; 5; addresses issues of social isolation; 6. supports economic prosperity in local businesses and charities by bringing exhibitors, tourists, and \$ to the townships; 7. brings rural Australian culture to life through rituals and artefacts; while exploring and reinforcing the role of our culture at the community level.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

In previous years we have seen 2500 attendees - however last year this number dropped significantly - by 500 people. Our focus will be to ensure that we drive increased visitorship to the show and the region. We intend to drive growth by:

- making the show more accessible for families by finding alternative ways to cover the costs of entry and ride tickets
- promote the event to the wider mid western, orana, and blue mountains region.

Our goal this year is to hit these target numbers:

- 2,200 Residents; plus
- 700 One Day Visitors; plus
- 200 Overnight Visitors

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

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

(Note: limited number of characters)

The event is a RKSS managed event where the committee is the lead organisation. We do, however, maintain close contact with numerous other community organisations, businesses, business and community leaders at the show. These include: Historic Society, Charity Shops, Rotary, Local Schools, RFS. These organisations and Groups are represented via grass-roots engagement and in some cases representation on our committee. Most local community groups are engaged with the Show at some level.

The show is also the single largest fund-raising opportunity for many community organisations within the Rylstone-Kandos Region.

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

(Note: limited number of characters)

The Rylstone Kandos Show Society Inc has been associated with the Agriculture Show Society and successfully holding its annual show since 1937.

The RKSS is financially viable and with your support we will move towards financial independence as we grow the show which will drive higher attendance and sponsorship rates in years to come.

Our show society committee, stewards, and membership base is made up of some of the regions brightest and most experienced business and community leaders.

COMMUNITYGRANTS

Project Income	Community Grant (amount sought from Council)	5,000
	Expected Sales Revenue i.e. Entry Fee, Membership Sales	22,000
	Other Income	85,000
TOTAL INCOME		0

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

Project Expenditure	Marketing, Advertising, Web, Digital Promotion	6,000
	Prize Money and Ribbons	17,000
	Entertainment	24,000
	Staffing and Security	3,000
	Equipment	10,000
	Admin and Other	40,000
TOTAL EXPENDITURE		100,000
TOTAL SURPLUS / DEFICIT		-15,000

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

Any deficit will be drawn from current accounts. Any surplus (created via an increase in sponsorship, ticket sales, discounted service/product/hire etc) will be:

- retained as contingency for financial over-runs and future capital projects; or
- provided as a discretionary donation back into Community Organisations and Social infrastructure (which has been undertaken in the past).

Note proposed costs are proposed and not confirmed / locked in. This will be based on income.

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

FINANCIAL DETAILS

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

COMMUNITY GRANTS

Has your organisation/group previously received a Community Grant from Council?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
If yes, please advise date and amount	DATE / YEAR <input type="text"/>	AMOUNT \$ <input type="text"/>
Did your group return the acquittal form?	YES (click to tick) <input checked="" type="radio"/>	NO (click to tick) <input type="radio"/>
Closing bank balance from the most recent bank statement or treasurer's report	<input type="text" value="\$198,000"/>	
Comment on cash set aside for specific projects (optional)	<div style="border: 1px solid black; padding: 5px;"> <p>Closing bank balance is at 30/6/25 and expenditure for the show has commenced which is depleting this figure; just as it did this time last year.. This closing balance includes retained funds for both Rylstone-Kandos Show Society and Bullarama as a sub-committee of the RKSS. Funds set aside include rainy-day, emergency, and instructure needs utilised by RKSS and within its management responsibility</p> </div>	

APPLICATION CHECKLIST

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

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

AUTHORISATION OF APPLICANT

Name	<input type="text" value="REDACTED"/>
Position	<input type="text" value="Sponsorships Coordinator"/>
Date	<input type="text" value="29 Sept 2025"/>

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

COMMUNITYGRANTS

SUBMIT YOUR APPLICATION

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

DELIVER TO: Customer Service Locations

86 Market Street
MUDGEE

109 Herbert Street
GULGONG

77 Louee Street
RYLSTONE

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

[SUBMIT ONLINE](#)

[COMMUNITY GRANTS POLICY](#)

[PRINT MY APPLICATION](#)



Community Grants



Submitted on	12 November 2025, 10:31PM
Receipt number	18
Related form version	7

APPLICANTS DETAILS

Name of Organisation	Mudgee Nepalese Community Australia
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Contact Person	
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Address	
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Phone	
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Email	
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ABN	73597716223
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Bank Account Name	
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BSB	
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Account Number	
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PROJECT / ACTIVITY DETAILS

Name of Project / Activity	Festival of colour
----------------------------	--------------------

Amount of funding requested (Including the Fee Waiver)	5000
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Start date	21/02/2026
------------	------------

Finish date	21/02/2026
-------------	------------

Briefly, describe Project / Activity	
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Holi Festival Celebration – "Festival of Colors"

The Holi Festival is one of the most vibrant and joyful cultural events celebrated by the Nepalese and Indian communities around the world. Organised by the Mudgee Nepalese Community Australia (MNCA), this event brings together people of all backgrounds to celebrate unity, friendship, and cultural diversity.

Event Activities:

1. ☐ Color Splash Celebration:

Participants play with eco-friendly colored powders, symbolising love, equality, and the arrival of spring.

2. ☐ Live Music and DJ:
Traditional and modern Nepali and Bollywood music performances create an energetic atmosphere for everyone to enjoy and dance.
3. ☐ Food Stalls and Refreshments:
Community-run stalls serve authentic Nepalese and multicultural dishes, giving attendees a taste of diverse cuisines.
4. ☐ Cultural Performances:
Traditional dances, songs, and youth group performances highlight Nepalese culture and connect younger generations to their heritage.
5. ☐ Family Fun Activities:
Face painting, games, and group activities ensure the event is inclusive and enjoyable for families and children.
6. ☐ Community Engagement:
The event promotes social harmony by encouraging participation from all cultural backgrounds and fostering inclusiveness within the Mudgee region.
Purpose of the Event:
To promote multicultural understanding, social connection, and community wellbeing by celebrating the rich Nepalese tradition of Holi in an open and inclusive environment.

ADDRESS CRITERIA

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

Supporting this multicultural initiative will:

- Promote Mudgee as a welcoming and inclusive town, showcasing the Council's commitment to diversity and harmony.
- Strengthen community pride by uniting different cultures under one joyful celebration.
- Attract visitors and boost local tourism, with attendees coming from surrounding towns such as Bathurst, Orange, Lithgow, and Dubbo.
- Provide positive exposure for Council branding through banners, media coverage, and event promotions, reinforcing its leadership in community development.
- Align Mudgee with other progressive regional councils that proudly support multicultural events, enhancing the region's reputation for cultural vibrancy.

The Colour of Festival will deliver strong cultural, social, and economic benefits to the Mid-Western Regional Council area. It will enhance community cohesion by bringing together residents of diverse backgrounds for a family-friendly multicultural celebration. The event encourages community pride, strengthens social harmony, and supports Council's vision of an inclusive, vibrant, and connected community.

The Festival will also benefit local businesses through increased foot traffic, hiring of local suppliers, and attracting visitors from surrounding towns. By providing a positive, alcohol-free, community-centred celebration, the event helps Council promote safe public spaces, active community participation, and multicultural engagement across the region.

What is the expected amount of Mid-Western residents participation?

600-800

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

none at the moment

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

Our organisation has demonstrated strong capability in planning and delivering major cultural events, including the successful Deepawali Celebration in Mudgee. During Deepawali, we managed all logistics, supplier bookings, volunteer coordination, and public safety requirements while operating on a clear, well-structured budget. We maintained full financial transparency and ensured every expense aligned with our objectives, demonstrating responsible and efficient financial management.

For the Colour of Festival, we are using the same approach:

- professional contractors for stage, sound, and key activities
- careful cost planning to avoid overspending
- clear volunteer roles
- strong community engagement
- risk and safety management
- transparent record-keeping

With a high number of committed adult volunteers and experience running large community events, we are fully prepared to deliver a safe, well-managed, and culturally enriching festival for the Mid-Western region.

Mudgee Nepalese Community Australia (MNCA) has demonstrated strong capability in planning and delivering high-quality community events in the Mid-Western Region. In August, we successfully organised our Teej Celebration, which attracted significant community participation and was featured in the local Mudgee newspaper, showcasing our growing presence and the positive impact of our cultural programs. Only one month later, we delivered our Deepawali Celebration with approximately 150 attendees, managing all logistics smoothly despite the short preparation period. That event included full catering, coordinated volunteer roles, structured budgeting, and safe crowd management. The ability to plan and deliver two major events within such a short timeframe demonstrates our efficiency, strong teamwork, and reliable organisational structure.

For the upcoming Colour of Festival, we are further strengthening our approach. Instead of providing full catering, food will be managed through stalls, reducing operational pressure and creating opportunities for local vendors. We will continue using professional suppliers for key elements such as stage, sound, security, and activity zones, while our large team of adult volunteers will assist with setup, crowd supervision, registration, cultural areas, and pack-down.

MNCA maintains clear financial processes, obtains quotes, tracks expenses, and ensures transparent budgeting for every event. Our proven ability to manage crowds, coordinate volunteers, work under tight timelines, and deliver culturally significant celebrations shows that we are fully capable of delivering the Colour of Festival at a high standard that aligns with Council expectations.

MNCA is committed to ensuring that the Colour of Festival is inclusive, accessible, and welcoming for people of all abilities. Our event planning incorporates several practical measures to support disability access, comfort, and participation:

• Accessible Venue Layout:

The event area will be arranged to allow easy movement for people using wheelchairs, mobility aids, or prams. Pathways, viewing areas, and activity zones will have clear access with minimal obstructions.

• Dedicated Quiet & Rest Areas:

A low-stimulus rest space will be available for individuals who may need a break from noise, colour, or crowds, supporting people with sensory sensitivities, autism, or anxiety.

• Accessible Parking & Entry:

We will provide clearly marked accessible parking close to the entrance and ensure priority entry for people with mobility needs, older adults, and carers.

• Volunteer Assistance:

Our volunteers will be briefed on disability awareness, respectful communication, and providing assistance when requested. Volunteers will be easily identifiable for support.

• Flexible Participation:

All activities, including colour play, music, and performances, will allow flexible involvement so participants can engage at a level comfortable for their needs. Colour-throw zones will be separated from viewing zones for those who prefer not to be in close contact.

• Clear Signage & Communication:

We will provide clear, visible signage for amenities, rest spaces, accessible toilets, and emergency exits. Event information will be communicated simply and clearly.

• Inclusive Toilets:

Where possible, we will ensure accessible toilet facilities are available at the venue.

By planning with disability inclusion in mind, MNCA aims to create a welcoming environment where every member of the community can safely enjoy and participate in the Colour of Festival.

The Colour of Festival will deliver strong cultural, social, and economic benefits to the Mid-Western Regional Council area. It will enhance community cohesion by bringing together residents of diverse backgrounds for a family-friendly multicultural celebration.

Promote Mudgee as a welcoming and inclusive town, showcasing the Council's commitment to diversity and harmony.

Strengthen community pride by uniting different cultures under one joyful celebration.

Attract visitors and boost local tourism, with attendees coming from surrounding towns such as Bathurst, Orange, Lithgow, and Dubbo. Provide positive exposure for Council branding through banners, media coverage, and event promotions, reinforcing its leadership in community development.

Align Mudgee with other progressive regional councils that proudly support multicultural events, enhancing the region's reputation for cultural vibrancy.

Mudgee Nepalese Community Australia (MNCA) has demonstrated strong capability in planning and delivering high-quality community events in the Mid-Western Region. In August, we successfully organised our Teej Celebration, which attracted significant community participation and was featured in the local Mudgee newspaper, showcasing our growing presence and the positive impact of our cultural programs. Only one month later, we delivered our Deepawali Celebration with approximately 150 attendees, managing all logistics smoothly despite the short preparation period. That event included full catering, coordinated volunteer roles, structured budgeting, and safe crowd management. The ability to plan and deliver two major events within such a short timeframe demonstrates our efficiency, strong teamwork, and reliable organisational structure.

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Outline how you will ensure disability inclusion for the project/activity

MNCA is committed to ensuring that the Colour of Festival is inclusive, accessible, and welcoming for people of all abilities. Our event planning incorporates several practical measures to support disability access, comfort, and participation:

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We will provide clearly marked accessible parking close to the entrance and ensure priority entry for people with mobility needs, older adults, and carers.

• Volunteer Assistance:

Our volunteers will be briefed on disability awareness, respectful communication, and providing assistance when requested. Volunteers

will be easily identifiable for support.

• Flexible Participation:

All activities, including colour play, music, and performances, will allow flexible involvement so participants can engage at a level comfortable for their needs. Colour-throw zones will be separated from viewing zones for those who prefer not to be in close contact.

• Clear Signage & Communication:

PROJECT INCOME

Community Grant (cash amount sought from Council)	4000
Community Grant (Fee waiver sought from Council)	2000
Expected Sales Revenue i.e. Entry Fee, Membership Sales	0
Other Income	1000
Total Income	7000

PROJECT EXPENDITURE

Provide details of proposed cash expenditure	Stage & MC =1700 Venue Hire (Mudgee Showground) =\$2000 band, dance, hire dress =1500 Camera =\$850 Holi Colours & Water Activities 250kg (800 attendees) = 2000\$ Marketing & Promotion =\$1000 Volunteer Refreshments & Supplies =\$700 Chief Guest Appreciation & Gifts and raffle gift =\$500 Cleaning = \$500 Contingency (5%)= \$850 Firework and license (optional) = 6000
Total expenditure	17700
Total surplus / deficit	0
If positive or surplus budget, please provide further details/explanation what this surplus will be used for.	use for future culture event
Provide copies of quotes for equipment or services	stage.dj.pdf Photography .pdf Colour.PNG

FINANCIAL DETAILS

Is your group/organisation Incorporated?	Yes
Have you registered for Goods and Services Tax (GST) purposes?	No
Do you have an Australian Business Number (ABN)?	Yes
Has your organisation/group previously received a Community Grant from Council?	No
If yes, please advise date and amount	

If yes, did your group return the acquittal form?

Closing bank balance from the most recent bank statement or treasurer's report 1528.91

Comment on cash set aside for specific projects (optional) 0

APPLICATION CHECKLIST

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

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

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

Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required No

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

Please upload any additional required files [224138_250906_122656.pdf](#)
[32532215-DB5D-4440-9946-01D208349B6F.pdf](#)

AUTHORISATION OF APPLICANT

Name

Position

President

Date

12/11/2025

Confirm the following:

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

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

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

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

Community Grants



Submitted on	26 October 2025, 4:00PM
Receipt number	14
Related form version	6

APPLICANTS DETAILS

Name of Organisation	GULGONG SHOW SOCIETY INC
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Contact Person	
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Address	
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Phone	
-------	--

Email	
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ABN	51031367714
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Bank Account Name	
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BSB	
-----	--

Account Number	
----------------	--

PROJECT / ACTIVITY DETAILS

Name of Project / Activity	GULGONG SHOW 2026
----------------------------	-------------------

Amount of funding requested (Including the Fee Waiver)	\$5000
--	--------

Start date	20/02/2026
------------	------------

Finish date	21/02/2026
-------------	------------

Briefly, describe Project / Activity	
--------------------------------------	--

The Gulgong Show is a longstanding community tradition, providing a fun, family-friendly day for Gulgong and surrounding regions. Traditional pavilion events include cooking, photography, arts, craft, needlework, flowers, fruit and vegetables, each offering prizes to encourage participation. The show also features wool, sheep, dairy goat, caged bird, poultry, and pigeon categories; horse events; Beaut all vehicle showcase; Dogs NSW competitions; woodchop, whip cracking, and rodeo events; plus rides and new attractions annually through the Showmen's Guild.

ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?	<p>Community Benefits</p> <ul style="list-style-type: none"> • Inclusion: The show offers vital social opportunities, particularly for those living or working on rural properties. • Mental Health: A day of engagement and friendly competition fosters well-being. • Education: Attractions such as Fizzics Education and the WOW Reptile Tent provide hands-on learning experiences. • Arts & Culture: Celebrates and rewards local talent and craftsmanship. • Local Economy: Boosts business for petrol stations, food vendors, and accommodation providers.
What is the expected amount of Mid-Western residents participation?	2000
What level of consultation and collaboration with other local groups has your organisation undertaken?	We work together with the Gulgong Showground Land Managers, Gulgong VRA, SES and local and rural fire brigades. Gulgong Mens Shed, Mudgee Poultry and Pigeon Club, Gulgong Vintage Car and Classic Motorcycles, Ten Dollar Town Tourers, Lifeskills, plus local small businesses
Outline your organisation's capacity to deliver the Project / Activity or describe previous experiences.	Gulgong show society has been hosting the Gulgong Agricultural show for over 100 years (est 1888) with the current committee hosting the last 4 years. We have over 50 capable volunteers who are experienced in hosting the show.
Outline how you will ensure disability inclusion for the project/activity	We have a section devoted to those with limited capabilities which often has a large amount of entries; the showgrounds have ramps, or ground based entry doorways, for the pavilion and dining room. We invite the local associations to attend and/or enter

PROJECT INCOME

Community Grant (cash amount sought from Council)	5000
Community Grant (Fee waiver sought from Council)	0
Expected Sales Revenue i.e. Entry Fee, Membership Sales	20000
Other Income	60000
Total Income	80000

PROJECT EXPENDITURE

Provide details of proposed cash expenditure	advertising, show schedule printing, show day entertainment, show day hire of services and goods, prizes for sections, insurance, payment of service personnel rodeo,
Total expenditure	\$80000
Total surplus / deficit	0

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

n/a

Provide copies of quotes for equipment or services

[ATM2Go_Sydney_Booking_Form_\(002\).pdf](#)
[COATES_QUOTE_Rose Jackson_Q-10225854_\(002\).pdf](#)
[Fireworks.msg](#)
[2026_Quote_for_2026_Gulgong_Show_Security.docx](#)
[ACC_marques_generators_etc.pdf](#)
[quote_for_21_February_2026_emergency_medics.msg](#)
[Re_Cartoon_Portraits_at_the_Gulgong_Show_Feb_2026.msg](#)
[Re_Quote_-_Gulgong_Show_2026_circuvaigate.msg](#)
[Re_Quote_for_Show_in_2026_cowgirl_with_wings.msg](#)
[Invoice_INV-14904_fizzics_education.pdf](#)

FINANCIAL DETAILS

Is your group/organisation Incorporated?

Yes

Have you registered for Goods and Services Tax (GST) purposes?

No

Do you have an Australian Business Number (ABN)?

Yes

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

Yes

If yes, please advise date and amount

18/12/2025 \$5000

If yes, did your group return the acquittal form?

Yes

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

\$42970

Comment on cash set aside for specific projects (optional)

APPLICATION CHECKLIST

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

Yes

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

Yes

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

N/A

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

N/A

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

N/A

Please upload any additional required files

[September 2025 bank statement.pdf](#)
[Certificate of Compliance - Insurance.pdf](#)

AUTHORISATION OF APPLICANT

Name	
Position	Treasurer
Date	26/10/2025
Confirm the following:	<p>I confirm that the information contained in the application form and within the attachments are true and correct.</p> <p>I confirm that this application has been submitted with the full knowledge and support of the applicant.</p> <p>I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.</p> <p>I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.</p>

9.3 Classification of Land as Operational - Lot 81 DP 1319124 at 5664 Ilford Sofala Rd, Sofala NSW 2795 known as Two Mile RFS Shed

REPORT BY THE PROPERTY OFFICER
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, P1456811

RECOMMENDATION

That Council:

1. **receive the report by the Property Officer on the Classification of Land as Operational - Lot 81 DP 1319124 at 5664 Ilford Sofala Rd, Sofala NSW 2795 known as Two Mile RFS Shed; and**
2. **classify Lot 81 DP 1319124 at 5664 Ilford Sofala Rd, Sofala NSW 2795 as Operational Land in accordance with Chapter 6, Part 2, Division 1, *Local Government Act 1993*.**

Executive summary

This report seeks to formalise the classification of Lot 81 DP 1319124 at 5664 Ilford Sofala Rd, Sofala NSW 2795 known as the Two Mile RFS Shed, as Operational Land.

Disclosure of Interest

Nil

Detailed report

On 20 November 2024, Council resolved to accept the transfer of land being Lot 81 DP 1319124 (formerly part Lot 8 DP 1006945) occupied by the Two Mile RFS Shed located at 5664 Ilford Sofala Rd, Sofala NSW 2795, by agreement with the Landowner. This area of the land occupied by the Two Mile RFS Shed has been formally excised, with new title issued as Lot 81 DP1319124 and transferred to Council as the new Landowner. Council's minute also resolved to classify the land occupied by the Two Mile Rural Fire Service Shed as Operational Land, subject to the outcome of public notification.

Council has published a public notice of its intention to classify Lot 81 DP 1319124 as Operational Land in the *Mudgee Guardian* as well as on Council's website for a period of 28 days as it is required to do pursuant to section 34(3) of the *Local Government Act 1993*. In the notice, Council called for written submissions by close of business on 12 October 2025, although none have been received.

It is recommended that Council approve the classification of Lot 81 DP 1319124 as Operational Land in accordance with its obligations under the *Local Government Act 1993*.

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

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

Financial implications

Not Applicable

Associated Risks

Any land acquired by Council that is not classified under the *Local Government Act* 1993, by a resolution of Council at the end of 3 months is automatically classified as Community Land.

HANNAH FULWOOD-SMITH
PROPERTY OFFICER

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

29 August 2025

Attachments: 1. 5664 Ilford Sofala Rd - Land Classification Map.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Map of Two Mile RFS Shed indicated by the red outline



9.4 Sale of Land to Recover Overdue Rates and Charges - Chapter 17, Part 2, Division 5, Section 713 Local Government Act, 1993

REPORT BY THE MANAGER - PROPERTY AND REVENUE
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, A0340011

RECOMMENDATION

That Council:

1. receive the report by the Manager - Property and Revenue on the Sale of Land to Recover Overdue Rates and Charges - Chapter 17, Part 2, Division 5, Section 713 Local Government Act, 1993;
2. agree to sell under Chapter 17, Part 2, Division 5, Section 713 of the Local Government Act, 1993, the lands held under the following Property Numbers: 2204, 3075, 5297, 6399, 6890, 7410, 10590, 15400, 15687, 16551 and 19980 and note that the General Manager has signed the General Manager's Certificates for each of the properties;
3. approve Friday 1st May 2026, as the date for the Auction;
4. authorise the General Manager to appoint an Auctioneer and determine the time and venue for the Auction on 1st May 2026;
5. authorise the General Manager to arrange the publication of the mandatory advertisement in accordance with Section 715(1) Local Government Act 1993;
6. authorise the General Manager to exercise delegated authority to deal with matters arising out of the sale process so as to ensure continuous and smooth running of the Sale process;
7. authorise the General Manager to determine any reserve prices;
8. authorise the General Manager to negotiate the sale of any property, by private treaty in accordance with Section 716(2) Local Government Act 1993, which fails to sell at the Auction on 1st May 2026;
9. authorise the General Manager to consider arrangements for payment of rates and charges and to withdraw properties from the Auction where satisfactory arrangements have been accepted or where a property no longer meets the requirements for sale under Chapter 17, Part 2, Division 5, Sections 713-726 of the Local Government Act, 1993;
10. authorise the General Manager to execute the contract documents on behalf of Council in relation to all properties that are sold at the Auction on 1st May 2026 and to execute the contract documents on behalf of Council in relation any properties that fail to sell at the Auction, but are subsequently sold by private treaty, as negotiated by the General Manager at Recommendation 8;

11. **authorise the General Manager to take such action, if necessary, (including court proceedings if required) as may reasonably be required to give vacant possession of any properties sold at the Auction on 1st May 2026 and to take such action, if necessary, (including court proceedings if required) as may reasonably be required to give vacant possession to any properties that fail to sell at the Auction, but are subsequently sold by private treaty, as negotiated by the General Manager at Recommendation 8;**
 12. **authorise the General Manager and Mayor to sign all documentation necessary to facilitate the processes under Chapter 17, Part 2, Division 5, Sections 713-726 of the Local Government Act 1993 and; to sign all documentation relating to any properties that fail to sell at the Auction, but are subsequently sold by private treaty, as negotiated by the General Manager at Recommendation 8;**
 13. **authorise the Common Seal of Council be affixed to all documentation necessary to facilitate the processes under Chapter 17, Part 2, Division 5, Sections 713-726 of the Local Government Act 1993 and; to all documentation relating to any properties that fail to sell at the Auction, but are subsequently sold by private treaty, as negotiated by the General Manager at Recommendation 8; and**
 14. **authorise the General Manager to appoint a legal representative in this matter.**
-

Executive summary

This report seeks Council's resolution to sell the lands comprised in the eleven (11) General Manager's Certificates, appended as Attachment 2 to this Report, to recover overdue rates and charges pursuant to Chapter 17, Part 2, Division 5, Section 713 of the Local Government Act 1993 (the Act).

Disclosure of Interest

Nil

Detailed report

There are many reasons why property owners may experience difficulty in meeting their obligations in regard to payment of rates and charges. Council provides the opportunity to access assistance where possible under the provisions of the Local Government Act, via Councils Hardship Provision Policy. Additionally, Councils Debt Management and Recovery Policy (the Policy) is specifically designed to allow multiple opportunities to pay, or make arrangements to pay, once an account falls into arrears. Unfortunately, these opportunities to address non-payment are not always successful, leading to long-standing debts of over 5 years.

Section 713(1) of the Act states that a rate or charge is overdue if it has remained unpaid for more than 1 year from the date on which it became payable in the case of vacant land, and in the case of any other land, it has remained unpaid for more than 5 years. A council may, in accordance with the provisions of the Act, sell any land on which any rate or charge is overdue subject to satisfying certain pre-conditions set out in the Act.

Pursuant to Chapter 17, Part 2, Division 5, Section 713 of the Act, Council is in a position to sell,

by public auction in the first instance, 11 properties which have accrued rates and charges in excess of 5 years. There are various reasons why Council has not been able to recover the outstanding rates and charges owing on these properties. All other recovery action initiated in accordance with the Policy has been unsuccessful in attempts to collect the overdue amounts. Additional steps have been taken in recent months over and above those outlined in the Policy in an attempt to contact the property owners. Letters advising of the potential sale of these properties were issued via ordinary post in August 2025.

The General Manager's Certificates have been prepared in respect of each property confirming the age and amount of the outstanding debts. The Certificates have been sighted and certified by the General Manager pursuant to Section 713(3) of the Act and are appended as Attachment 2 to this Report.

The properties recommended to be included in the proposed sale are summarised below:

Property	AMOUNTS PAYABLE BY WAY OF OVERDUE RATES AND	AMOUNTS PAYABLE BY WAY OF RATES & CHARGES (OTHER THAN OVERDUE RATES AND	TOTAL AMOUNT DUE (to 30/6/2026), interest calculated to 17/11/2025)
1	510.32	17,245.94	17,756.26
2	3,986.73	22,429.48	26,416.21
3	1,651.81	7,381.83	9,033.64
4	258.09	8,270.80	8,528.89
5	905.99	9,600.14	10,506.13
6	1,045.03	8,857.15	9,902.18
7	2,656.56	15,515.58	18,172.14
8	1,892.60	18,072.69	19,965.29
9	2,015.11	19,244.43	21,259.54
10	1,550.97	9,073.96	10,624.93
11	1,407.40	7,296.70	8,704.10
TOTAL DUE	\$17,880.61	\$142,988.70	\$160,869.31

Schedule 1, appended as Attachment 1 to this Report, provides detailed information in relation to the individual properties. Plans of each property are appended as Attachment 3.

In accordance with Section 715 of the Act, Council is required to undertake an extensive process prior to selling a property at public auction for overdue (greater than 5 years) rates and charges:

- 1) Before selling land under this Division, the Council must:
 - fix a convenient time (being not more than 6 months and not less than 3 months from the publication in a newspaper of the advertisement referred to in the next paragraph and a convenient place for the sale;
 - give notice of the proposed sale by means of an advertisement published in the Gazette and in at least one newspaper;
 - take reasonable steps to ascertain the identity of any person who has an interest in the land; and
 - take reasonable steps to notify each such person (and the Crown, if the land concerned is owned by the Crown) of the council's intention to sell the land under this Division.
- 2) If, before the time fixed for the sale:
 - all rates and charges payable (including overdue rates and charges) are paid

- to the council; or
- an arrangement satisfactory to the council for payment of all such rates and charges is entered into by the rateable person, the council must not proceed with the sale.

Section 715 (1)(a) provides that once Council has resolved to sell land for overdue rates and charges, it must conduct the sale not more than six months and not less than three months after the date of publication of the appropriate advertisement. An advertisement under Section 715(1) of the Act notifying a proposed sale of land for unpaid rates and charges is to contain certain information, including that Council proposes to sell lands for unpaid rates and charges at public auction, the name of the auctioneer and the proposed place, date and time of the auction.

Should Council proceed with the sale it is intended to place the advertisement by Saturday, 31 January 2026 to enable the sale to take place on Friday, 1 May 2026.

Auctioneer and Venue and Time for Auction:

The sale of land is to be conducted by public auction. It is recommended that the General Manager appoint an auctioneer in accordance with Council's Procurement Policy to conduct the auction on 1st May 2026 and, also determine the venue and time for the auction upon the appointment of the auctioneer.

Legal Matters:

It is recommended that the General Manager appoint a legal representative in accordance with Council's Procurement Policy to deal with all legal matters relating to the sale

In an auction situation the contract is entered into at the fall of the hammer. While the transfer will need to be executed under Seal, it is not necessary for the contracts to be executed under Seal.

It is recommended that the General Manager be authorised to sign the contracts on Council's behalf at the fall of the hammer. The General Manager would then have authority to sub-delegate that task should he so wish.

Land that fails to sell at the auction may be sold by private treaty by

Council.

Reserve Prices

It is recommended that the appointed auctioneer make recommendations to the General Manager in relation to any reserve prices, and that the General Manager set appropriate reserves where he sees fit.

Payment of Rates before the Date of the Sale:

Section 715 (2)(a) and (b) provides that where, before the date of the sale, the full amount of the outstanding rates is paid, or Council accepts an arrangement for payment suitable to it, the subject land must be withdrawn from the sale.

Full payments present no problems. However, where a partial payment is made and arrangements are tendered for the balance to be paid after the due date of the sale, complications may arise.

Usually, such arrangements are made at a time when it is not possible to refer the matter to Council for a decision, sometimes only a day or two before the auction date.

It is recommended that the General Manager be given delegated authority to consider arrangements for payment of rates and charges.

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

Debt Management and Recovery Policy – Step 6 in the debt recovery procedure. Procurement Policy.

Legislation

Pursuant to Chapter 17, Part 2, Division 5, Section 713 of the Act.

Financial implications

The successful auction of all of the properties listed would mean that \$160,869.31 in outstanding rates and charges would be removed, either by way of full monetary payment and/or write-off, from Council's outstanding debtors listing.

No budget variations are required for this recommendation.

Associated Risks

Notwithstanding that a sale of land auction to recover overdue rates and charges provides a last resort procedure for Council to recoup the monies owing after exhausting all other recovery method procedures, some unfavourable publicity, comments or actions may follow.

All legal matters will be referred to the appointed legal representative, and the Auction will be conducted by a suitably qualified auctioneer.

IAN CLAYTON
MANAGER - PROPERTY AND REVENUE

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

10 November 2025

- Attachments:**
1. Attachment 1 - List of Properties. (Confidential - separately attached)
 2. Attachment 2 - General Managers Certificates. (Confidential - separately attached)
 3. Attachment 3 - Plans of Properties. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.5 RFT 2025/48 - Provision of Cleaning Services

REPORT BY THE PROCUREMENT OFFICER
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, COR400892

RECOMMENDATION

That Council:

1. **receive the report by the Procurement Officer on the RFT 2025/48 - Provision of Cleaning Services;**
2. **accept J & K Property Care Services Pty Ltd t/as Ask Jay as the successful submission for the Provision of Cleaning Services in accordance with Clause 178 of the Local Government (General) Regulation 2021 – Part 7 Tendering;**
3. **note that the contract term will be for 12 months with two options to extend by 2 years with the commencement date being 4 February 2026;**
4. **delegate authority to the Manager, Building Assets to review and determine any variations for additional unplanned/adhoc cleaning services outside regular cleaning schedules, within their financial delegation and the approved budget/s on acceptance of J & K Property Care Services Pty Ltd t/as Ask Jay as the successful tenderer;**
5. **delegate authority to the General Manager to review and determine any other contract variations within the approved budget/s on acceptance of J & K Property Care Services Pty Ltd t/as Ask Jay as the successful tenderer; and**
6. **authorise the Procurement Officer to notify other tenderers that their submitted tenders were unsuccessful.**

Executive summary

An open tender process in accordance with Section 55 of the Local Government Act 1993 was undertaken for the establishment of a multi-year contract for the Provision of Cleaning Services for Council owned and managed buildings and facilities.

Disclosure of Interest

Nil

Detailed report

Council requires the services of a suitably qualified and experienced cleaning provider for the delivery of scheduled, periodic, and ad hoc cleaning services across a range of Council-owned and managed facilities.

An open tender process in accordance with Section 55 of the Local Government Act 1993 was carried out.

The initial contract period is 12 months commencing on 4th February 2026 with 2 x optional extension periods of 2 years each.

Advertised

Open to Market	9 September 2025
Closed	13 October 2025
Total days	34 days in total

The tender was advertised in:

- Council's e-Tendering portal – eProcure: Tuesday 9th September 2025.
- Information regarding the tender was published on Council's website.

Tenders Received

Seven (7) Tender submissions were received:

1. Absolute Cleaning Mudgee Pty Ltd;
2. Advanced National Services Pty Ltd t/as Advanced Cleaning;
3. Colin Joss & Co Pty Ltd t/as Joss Facility Management;
4. Essential Facilities Services Australia (EFS) Pty Ltd t/as EFS;
5. J&K Property Care Services Pty Ltd t/as Ask Jay;
6. Strike Force Services Pty Ltd; and
7. The Trustee for Cultana Unit Trust t/as Guardian Property Services.

Two (2) Tender submissions were non-conforming.

Late Tenders

There were no late tender submissions.

Process of Evaluation

The process of evaluation, the methodology used and Tender Evaluation Committee (TEC) members are in accordance with the information provided in the Procurement Plan and Evaluation Plan.

A review of the tender submissions was conducted individually by the TEC members in respect of the tenderers:

1. Compliance with Specifications;
2. Capability and Experience;
3. Responsiveness and Reporting Capability; and
4. WHS Systems and Sustainability.

Following the collation of the individual scores, the pricing was added. A meeting was then held to review individual scoring and to discuss the proposed pricing schedules. The respondents pricing was determined to be within budget. However, the TEC determined it was appropriate to seek clarification from the complying respondents in relation to the hours submitted, as the variation between the hours submitted by the tenderers to complete each of the cleaning schedules was considerable.

The TEC met again after receiving these clarifications to discuss the clarification responses. Following discussions and reviews of the weighed scoring it was agreed to proceed with recommending J & K Property Care Services Pty Ltd t/as Ask Jay, subject to a positive reference check. A positive reference check was provided. As such, the recommended tenderer is J & K Property Care Services Pty Ltd t/as Ask Jay.

Tender Evaluation Panel Members

Panel Member	Name	Position Title
Chairperson	Nikki Lockyer	Procurement Officer, Procurement & Fleet
Panel Member 1	Justice Finch	Asset Accountant, Finance
Panel Member 2	Ben Edmunds	Building Services Coordinator, Building Assets
Panel Member 3	Daniel Newman	Manager, Building Assets

Probity

The tender has been conducted in accordance with Clause 166(a) of the Local Government (General) Regulation 2021. Conflict of Interest Declarations were signed by all participating TEC members both on advertising of the tender and reconfirmed prior to evaluation. The declarations are available to be viewed, if required.

All tenderer insurance records and compliance information were checked against Tender requirements and potential non-conformities were noted for the consideration of the TEC.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines, and confidentiality and probity were maintained throughout the process.

Methodology

All tenders were assessed and scored against the evaluation criteria listed in the tender documentation and weightings to determine the successful respondent.

Community Plan implications

Theme	Looking After Our Community
Goal	Effective and efficient delivery of infrastructure
Strategy	Deliver infrastructure and services that meet the evolving needs of the community while ensuring equitable access to public spaces for all

Strategic implications

Council Strategies

Operational Plan

Council Policies

Sustainable Procurement and Contracts Policy

Legislation

Local Government Act 1993 (NSW)

Financial implications

Not Applicable

Associated Risks

Risk Identification, Analysis and Evaluation					
Ref	Risk	Likelihood	Consequence	Rating	Mitigation
1	Reputational risk – customer complaints, negative community feedback, failure to respond to issues promptly	Possible	Serious	Moderate	Ensure respondent can undertake all required works. Contract manager to implement service levels and manage successful contractor in accordance with these service levels.
2	Financial Risk – under-pricing, unexpected costs	Unlikely	Significant	Low	Ensure scope and requirements are clear in tender documents
3	WHS Risks – slips, trips and falls, working at heights, Manual handling	Likely	Serious	Moderate	Respondents to provide detailed risk assessments and method statements requiring all staff to undertake their own in house training.
4	Environment and sustainability – improper waste disposal, use of non-ecofriendly chemicals	Possible	Minor	Low	Scope to include detailed information around waste disposal and what products are required to be used.
5	Modern Slavery – the cleaning sector has a strong prevalence.	Unlikely	Serious	Low	Ensure respondents provide information on their Modern Slavery responsibilities
6	Contractor Management/contractor performance. Responsible officers not monitoring for weekly/fortnightly monthly and periodical cleaning,	Likely	Serious	Moderate	Ensure responsible staff adhere to inspections and hold regular meetings with contractor to monitor and discuss performance issues. Monitor invoices to ensure hours are being completed that we are being charged for. Escalate contractor performance issues to Procurement when and if required.

NIKKI LOCKYER
PROCUREMENT OFFICER

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

19 November 2025

Attachments: 1. Evaluation Report. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.6 RFT 2025/100 - Water Supply and Sewerage Maintenance and Construction Panel

REPORT BY THE PROCUREMENT COORDINATOR
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, COR400945

RECOMMENDATION

That Council:

1. receive the report by the Procurement Coordinator on the RFT 2025/100 - Water Supply and Sewerage Maintenance and Construction Panel Tender;
2. accept the commencement date of the Panel is 1 March 2026 and the expiry date is 28 February 2029, with an option to extend for an additional two (2) years, making the expiry date 28 February 2031;
3. accept the following tenderers for RFT 2025/100 for the provision of Water Supply and Sewerage Maintenance and Construction Services in accordance with Clause 178 of the Local Government (General) Regulation 2021 – Part 7 Tendering for the appointment to the Panel:
 - Demand Plumbing & Excavation Pty Ltd;
 - JAC Pump Services Pty Ltd;
 - Pressure Sewer Services Australia Pty Ltd;
 - Mark Peters Pty Ltd;
 - Trazibat Pty Ltd;
 - TWS Evolution Pty Ltd; and
 - Utilstra Pty Ltd.
4. accept the following tenderers for RFT 2025/100 for the provision of Water Supply and Sewerage Maintenance and Construction Services in accordance with Clause 178 of the Local Government (General) Regulation 2021 – Part 7 Tendering for the appointment to the Panel, only on receipt of the required compliance information:
 - Aqua Clear Plumbing Services Pty Ltd;
 - Dependable Trade Solutions Pty Ltd;
 - DLMH Services Pty Ltd; and
 - McWhelan Pty Ltd.
5. delegate the authority to Manager, Procurement and Fleet to accept any additional suppliers seeking inclusion to tender RFT 2025/100 – Water Supply and Sewerage Maintenance and Construction Services Prequalified Panel during the term of the contract.

Executive summary

An open tender process in accordance with Section 55 of the Local Government Act 1993 was carried out for the establishment of a prequalified panel of suitably qualified and experienced suppliers to provide Water Supply and Sewerage Maintenance and Construction Services.

The panel arrangement will commence on 1 March 2026 and will cease on 28 February 2029.
There is one extension period of 2 years nominated for this Contract.

Tendered prices will remain firm for the first 12 months of the Water Supply and Sewerage Maintenance and Construction Services panel arrangement period. At the request of the supplier, CPI can be applied to all existing prices on each anniversary of the Panel Deed.

Disclosure of Interest

Nil

Detailed report

Purpose

Tenders were requested for the establishment of a prequalified panel of suitably qualified and experienced suppliers for the purpose of providing Water Supply and Sewerage Maintenance and Construction Services to Council.

Advertised

Open to Market	2 October 2025
Closed	31 October 2025
Total days	29 days in total

Then the above tender was advertised in:

- Council's e-Tendering portal –eProcure: Thursday, 2 October 2025
- Information regarding this tender was published on Council's website

Tenders Received

Eleven (11) tender submissions were received.
All tender submissions were conforming.

Late Tenders

There were no late tender submissions.

Process of Evaluation

The process of evaluation, the methodology used, and the Tender Evaluation Committee (TEC) members are in accordance with the information provided in the Procurement Plan (internal document), the Evaluation Plan (internal document) and where applicable the RFT Invitation which is the public facing document.

A review of the tender submissions was conducted individually by the TEC members in respect of the tenderers:

1. Experience and Capability; and
2. Methodology response.

A meeting was then held by the TEC members to discuss the individual scoring as well as the proposed pricing schedules and experience information to determine if they contained all relevant information.

Methodology

The Tender Evaluation Committee (TEC) undertook a comprehensive review of all tender submissions, focusing on mandatory compliance information as outlined in the Request for Tender

(RFT) Invitation. Any instances of non-compliance or potential non-conformities were documented for consideration of the TEC.

The TEC assessed the experience of each tenderer, supported by the tenderers answers to the scenario questions and submitted qualifications and experience and noted any deficiencies or non-conformities. Based on this assessment, the TEC recommends:

1. accepting tenderers who met the requirements; and
2. accepting tenderers with minor non-conformities in compliance information, conditional upon the provision of satisfactory evidence to address these gaps.

These recommendations aim to ensure that Council establishes a robust panel of suitably qualified and experienced suppliers, without compromising on quality, compliance, or contractual integrity.

Tender Evaluation Panel Members

Panel Member	Name	Position Title
Chairperson	Nikki Lockyer	Procurement Officer
Panel Member 1	Cody McIntosh	Technical Lead, Water and Sewer
Panel Member 2	Peter Bartolacci	Works Engineering Coordinator
Panel Member 3	Leon Newling	Engineer, Water and Sewer

Probity

The tender has been conducted in accordance with Clause 166(a) of the Local Government (General) Regulation 2021. Conflict of Interest Declarations were signed by all participating evaluation panel members both on advertising of the tender and reconfirmed prior to evaluation. The declarations are available to be viewed, if required.

The evaluation was conducted in accordance with relevant Acts, Regulations and Guidelines. Confidentiality and probity were managed in accordance with Council's Procurement Framework and associated policies and procedures.

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

Delivery Program and Operational Plan

Council Policies

Sustainable Procurement and Contracts Policy

Legislation

Local Government Act 1993

Financial implications

Not Applicable

Associated Risks

Risk Identification, Analysis and Evaluation					
Ref	Risk	Likelihood	Consequence	Rating	Mitigation
1	Timeline for procurement to make Council meeting	Possible	Moderate	Moderate	Ensure timeline set out is adhered to.
2	Failure to engage suitably qualified and experienced contractors	Possible	Major	High	Robust procurement with detailed SOR and prequalification processes; reference checks; capability assessments.
3	Service disruption to water supply or sewerage	Possible	Major	High	Contingency planning, communication protocols, redundant systems
4	Asset damage during maintenance/construction works	Possible	Major	High	Site supervision, adherence to design/specifications, condition assessments pre- and post-works.

SIMONE GOODWIN
PROCUREMENT COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

21 November 2025

Attachments: 1. Compliance Evaluation Matrix. (Confidential - separately attached)
2. Evaluation Report. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.7 RFT 2024/137 - Mudgee Water Distribution Works

REPORT BY THE PROCUREMENT COORDINATOR
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, COR400840

RECOMMENDATION

That Council:

1. receive the report by the Procurement Coordinator on the RFT 2024/137 - Mudgee Water Distribution Works;
2. accept J Holdings Group Pty Ltd for Tender RFT 2024/137 for the provision of Mudgee Water Distribution Works in accordance with Clause 178 of the Local Government (General) Regulation 2021 – Part 7 Tendering the sum of \$XXXXXX (excluding GST), subject to the completion of an acceptable financial stability assessment and the provision of the required compliance information in a format acceptable to Council;
3. delegate authority to the Manager, Water and Sewer to review and determine the outcome of any proposed variation up to 10% of the contract value and within the approved budget on acceptance of J Holdings Group Pty Ltd as the successful Tenderer;
4. delegate authority to the General Manager to review and determine the outcome of any proposed variations over 10% of the Contract value (and within budget on acceptance of J Holdings Group Pty Ltd as the successful Tenderer); and
5. authorise the Procurement Coordinator to notify other tenderers that their submitted tenders were unsuccessful.

Executive summary

An open tender process in accordance with Section 55 of the Local Government Act 1993 was carried out seeking a professional organisation that could provide a high standard of capability in the delivery of the Mudgee Water Distribution Works.

Disclosure of Interest

Nil

Detailed report

Purpose

As specified in the Invitation documentation, this tender was designed to seek a qualified contractor to undertake the Mudgee Water Distribution Works project for Council.

Advertised

Open to Market	9 October 2025
Closed	10 November 2025
Total days	32 days in total

Then the above tender was advertised in:

- Council's e-Tendering portal –eProcure: Thursday, 9 October 2025
- Information regarding this tender was published on Council's website

Tenders Received

Seven (7) Tender submissions were received:

1. Demand Plumbing & Excavation Pty Ltd;
2. Fluid Plumbing & Drainage Services Pty Ltd;
3. J Holdings Group Pty Ltd;
4. Mark Peters Pty Ltd;
5. TCM Civil Pty Ltd;
6. Trazlbat Pty Ltd; and
7. Utilstra Pty Ltd.

All tender submissions were conforming.

Late Tenders

There were no late tender submissions.

Process of Evaluation and Methodology

The process of evaluation, the methodology used, and the Tender Evaluation Committee (TEC) members are in accordance with the information provided in the Procurement Plan (internal document), the Evaluation Plan (internal document) and where applicable the RFT Invitation which is the public facing document.

A review of the tender submissions was conducted individually by the TEC members in respect to the tenderers:

1. Experience;
2. Technical Methodology; and
3. Safety.

Following the collation of the individual scores, the pricing was added. A meeting was then held by the TEC members to review individual scoring and discuss the proposed pricing schedules and departures. It was determined that time was needed to further review the pricing schedules to determine if they contained all relevant information.

A second evaluation meeting was held to discuss discrepancies in pricing focusing on the four (4) highest ranked submissions, with additional reviews of their assumptions, departures and programs.

It was determined at this meeting to seek clarifications from the respondents around excavation of rock.

Following the responses to the clarifications, the TEC members agreed to proceed with J Holdings Group Pty Ltd, as the preferred submission subject to acceptable reference checks, financial stability assessment and the provision of a Certificate of Currency for Public Liability Insurance in the sum of \$5,000,000.00 in the name of J Holdings Group Pty Ltd and covering the work the subject of this Tender.

Acceptable reference checks were completed and as such, the recommended supplier is J Holdings Group Pty Ltd, subject to completion of an acceptable financial stability assessment and provision of the compliance documentation noted above.

Tender Evaluation Panel Members

Panel Member	Name	Position Title
Chairperson	Simone Goodwin	Procurement Coordinator
Panel Member 1	Claire Cam	Manager, Water and Sewer
Panel Member 2	Shahraiz Afzal	Project Engineer, Water and Sewer
Panel Member 3	Simon Isbester	External Consultant
Panel Member 4	Neil Bungate	CFO

Probity

The tender has been conducted in accordance with Clause 166(a) of the Local Government (General) Regulation 2021. Conflict of Interest Declarations were signed by all participating TEC members both on advertising of the tender and reconfirmed prior to evaluation. The declarations are available to be viewed, if required.

All tenderer mandatory compliance information were checked against tender requirements (in the RFT Invitation) and any non-compliant or potential non-conformities were noted for the consideration of the TEC.

The evaluation was conducted in accordance with relevant Acts, Regulations and Guidelines. Confidentiality and probity were managed in accordance with Council's Procurement Framework and associated policies and procedures.

Community Plan implications

Theme	Looking After Our Community
Goal	Effective and efficient delivery of infrastructure
Strategy	Deliver infrastructure and services that meet the evolving needs of the community while ensuring equitable access to public spaces for all

Strategic implications

Council Strategies

Delivery Program and Operational Plan.

Council Policies

Sustainable Procurement and Contracts Policy.

Legislation

Local Government Act 1993.

Financial implications

Budget for this project has already been approved, and no changes are required.

Associated Risks

Ref	Risk	Likelihood	Consequence	Rating	Mitigation
1	Reputational Risk- trenching driveways	Almost Certain	Moderate	High	Community Consultation and education from MWRC and Contractor Communication Plan.
2	Financial and Scope Risk – Cost overrun, variations for unforeseen underground works	Possible	Minor	Moderate	Pre investigation, site investigations and design and MWRC detailed review Geotech and contractor design before approving
3	Delivery Risk – Project overtime, change of alignment and delay	Possible	Minor	Moderate	Contingency in timeframe and ensuring methodology of contractor has appropriate provisions in place
4	Safety Risk – construction for both contractor and public, access and traffic	Possible	Minor	Moderate	Ensuring Contractor has adequate safety management plan
5	Environmental Risk – dust and sediment in highly populated area and endangered trees	Possible	Minor	Moderate	Ensuring Contractor has adequate environmental management plan
6	Contractor Financial Capacity Risk	Possible	Moderate	Moderate	Acknowledgment of financial viability and external verification

SIMONE GOODWIN
PROCUREMENT COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

21 November 2025

Attachments: 1. Evaluation Report. (Confidential - separately attached)
2. Price Comparison. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.8 Policy Review - Sustainable Procurement and Contracts Policy

REPORT BY THE PROCUREMENT COORDINATOR
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, FIN300086

RECOMMENDATION

That Council:

1. **receive the report by the Procurement Coordinator on the Policy Review - Sustainable Procurement and Contracts Policy; and**
2. **adopt the minor changes on the Sustainable Procurement and Contracts Policy.**

Executive summary

This report presents the review of Council's Sustainable Procurement and Contracts Policy. A copy of the proposed policy with tracked changes is attached to this report.

Disclosure of Interest

Nil

Detailed report

This Policy has only recently updated, however, following changes to Councils quarterly budget review reporting obligations and following on from external audit comments around payments and functions prescribed by legislation that should not fall under the Sustainable Procurement and Contracts Policy, it is proposed that:

1. The requirement to register in Councils Contract Management System and therefore report on contracts over \$50,000 (incl of GST) should be amended to the next legislatively required value, being \$150,000 (incl of GST) and over; and
2. It be made clear that payments and functions prescribed by legislation that do not require or do not allow a procurement decision by Council be clearing excluded from the Sustainable Procurement and Contracts Policy.

The proposed wording changes are as shown in the attachment to this report.

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 Sustainable Procurement and Contracts Policy. Only minor changes to an internal process have been recommended and the review therefore doesn't necessitate public exhibition.

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

SIMONE GOODWIN
PROCUREMENT COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

21 November 2025

Attachments: 1. Policy Review - Sustainable Procurement and Contracts Policy (in strikethrough).

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY

Sustainable Procurement & Contracts Policy

REVIEW/ADOPTED

COUNCIL MEETING MIN

DATE:

16 JULY 2025 3
DECEMBER 2025

VERSION NO

3.54

REVIEW DATE

FILE NUMBER

FIN300032, FIN300086

A prosperous
and progressive
community

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Objective

This Policy provides an overview of the Council Procurement and Contract Framework and principles that MUST be followed by all Council Officers and representatives when purchasing goods and services and managing associated contracts.

The outcomes of this Policy are:

- Value for money;
- Align with business needs;
- Improve service delivery;
- Ensure legislative compliance and probity; and
- Support a competitive local economy.

This policy supports the delivery of Councils 'Community Strategic Plan' to achieve a sustainable Local Region.

Legislative requirements

- Local Government Act 1993 (NSW)
- Local Government (General) Regulation 2021 (NSW)
- NSW Local Government Tendering Guide 2009
- NSW Model Code of Conduct
- Modern Slavery Act 2018 (Cth)
- Government Information (Public Access) Act 2009 (NSW)
- Work Health and Safety Act 2011 (NSW)

Related policies and plans

- Procurement & Contract Management Procedure
- Contractor Management Policy
- Code of Conduct
- Statement of Business Ethics
- Risk Management Policy
- Disposal of Assets Policy

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.54, 16 JULY 3 DECEMBER 2025

- Fraud and Corruption Control Policy
- Purchase Cards Policy
- Records Management Policy

Scope

The Policy applies to all Council Officers and representatives who have delegated authority to purchase goods and services and manage the associated contracts on behalf of the Council.

It commits every individual involved in procuring and managing contracts for goods and services to actively ensure that all activities are:

- legal;
- accountable and auditable;
- fair and competitive;
- ethically, environmentally, and socially responsible;
- economically effective;
- conducive to maintaining the Council's ability to exploit appropriate technological, commercial, and organisational developments as they arise;
- capable of identifying, minimising, and managing risks that may threaten projects, procurements, or contracts;
- free of any direct or indirect conflict of interest; and
- maintain confidentiality.

The scope of the Policy commences from when Council has identified a need for procurement, and continues through to the award, delivery, management and closing out of the contract.

The word 'MUST' is used throughout this Policy to describe key principles against which Council will be audited and non-compliance identified. Non-compliance may result in disciplinary actions.

However, the scope of this Policy does not cover procurements:

- where Council is acting in the nature of a trustee;
- involving Treasury activity including the investing of surplus funds;
- involving payment of taxes or other compulsory fees to a government entity;
- involving payment of grants or contributions authorised by a relevant policy;
- involving any other functions prescribed by other legislation where no procurement decision is involved

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Focus on Sustainability

Sustainable procurement & contract management takes responsibility for the Economic, Environmental, Social and Governance impacts of any purchase – goods or services. These four factors are referred to as the Quadruple Bottom Line (QBL) and relate to a total lifecycle impact, and not just the upfront price.

Sustainability is now an essential part of procurement. A sustainability lens ensures purchasing decisions are based on sound principles that maximise the benefit to the environment and society and meets community expectations.

There is a clear duty of care to spend public funds responsibly, and in a way that protects, nurtures, and grows the environment and the economy and supports local businesses, local jobs and guards against modern slavery or any other unethical practices.

Council acknowledges its responsibility to ensure the environmental, social, and economic sustainability of the local community, and to contribute positively to the overall health of the planet.



Councils' commitment to Sustainable Procurement is demonstrated by addressing each of these four factors as follows:

Economic

1. Ensuring that value for money principles are enforced for all Council procurement activities;
2. Ensuring that local suppliers (suppliers that have a local presence by way of shop front and/or depot in the Council LGA) are given the opportunity to quote or tender for Council procurement activities;
3. Providing a 5% Local Preference Discount for local suppliers in the evaluation process of all procurement activities, regardless of value;
4. Assessing the cost and economic impact of the procured product or service;
5. Ensuring that infrastructure procurement activities we deliver provide better a quality aesthetic to improve liveability, accessibility and tourism outcomes for the Community; and
6. Providing educational nights to suppliers and potential suppliers to support suppliers upskilling so they can comply with Councils procurement processes.

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.54, 16 JULY 3 DECEMBER 2025

Environmental

1. Assessing the environmental impact of any procurement activities by ensuring all impacting environmental legislation is met at a minimum;
2. Ensuring that any future sustainability objectives are built into all Council procurement activities; and
3. Reviewing Council's procurement outcomes to determine how we might be able to improve environmental outcomes both in how and what we procure for current and future procurement activities.

Social

1. Assessing any social implications that Council's procurement activities may have on the Community;
2. Compliance with Modern Slavery Legislation;
3. Providing Indigenous and Torres Strait Islander Organisations opportunity to respond to Council's procurement activities;
4. Providing Australian Disability Enterprises opportunity to respond to Council's procurement activities;
5. Ensuring we create opportunities for local suppliers in Council's procurement activities;
6. Encouraging our local suppliers to also support local when undertaking Council's procurement activities; and
7. Encouraging the purchase of Australian made goods and services in Council's procurement activities.

Governance

1. Providing education to Council Officers involved in procurement activities ensuring probity, transparency and ethical behaviour;
2. Ensuring procurement activities are undertaken in accordance with good governance principles and legislation;
3. Ensuring suppliers comply with Council's policies and procedures relevant to any procurement activity for example Statement of Business Ethics;
4. Ensuring suppliers met compliance requirements relevant to any procurement activity for example insurance and WHS expectations ; and
5. Manage suppliers in accordance with Council's Contractor Management Policy.

Procurement and Contract Management Framework

The Council Framework consists of 3 broad stages: **PLAN**, **SOURCE** and **MANAGE**.

When applying this framework and utilising the supporting templates, best practice and legislative requirements will be adhered to. This, in turn, will provide the best chance of reaching a successful Procurement outcome, achieving value for money, mitigating risks and establishing appropriate contract management standards.

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Processes and guidance are balanced with the risk and value of projects, procurements, and contracts. Complex projects with a high risk and high value, require careful planning, stringent peer review of Requirements Documents (Specifications) prior to any approach to the market.

Conversely, for low risk and low value simple procurement requirements, there is greater flexibility to minimise indirect administrative costs and improve efficiency.

Roles and Responsibilities

POSITION	RESPONSIBILITIES
■ Council Officers and Representatives	<ul style="list-style-type: none"> Accountable for managing procurement and contracts in accordance with council's financial delegations, Legislation, and this Policy. Council Officers are required to demonstrate due diligence in each of the PLAN, SOURCE, MANAGE stages based on the value and risk of the project.
■ Procurement Manager / Team	<ul style="list-style-type: none"> Overall responsibility of this Policy, its implementation and ongoing operational compliance. Provide support and guidance in the interpretation and use of this Policy and associated Procurement and Contract Management Framework and Legislation.
■ Executive Leadership Team (ELT)	<ul style="list-style-type: none"> Demonstrate leadership through commitment to Sustainable Procurement and Contract Management. Provide stewardship, oversight through review of "health checks" of procurement and contract management through consideration of regular reporting.
■ General Manager	<ul style="list-style-type: none"> The General Manager has overall responsibility and approves tenders in accordance with their delegated authority.

Procurement Principles (PLAN AND SOURCE)

Procurement and Contract Management Planning – Adequate procurement and contract management planning must be undertaken for the value of the procurement. This includes a needs analysis, market assessment, risk assessment, and identification of appropriate procurement methods for significant procurements.

Accountability – Council is committed to ensuring accountability and transparency in its procurement activities. Accountability means that Council Officers are responsible for the actions and decisions that they take in relation to procurement and for the resulting outcomes. Council Officers **MUST** be able to demonstrate the basis of all decisions so that they can withstand any scrutiny.

Conflicts of Interest – A conflict of interest exists when a reasonable person might perceive that a public official's personal interest(s) could be favoured over their public duties. Corrupt conduct can arise when a conflict of interest is concealed, understated, mismanaged, or abused. Council Officers **MUST** declare, record, and save on file all identified conflicts in accordance with Councils Code of Conduct.

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Consultants, Suppliers (and their sub-contractors) and any other person involved in the supply chain must also declare any conflict that may arise during the course of a procurement activity/Contract.

Record Keeping – Council records provide evidence of actions and decisions and represent a vital asset to support its daily functions and operations. Council Officers MUST ensure appropriate documents and records are maintained in accordance with Council's Records Management Policy.

Confidentiality – Council Officers and consultation stakeholders MUST maintain the integrity and security of confidential information in their possession, or for which they are responsible. In addition to general obligations relating to the use of council information, Council Officers MUST only access confidential information that they have been authorised to access for the purposes of exercising official functions and only release confidential information authorised. Refer to the Council's Code of Conduct for further information.

Risk Analysis and Management – Risk analysis and management are techniques applied to ensure that procurement process contracts are successful. Council Officers are required to identify and assess the risks and prioritise them by aligning relevant resources to monitor, control and minimise or overcome the impact. Consideration of Risk should be managed in accordance with Council's Risk Management Policy and Procedure.

Emergencies – From time-to-time there may be a need to purchase goods or services due to an emergency whereby the requirements of Legislation and this Policy cannot be applied. An emergency is a situation that poses an immediate risk to health, life, property, or environment. Emergency procurement is only an option where Council must act immediately and take all reasonable and necessary action to mitigate any continuing risk associated with the emergency. This may only be used in cases of genuine emergency and not to remedy poor planning. Authorisation for emergency procurement activities MUST be provided by the General Manager (GM) in line with his financial delegation.

Spend Threshold Requirements – The estimated value of the contract is inclusive of Goods and Services Tax (GST) for all goods and services for the life of the contract including any options to extend. The current tender threshold is \$250,000 including GST for the life of the contract. Council Officers MUST not split Purchase Orders or contract value estimates to avoid a defined or legislative process.

Purchase Orders – Suppliers MUST not be engaged to supply any goods or commence any services without first being issued with a valid Purchase Order (where specified in the Spend Thresholds below). Invoices issued by Contracted Suppliers must have a valid Council Purchase Order reference number that is referenced on their invoice, or it may not be paid.

Credit Cards – Council provides a credit card facility to enable the secure purchase of goods and services in support of legitimate Council business. Credit cards are intended to provide an efficient method of purchasing ad-hoc materials, travel, accommodation and minor expenses or urgent items where no preferred supplier agreement is in place. Council Officers issued with a corporate credit card are in a position of trust regarding the use of public funds. Expenditure on a credit card MUST be in accordance with financial delegations and the fundamental requirements set out in this Policy and Council's Purchase Cards Policy and Corporate Cards Procedure.

Spend Threshold

The procurement methodology is dependent on the value threshold and/or risk of the purchase as shown below. All amounts include GST. The value threshold to determine the methodology is the

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.4 , 16 JULY 2025

total accumulated spend for the procurement including any anticipated variations for the procurement activity.

Council has access to a range of Common Use Arrangements (CUA's). CUA's are pre-established panels of providers (or preferred suppliers) that should be used for commonly purchased goods and services. These arrangements have been established by either Council (or group of councils), Local Government Procurement, Procurement Australia, NSW Procurement (State Government).

CONTRACT SPEND	METHOD	DESCRIPTION
Unlimited	Expression of Interest (EOI)	An EOI provides the opportunity to undertake market tests and can lead to a selective approach to your procurement. An EOI may lead to one of the below Procurement actions. It does not replace any action.
All Spend Thresholds	Review Common Use Arrangements (CUA) and access where possible Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.	CUA's are in place to reduce red tape and time. These should be accessed wherever possible for any spend level.
Up to \$5,000	Credit cards to be utilised where possible Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.	Credit card reconciliation is the process of ensuring that the transactions made match the transactions, are complete, correct, and valid. Reconciliation is an essential part of the closing process, and it's how we ensure the integrity of our records. Council Officers MUST reconcile credit cards as directed OR
	No quotes required, however best practice Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.	A Stores/Workshop order docket can be issued prior to goods or services being provided. OR A Purchase Order with Standard Terms and Conditions can be issued but not preferred
	Petty Cash Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.	Petty Cash is available for purchases \$100 or less

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\$5,000 - \$50,000	<p>MUST obtain 2 written quotes or an exemption is to be obtained.</p> <p>MUST use Basic Request for Quote for purchases of services over \$20,000.</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>It isn't always practical to obtain quotes. If, for any reason you can't obtain the required quotes value for money must still be a considered. A procurement exemption MUST be obtained prior to goods or services being provided.</p> <p>*A Council Purchase Order MUST be issued</p>
\$50,000 - \$150,000	<p>MUST use Simple Request for Quote (RFQ) and MUST obtain three written quotes.</p> <p>Consider a detailed evaluation and award process.</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>Due to elevated spend and risk, an 'Publicly Advertised' RFQ process should be conducted in line with the Council Framework guidance.</p> <p>If for any reason the RFQ process or public advertising cannot be undertaken, a procurement exemption MUST be obtained prior to goods or services being provided.</p> <p>*A Council Purchase Order MUST be issued</p>
\$150,00 - \$250,000	<p>MUST use Complex Request for Quote (RFQ) process and MUST utilise a detailed evaluation and award process.</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>Due to elevated spend and risk, a 'Publicly Advertised' RFQ process MUST be conducted in line with the Council Framework guidance.</p> <p>If for any reason the RFQ process or public advertising cannot be undertaken, a procurement exemption MUST be obtained prior to goods or services being provided.</p> <p>Council Officers MUST prepare and utilise a detailed evaluation and award process.</p> <p>*A Council Purchase Order MUST be issued</p>
Greater than \$250,000	<p>MUST use Public Request for Tender (RFT)</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>As per Legislative Requirements and the Council Framework guidance.</p> <p>*A Council Purchase Order MUST be issued</p>

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.4 , 16 JULY 2025

\$500k	<p>Increased tender threshold for natural disaster response and recovery related contracts</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>Councils are not required to tender prior to entering into a contract with a value of less than \$500k where the contract:</p> <p>is primarily for the purpose of response to or recovery from a "declared natural disaster", and</p> <p>is entered into within 12 months after the date on which the natural disaster is declared.</p> <p>Refer to Clause 170(a) Local Government Regulation</p> <p>*A Council Purchase Order MUST be issued</p>
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* For various services involving recurrent payments, such as telephone and electricity accounts, gas, subscriptions, credit card purchases, it is impractical to raise orders prior to receipt of the invoice

* Where Council utilises their own internal services to meet a requirement this policy is not applicable if value for money can be demonstrated and MUST be documented.

Contract Management Principles (MANAGE)

This section provides the mandatory requirements for managing contracts. Council recognises that the effective management of contracts with suppliers is essential in maximising the business benefits, achieving value for money and minimising contractual risks.

A contract is an agreement made between two or more parties that creates rights and obligations enforceable in law. This Policy applies until all contractual obligations have been completed.

The following are excluded from this Policy:

- Employment contracts;
- Non-binding Memoranda of Understanding; and
- Partnering and collaborative contracts with other Local or State organisations.

Stages in the Contract Management Life Cycle

Contract Commencement (Stage 1) – starts before a contract is signed

Successful Contract Management is highly influenced by activities performed prior to contract award. Ensuring that contract terms, conditions, scope and deliverables, KPI reporting and relationship management are clearly established in the signed Contract and understood by all parties, is fundamental for effective Contract Management.

Contract Management (Stage 2) – runs until formal closure

Properly managing supplier performance with respect to outcomes and deliverables clearly specified and agreed in the Contract will help ensure Council and its customers obtain the business benefits and value for money within target timeframes.

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.54, 16 JULY 3 DECEMBER 2025

Contract Closure (Stage 3) – the formal conclusion

The contract close-out is the stage for closing-out Contract obligations and liabilities with suppliers. It may also include transitioning to another supplier for the goods/services.

Mandatory Requirements applying to contracts

- All Council Contracts valued at \$50,000 (including GST) or more must ~~be registered and be identified with a Contract Number - issued by Council's Contract Management System (CMS)~~ Port or the number being the number provided by the Records Department at the time of the procurement. In addition, any Council Contracts valued at \$150,000 (including GST) or more must be registered in Council's Contract Management System (CMS) and be identified with a Contract Number being the number issued by the CMS or the number provided by the Records Department at the time of the procurement.
- A contract manager must be formally appointed. The Contract Manager may manage a contract valued at more than their level of financial delegation. However, the Contract Manager must not approve or incur expenditure on goods, services or a project valued at more than their level of financial delegation. Note, this also applies to any changes (variations) to the original price of procurement based on the cumulative value.
- Staff must use Council developed and recommended contract templates at all times. These include contracts developed specially for Council and Purchase Order Term and Conditions.

All formal Contracts must include appropriate Sustainability clauses in the areas of;

- Work Health & Safety; Quality Assurance; Environmental; Financial Capability; Insurance; Industrial Relations; Performance; Code of Conduct; Business Ethics; Exchange; and Disclosure of Information.
- That allow and support contract compliance and risk management, with having regard to project value, requirements and complexity.

All formal Contracts must include appropriate Commercial clauses:

- in the areas of Payments and Retentions (or security); Price Adjustments; Delay to Completion (or delivery); and Processes to Resolve Claims and Disputes;
- That allow managing or regulating variations to the original Contract, having regard to project value, Contract requirements and complexity; and
- Obtain all relevant approvals and licenses prior to commencement: of the contract planning and engagement (entering into a contract).

Contract Variations

All Contract Variations must be approved in writing in accordance with the Contract and be approved by the appropriate Council delegate.

Ethics and Probity

Council's Code of Conduct must always be adhered to in the management of Contracts on behalf of Council, in particular ensuring: responsible decision making, declaring and appropriately managing any Conflicts of Interest and appropriate decline of any offered Gifts or Benefits.

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.4 , 16 JULY 2025

Contract Disclosures

In accordance with Part 3, Division 5 of the Government Information (Public Access) Act 2009 (GIPA Act), Council will maintain and publish a register of all Council contracts that records key information about each contract Council enters into with the private sector which has or is likely to have a value of \$150,000 (including GST) or more.

Modern Slavery Prevention

Council is committed to ensuring:

- its operations and supply chains do not cause, involve, or contribute to modern slavery; and
- its suppliers, relevant stakeholders, and others with whom we do business respect and share our commitment regarding minimising the risk of modern slavery.

This applies to all persons employed by Council or on Council's behalf in any capacity. The prevention, detection, and reporting of modern slavery in any part of Council's operations or supply chain is their responsibility.

- Where Modern Slavery may be present, completing a risk checklist prior to making a purchase;
- Where risk is identified, engaging with our suppliers to provide further information on their commitment to minimising the risk of modern slavery in their own supply chains and operations. This will primarily be done by asking suppliers to complete a Modern Slavery Questionnaire;
- Including modern slavery criteria in Request for Tender documents and Contracts;
- Providing adequate training for all staff to ensure they are aware of what modern slavery is, what Council's modern slavery risks are and how to raise any identified or potential concerns; and
- Utilising Council's complaint process to enable staff and others to raise concerns about modern slavery.

Procurement Governance

Procurement governance refers to the framework of policies, procedures, roles, and responsibilities that guide how Council purchases goods, services, and works. It ensures that procurement activities are conducted transparently, ethically, and in accordance with Legislation.

Effective procurement governance is essential to maintaining public trust and achieving value for money. It ensures that ratepayer funds are used responsibly, that procurement decisions are fair and free from bias, and that local suppliers and businesses have equal opportunities to compete. By upholding strong procurement governance, Council supports accountability, mitigates risk, promotes sustainability, and contributes to the delivery of high-quality services and infrastructure for the community.

Training

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.54, 16 JULY 3 DECEMBER 2025

Mid-Western Regional Council commit to providing procurement and contract management training to all new staff and offering regular refresher training to existing employees. This training is essential for ensuring that Council staff have the knowledge, skills, and capabilities to carry out their responsibilities effectively, ethically, and in compliance with Legislation and Council's procurement frameworks.

Additionally, effective contract management helps Council mitigate risks, maintain strong supplier relationships, and ensure goods, services, and infrastructure are delivered to the expected quality, timeline, and cost.

Ongoing training fosters a culture of accountability and continuous improvement, reduces the risk of non-compliance, and strengthens Council's capacity to deliver positive outcomes for the community through responsible stewardship of public funds.

Review and Continuous Improvement

Council's Procurement team is committed to the ongoing review and continuous improvement of Council's Procurement and Contract Management Framework. The team strives to deliver streamlined, effective solutions that uphold legislative compliance, operational efficiency, and value for money—ensuring the best possible outcomes for the community.

Auditing of Procurement and Contract Management

In addition to external auditing, Council is committed to conducting regular internal audits, both random and, where necessary, targeted, of its procurement and contract management practices.

These audits are designed to identify instances of non-compliance or breaches of Legislation and Council's procurement frameworks.

Early detection of such issues allows Council to proactively address training needs, mitigate risks, and, where applicable, investigate potential intentional misconduct.

All identified breaches will be documented, managed, and reported in accordance with Council's established policies and procedures. Depending on the severity, matters may also be escalated to:

- Senior Management
- External Auditors
- TheAudit, Risk and Improvement Committee (ARIC)

9.9 Policy Review - Road, Bridge & Place Naming Policy

REPORT BY THE MANAGER - PROPERTY AND REVENUE
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, ROA1020072

RECOMMENDATION

That Council:

- 1. receive the report by the Manager - Property and Revenue on the Policy Review - Road, Bridge & Place Naming Policy; and**
- 2. adopt the minor changes in the revised Road, Bridge & Place Naming Policy.**

Executive summary

The existing Policy, Road, Bridge & Place Naming Policy (the 'Policy') has been reviewed and proposed minor amendments are suggested as part of Council's ongoing policy review program.

Disclosure of Interest

Nil

Detailed report

The current Road, Bridge & Place Naming Policy is due for review as at December 2025. An initial review has been conducted with the proposed policy changes shown in the attached drafts, provided both with track changes applied, and with changes accepted.

The policy provides consistent guidelines for developers, the community and Council when allocating new road names or re-naming existing roads or allocating bridge and place names to ensure names are allocated that will stand the test of time and are of local or historical significance.

The processes for the consideration and adoption of Road, Bridge & Place Names is largely regulated by the provisions of the Geographical Names Act, and the associated Geographical Names Board of NSW Place Naming guidelines. As a result of the processes being largely regulated, the suggested changes to the existing policy are limited to reference updates rather than operative changes.

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

The Roads Act, 1993 and Roads Regulation 2018
Geographical Names Act, 1966

Financial implications

Not Applicable

Associated Risks

Not Applicable

IAN CLAYTON
MANAGER - PROPERTY AND REVENUE

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

26 November 2025

Attachments: 1. Draft Road, Bridge & Place Naming Policy - Track Changes.
2. Draft Road, Bridge & Place Naming Policy - Changes accepted.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY ROAD, BRIDGE & PLACE NAMING

*A prosperous
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community*

ADOPTED	
COUNCIL	344/23
DATE:	13

VERSION	1.3-4
REVIEW	DECEMBER 20252029
FILE	ROA100072, PAR300023 GOV400047

Objective

This policy has been developed to provide consistent guidelines for developers, the community and Council when allocating new road names or re-naming existing roads; allocating bridge names and allocating place names; and to ensure names are allocated that will stand the test of time and are of local or historical significance.

Legislative requirements

- Roads Act 1993
- Roads Regulation 2018
- GEOGRAPHICAL NAMES ACT 1966

■ Related policies and plans

- Geographical Names Board (GNB) of NSW Policy – Place Naming – July 2019. GNB is responsible for assigning names to places anywhere in NSW. While the Local Government Authority is the road naming and addressing authority, GNB is the authority over which names can or cannot be used in place and road naming.
- Australian/New Zealand Standard – Rural and urban addressing AS/NZS 4819:2011
- NSW Addressing Policy and User Manual – Revised May 2021 October 2024 – Sections 6.7 and 6.10

Policy – Road naming.

1. In cases involving the naming of a new or an un-named road or the re-naming of an existing named road where:
 - Council receives a request from a member of the community; or
 - Council receives a request from a developer as part of the DA process; or
 - A staff member is of a view that a road should be named or renamed; as appropriate:
 - a) letters will be forwarded to neighbours seeking their submissions for new name(s); and
 - b) concurrently advertise in the local newspaper and on Council's website for naming submissions from members of the public.
 - c) submissions, referred to in (a) & (b) above, must be received by Council within 21 days of the date of the letter and advertisement.
 - d) memorandum to Councillors informing them of the proposal.

POLICY: ROAD, BRIDGE & PLACE NAMING - ROAD, BRIDGE & PLACE NAMING | 1.4 1.3, 13 DECEMBER 2023

2. Each proposed name is evaluated via the Geographical Names Board (GNB) Road Name Eligibility Check site to ensure there is no duplication within a rural, rural/urban or urban area. The evaluation will also highlight similar sounding names that may not meet GNB standards.
3. If a potential issue is found in the Road Name Eligibility Check, such as duplication, the proposed name may not be used.
4. A report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed and confirmation that the GNB evaluation has no objection to the name or names proposed. If there is an objection, the details are to be included. A brief overview of the process involved in naming or re-naming roads should also be included. Any decision by the Council at this stage can only be that it is proposing a road name from the choices submitted.
5. Once Council has chosen a name from the submissions, the name is entered into the GNB's NSW Place and Road Naming Proposal System. The GNB will serve a notice of the proposal on the following:
 - (i) Australia Post;
 - (ii) the Registrar General;
 - (iii) the Surveyor General;
 - (iv) the Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;
 - (vi) the NSW Rural Fire Service;
 - (vii) the NSW Police Force;
 - (viii) the State Emergency Service;
 - (ix) the New South Wales Volunteer Rescue Association Inc; and
 - (x) in the case of a classified road – the RMS;

inviting submissions, in writing to the Council, within 14 days.

6. Following Council's decision on the proposed naming or re-naming of a road:
 - a) Write to the party who lodged the request and any members of the public who had responded and inform them of the Council's decision and what was happening now;
 - b) Publish a notice of the proposed name in a local newspaper and on Council's website inviting submissions, in writing, to the Council within 21 days;
7. Confirm the GNB have approved the name proposal in the NSW Place and Road Naming Proposal system. Then, at the expiration of time for the lodgement of submissions, prepare a further report to Council addressing submissions received and recommending formal adoption of the proposed road name and Gazettal of the new name.
8. If the Council resolves to adopt the proposed name:
 - a) Publish a notice in a local newspaper and on Council's website advising the new name and giving a brief description of the location of the road; and
 - b) Submit a Government Gazette via the GNB's NSW Place and Road Naming Proposal system. This will also inform the following, giving sufficient particulars to enable the road to be identified:
 - (i) Australia Post;
 - (ii) the Registrar General;
 - (iii) the Surveyor General;
 - (iv) the Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;
 - (vi) the NSW Rural Fire Service;

POLICY: ROAD, BRIDGE & PLACE NAMING | 1.3-4, 13-DECEMBER-2023

- (vii) the NSW Police Force;
 - (viii) the State Emergency Service;
 - (ix) the New South Wales Volunteer Rescue Association Inc; and
 - (x) in the case of a classified road – the RMS.
 - c) Inform the property owner and neighbours, along with everyone who has made a request or submission, of Council's decision.
9. Once confirmation has been received that the notice has appeared in the Government Gazette:
- a) Update Council records – mapping, property, assets, EDRMS (electronic data records management system) and roads database.
 - b) Organise street signs.
 - c) Notify affected property owners and agencies of any new addressing allocated to the newly named road.

Policy – Bridge naming.

1. In cases involving the naming of a new or an un-named bridge where:
 - Council receives a request from a member of the community; or
 - A staff member is of a view that a bridge should be named or renamed; as appropriate:
 - a) letters will be forwarded to neighbours seeking their submissions for a new name(s); and
 - b) concurrently advertise in the local newspaper and on Council's website for naming submissions from members of the public.
 - c) submissions, referred to in (a) & (b) above, must be received by Council within 21 days of the date of the letter and advertisement.
 - d) memorandum to Councillors informing them of the proposal.
2. No consultation is required with the GNB in relation to bridge naming, however, the same guidelines should be adhered to – at minimum, the submitted names/s cannot relate to living persons or a commercial interest and duplication of names should be avoided. However, proposals containing more than one name may be accepted.
3. At the end of the advertising period a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. A brief overview of the process involved in naming the bridge should also be included. Council makes a choice from the options submitted and recommends formal adoption of the proposed bridge name along with Gazettal of the new name.
4. If the Council resolves to adopt the proposed name:
 - a) Publish a notice in the Government Gazette, a local newspaper and on Council's website advising the new name, giving a brief description of the location of the bridge; and,
 - b) notify the following authorities or agencies of the new name:
 - (i) Australia Post;
 - (ii) the Registrar General;
 - (iii) the Surveyor General;
 - (iv) the Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;

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- (vi) the NSW Rural Fire Service;
 - (vii) the NSW Police Force;
 - (viii) the State Emergency Service;
 - (ix) the New South Wales Volunteer Rescue Association Inc; and
 - (x) in the case of a bridge located on a classified road – the RMS.
 - c) Inform everyone who has made a request or submission and neighbours of Council's decision.
5. Once confirmation has been received that the notice has appeared in the Government Gazette:
- a) Update Council records – mapping, property, assets, EDRMS and roads database.
 - b) Organise bridge signage.

Policy – Place naming.

1. In cases involving the naming of a place (place means any geographical or topographical feature or any district, division, locality, region, city, town, village, settlement, railway station, school or park or any other place within NSW but does not include any road, any local government area, urban area, county district or electoral district.) where:
 - Council receives a request from a member of the community; or
 - Council receives a request from a developer as part of the DA process; or
 - A staff member is of a view that a place should be named or renamed; as appropriate:
 - a) letters will be forwarded to neighbours seeking their submissions for a new name(s); and
 - b) concurrently advertise in the local newspaper and on Council's website for naming submissions from members of the public.
 - c) submissions, referred to in (a) & (b) above, must be received by Council within 21 days of the date of the letter and advertisement.
 - d) memorandum to Councillors informing them of the proposal.
2. At the end of the advertising period a report, containing all submissions, is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. A brief overview of the process involved in naming a place should also be included. Any decision by the Council at this stage can only be that it is proposing a place name from the choices submitted.
3. Following a decision by Council to the proposed naming or re-naming of a place:
 - a) Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision and what was happening now;
 - b) Enter the name as a proposal on the NSW Place and Road Naming Proposal System with all submissions received and advising which is Council's preferred name.
 - c) The matter will then go to the next meeting of the Geographical Names Board for approval, deferral or rejection. If deferred GNB will seek further information. If rejected GNB will advise Council to reconsider the submission.
 - d) If approved the name will be advertised in a local newspaper by the GNB inviting submissions for or against the preferred name.
 - e) If the advertising period (one month) is completed with no objections to the GNB the name becomes official and the GNB will advertise the name in the Government Gazette and will update the official NSW mapping database. The GNB will write to Council with confirmation of the acceptance of the proposed name.

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- f) If objections are received against the proposed name Council will be required to recommence the submission process. At the end of this process, when the application is again sent to GNB with Council's preferred name, which may or may not be the same name, GNB will review submissions and either reject, alter or endorse the name.
- 4. Once a name is formally approved Council will inform everyone who has made a request or submission and neighbours of the final decision.
- 5. Once confirmation has been received that the notice has appeared in the Government Gazette:
 - a) Update Council records – property database, assets (if applicable) and EDRMS. The mapping database will be updated by GNB.
 - b) Organise place signs.

VARIATION

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



POLICY ROAD, BRIDGE & PLACE NAMING

*A prosperous
and progressive
community*

ADOPTED	
COUNCIL	
DATE:	

VERSION	1.4
REVIEW	DECEMBER 2029
FILE	ROA100072 GOV400047

Objective

This policy has been developed to provide consistent guidelines for developers, the community and Council when allocating new road names or re-naming existing roads; allocating bridge names and allocating place names; and to ensure names are allocated that will stand the test of time and are of local or historical significance.

Legislative requirements

- Roads Act 1993
- Roads Regulation 2018
- GEOGRAPHICAL NAMES ACT 1966

Related policies and plans

- Geographical Names Board (GNB) of NSW Policy–Place Naming–July2019. GNB is responsible for assigning names to places anywhere in NSW. While the Local Government Authority is the road naming and addressing authority, GNB is the authority over which names can or cannot be used in place and road naming.
- Australian/New Zealand Standard – Rural and urban addressing AS/NZS 4819:2011
- NSW Address Policy and User Manual – October 2024 – Sections 6.7 and 6.10

Policy – Road naming.

1. In cases involving the naming of a new or an un-named road or the re-naming of an existing named road where:
 - Council receives a request from a member of the community; or
 - Council receives a request from a developer as part of the DA process; or
 - A staff member is of a view that a road should be named or renamed; as appropriate:
 - a) letters will be forwarded to neighbours seeking their submissions for new name(s); and
 - b) concurrently advertise in the local newspaper and on Council's website for naming submissions from members of the public.
 - c) submissions, referred to in (a) & (b) above, must be received by Council within 21 days of the date of the letter and advertisement.
 - d) memorandum to Councillors informing them of the proposal.
2. Each proposed name is evaluated via the Geographical Names Board (GNB) Road Name Eligibility Check site to ensure there is no duplication within a rural, rural/urban or urban

POLICY: ROAD, BRIDGE & PLACE NAMING | 1.4 ,

area. The evaluation will also highlight similar sounding names that may not meet GNB standards.

3. If a potential issue is found in the Road Name Eligibility Check, such as duplication, the proposed name may not be used.
4. A report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed and confirmation that the GNB evaluation has no objection to the name or names proposed. If there is an objection, the details are to be included. A brief overview of the process involved in naming or re-naming roads should also be included. Any decision by the Council at this stage can only be that it is proposing a road name from the choices submitted.
5. Once Council has chosen a name from the submissions, the name is entered into the GNB's NSW Place and Road Naming Proposal System. The GNB will serve a notice of the proposal on the following:
 - (i) Australia Post;
 - (ii) the Registrar General;
 - (iii) the Surveyor General;
 - (iv) the Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;
 - (vi) the NSW Rural Fire Service;
 - (vii) the NSW Police Force;
 - (viii) the State Emergency Service;
 - (ix) the New South Wales Volunteer Rescue Association Inc; and
 - (x) in the case of a classified road – the RMS;

inviting submissions, in writing to the Council, within 14 days.

6. Following Council's decision on the proposed naming or re-naming of a road:
 - a) Write to the party who lodged the request and any members of the public who had responded and inform them of the Council's decision and what was happening now;
 - b) Publish a notice of the proposed name in a local newspaper and on Council's website inviting submissions, in writing, to the Council within 21 days;
7. Confirm the GNB have approved the name proposal in the NSW Place and Road Naming Proposal system. Then, at the expiration of time for the lodgement of submissions, prepare a further report to Council addressing submissions received and recommending formal adoption of the proposed road name and Gazettal of the new name.
8. If the Council resolves to adopt the proposed name:
 - a) Publish a notice in a local newspaper and on Council's website advising the new name and giving a brief description of the location of the road; and
 - b) Submit a Government Gazette via the GNB's NSW Place and Road Naming Proposal system. This will also inform the following, giving sufficient particulars to enable the road to be identified:
 - (i) Australia Post;
 - (ii) the Registrar General;
 - (iii) the Surveyor General;
 - (iv) the Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;
 - (vi) the NSW Rural Fire Service;
 - (vii) the NSW Police Force;
 - (viii) the State Emergency Service;

POLICY: ROAD, BRIDGE & PLACE NAMING | 1.4 ,

- (ix) the New South Wales Volunteer Rescue Association Inc; and
 - (x) in the case of a classified road – the RMS.
- c) Inform the property owner and neighbours, along with everyone who has made a request or submission, of Council's decision.
- 9. Once confirmation has been received that the notice has appeared in the Government Gazette:
 - a) Update Council records – mapping, property, assets, EDRMS (electronic data records management system) and roads database.
 - b) Organise street signs.
 - c) Notify affected property owners and agencies of any new addressing allocated to the newly named road.

Policy – Bridge naming.

1. In cases involving the naming of a new or an un-named bridge where:
 - Council receives a request from a member of the community; or
 - A staff member is of a view that a bridge should be named or renamed; as appropriate:
 - a) letters will be forwarded to neighbours seeking their submissions for a new name(s); and
 - b) concurrently advertise in the local newspaper and on Council's website for naming submissions from members of the public.
 - c) submissions, referred to in (a) & (b) above, must be received by Council within 21 days of the date of the letter and advertisement.
 - d) memorandum to Councillors informing them of the proposal.
2. No consultation is required with the GNB in relation to bridge naming, however, the same guidelines should be adhered to – at minimum, the submitted names/s cannot relate to living persons or a commercial interest and duplication of names should be avoided. However, proposals containing more than one name may be accepted.
3. At the end of the advertising period a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. A brief overview of the process involved in naming the bridge should also be included. Council makes a choice from the options submitted and recommends formal adoption of the proposed bridge name along with Gazettal of the new name.
4. If the Council resolves to adopt the proposed name:
 - a) Publish a notice in the Government Gazette, a local newspaper and on Council's website advising the new name, giving a brief description of the location of the bridge; and,
 - b) notify the following authorities or agencies of the new name:
 - (i) Australia Post;
 - (ii) the Registrar General;
 - (iii) the Surveyor General;
 - (iv) the Chief Executive of the Ambulance Service of NSW;
 - (v) Fire and Rescue NSW;
 - (vi) the NSW Rural Fire Service;
 - (vii) the NSW Police Force;

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- (viii) the State Emergency Service;
 - (ix) the New South Wales Volunteer Rescue Association Inc; and
 - (x) in the case of a bridge located on a classified road – the RMS.
- c) Inform everyone who has made a request or submission and neighbours of Council's decision.
- 5. Once confirmation has been received that the notice has appeared in the Government Gazette:
 - a) Update Council records – mapping, property, assets, EDRMS and roads database.
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Policy – Place naming.

1. In cases involving the naming of a place (place means any geographical or topographical feature or any district, division, locality, region, city, town, village, settlement, railway station, school or park or any other place within NSW but does not include any road, any local government area, urban area, county district or electoral district.) where:
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 - c) submissions, referred to in (a) & (b) above, must be received by Council within 21 days of the date of the letter and advertisement.
 - d) memorandum to Councillors informing them of the proposal.
2. At the end of the advertising period a report, containing all submissions, is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. A brief overview of the process involved in naming a place should also be included. Any decision by the Council at this stage can only be that it is proposing a place name from the choices submitted.
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 - b) Enter the name as a proposal on the NSW Place and Road Naming Proposal System with all submissions received and advising which is Council's preferred name.
 - c) The matter will then go to the next meeting of the Geographical Names Board for approval, deferral or rejection. If deferred GNB will seek further information. If rejected GNB will advise Council to reconsider the submission.
 - d) If approved the name will be advertised in a local newspaper by the GNB inviting submissions for or against the preferred name.
 - e) If the advertising period (one month) is completed with no objections to the GNB the name becomes official and the GNB will advertise the name in the Government Gazette and will update the official NSW mapping database. The GNB will write to Council with confirmation of the acceptance of the proposed name.
 - f) If objections are received against the proposed name Council will be required to recommence the submission process. At the end of this process, when the application

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is again sent to GNB with Council's preferred name, which may or may not be the same name, GNB will review submissions and either reject, alter or endorse the name.

4. Once a name is formally approved Council will inform everyone who has made a request or submission and neighbours of the final decision.
5. Once confirmation has been received that the notice has appeared in the Government Gazette:
 - a) Update Council records – property database, assets (if applicable) and EDRMS. The mapping database will be updated by GNB.
 - b) Organise place signs.

VARIATION

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

9.10 Monthly Budget Review - November 2025

REPORT BY THE ACCOUNTANT REPORTING & ANALYSIS
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400098, FIN300315, GOV400113

RECOMMENDATION

That Council:

1. **receive the report by the Accountant Reporting & Analysis on the Monthly Budget Review - November 2025 Budget Variations; and**
2. **amend the 2025/26 budgets in accordance with the variations listed in the Monthly Budget Review attachment to this report.**

Executive summary

This report provides Council with initial budget variations to the 2025/26 Operational Plan. Proposed budget variations to the Budget with relevant financial implications are included in the attachment. It also includes Capital works program and Key Operating Projects list in the attachment.

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
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

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

The budget variations proposed will impact the below financial ratios.

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2025/26	✓	✗	✓
Future Years	✗	-	✓

Associated Risks

Not Applicable

SUMEDHA UPRETI
ACCOUNTANT REPORTING & ANALYSIS

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

20 November 2025

Attachments: 1. Monthly Budget Review Attachment - November 2025. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.11 Monthly Statement of Investments as at 30 November 2025

REPORT BY THE FINANCIAL PLANNING COORDINATOR AND CHIEF FINANCIAL OFFICER
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, 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 November 2025; 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 November 2025.

It is noted that at the time of publishing the 30 November 2025 report the TCorp managed fund balances were not finalised. These balances may be subject to change.

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
----------	---

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

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

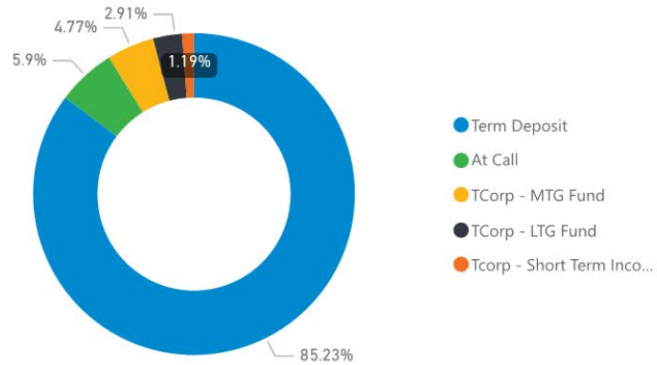
27 November 2025

Attachments: 1. Monthly Statement of Investments as at 30 November 2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Investments by Type

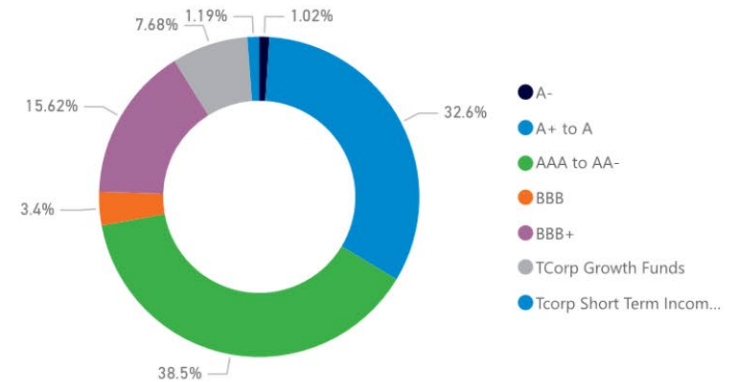


Mid-Western Regional Council Cash and Investments as at 30 November 2025

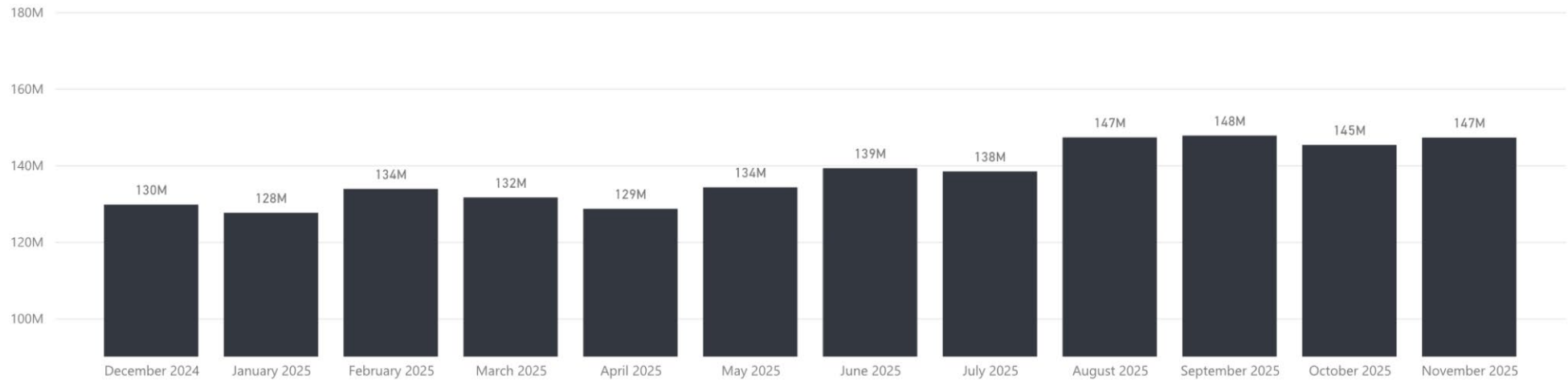
Total Investment Portfolio (\$)

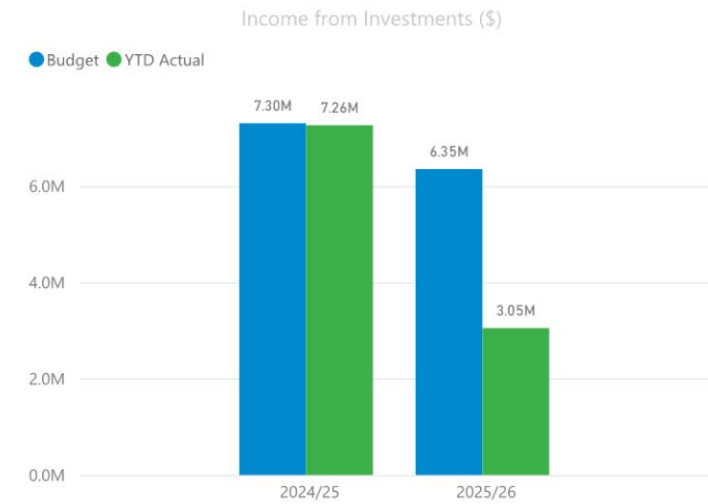
147.25M

Investments by Long Term Rating

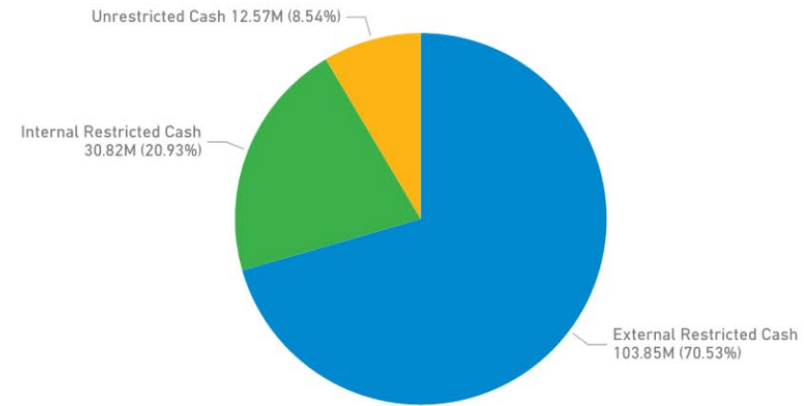


Portfolio Balance at End of Month (\$)

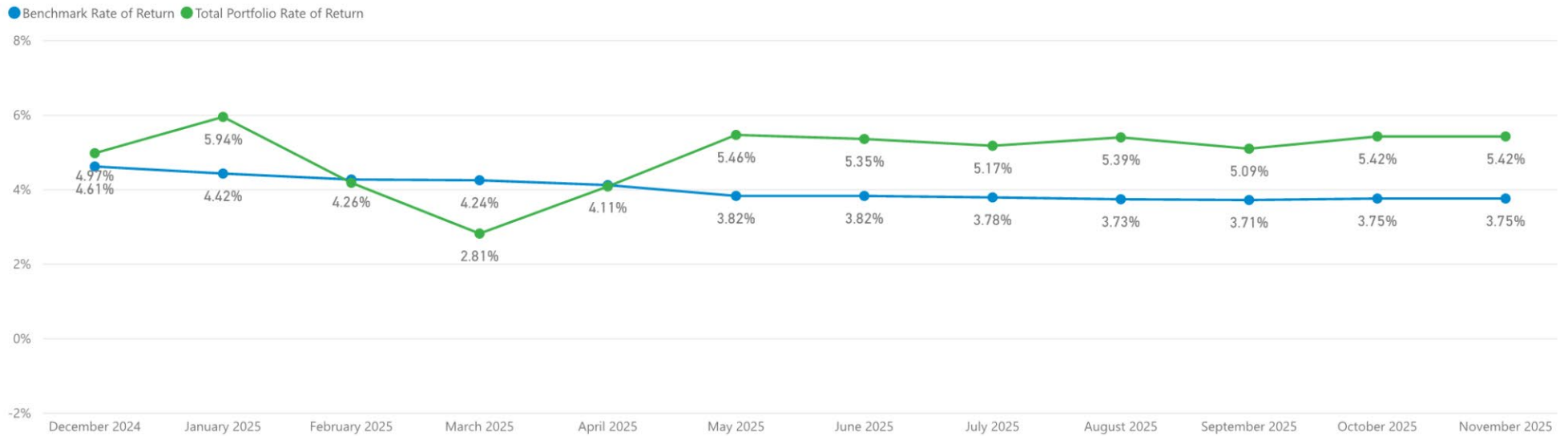




Balance by Cash Category



Investment Performance



Investment Portfolio Summary

Term to Maturity	Amount	Actual	Cumulative Actual	Cumulative Minimum	Policy Compliance
Less than 3 months	\$ 42,745,746	29%	29%	20%	OK
Between 3 months and 1 year	\$ 48,000,000	33%	62%	40%	OK
Between 1 year and 2 years	\$ 9,500,000	6%	68%	50%	OK
Between 2 years and 4 years	\$ 47,000,000	32%	100%	85%	OK
More than 5 years	\$ -	0%	100%	0%	OK
Total	\$ 147,245,746				

Long Term Rating	Institution	Policy Limit	Policy Compliance (Institution)	% of Portfolio	Amount
AA-	NAB	40% OK		9%	\$ 12,694,632
	Westpac	40% OK		30%	\$ 44,000,000
A	ING	20% OK		15%	\$ 21,500,000
	Rabo Bank	20% OK		18%	\$ 26,500,000
BBB+	Australian Unity	10% OK		5%	\$ 7,000,000
	Bank Vic	10% OK		4%	\$ 6,500,000
	MyState Bank	10% OK		4%	\$ 5,500,000
BBB	Unity Bank Limited	10% OK		3%	\$ 4,000,000
	Defence Bank	5% OK		2%	\$ 2,500,000
	Great Southern Bank	5% OK		2%	\$ 2,500,000
	TCorp - Long Term Growth Fund	15% OK		3%	\$ 4,284,547
TCorp Growth Funds	TCorp - Medium Term Growth Fund	15% OK		5%	\$ 7,021,129
	Tcorp - Short Term Income Fund	15% OK		1%	\$ 1,745,438
Tcorp Short Term Income	Bank Of Queensland	20% OK		1%	\$ 1,500,000
Grand Total				100%	\$ 147,245,746

Long Term Rating Group	Credit Policy Limit	Policy Compliance (SP Group)	% of Portfolio	Amount
AAA to AA-	100% OK		39%	\$ 56,694,632
BBB+	20% OK		16%	\$ 23,000,000
BBB	5% OK		3%	\$ 5,000,000
TCorp Growth Funds	15% OK		8%	\$ 11,305,676
Tcorp Short Term Income Fund	15% OK		1%	\$ 1,745,438
A+ to A	50% OK		33%	\$ 48,000,000
A-	40% OK		1%	\$ 1,500,000
Grand Total			100%	\$ 147,245,746

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)	9,757,707	- 1,063,075	8,694,632
TCorp - Cash Fund	-	-	-
TCorp - Long Term Growth Fund	4,298,114	- 13,567	4,284,547
TCorp - Medium Term Growth Fund	7,042,422	- 21,293	7,021,129
Tcorp - Short Term Income Fund	1,739,792	5,647	1,745,438
Total	22,838,035	- 1,092,288	21,745,746

The below table shows matured term deposits

Institution	Yield	Maturity Date	Principal Amount	Total Interest Amount
Westpac	5.15%	5/11/2025	1,000,000	51,359
Rabo Bank	5.15%	19/11/2025	1,000,000	51,359
NAB	4.80%	19/11/2025	2,000,000	75,485
Bank Vic	5.33%	26/11/2025	2,000,000	161,506
Total			6,000,000	339,709

The below table shows new term deposits

Institution	Yield	Maturity Date	Principal Amount	Total Interest Amount
Australian Unity	4.40%	4/11/2026	2,000,000	86,071
Westpac	4.37%	15/11/2028	2,000,000	263,158
Rabo Bank	4.50%	1/11/2028	2,500,000	332,260
Great Southern Bank	4.40%	23/09/2026	2,500,000	92,822
Total			9,000,000	774,311

At Call Fund and Managed Funds

Institution	Yield	Principal Amount	Term to Maturity
NAB	4.50%	\$ 8,694,632	0
TCorp - Cash Fund	3.00%	\$ -	1
TCorp - Long Term Growth Fund	3.00%	\$ 4,284,547	5
TCorp - Medium Term Growth Fund	3.00%	\$ 7,021,129	5
Tcorp - Short Term Income Fund	3.00%	\$ 1,745,438	5
Total		\$ 21,745,746	

Current Term Deposits

Institution	Yield	Principal Amount	Term to Maturity
Australian Unity	4.30%	\$ 3,000,000	157
Australian Unity	4.25%	\$ 2,000,000	186
Australian Unity	4.40%	\$ 2,000,000	339
Bank Of Queensland	4.35%	\$ 1,500,000	38
Bank Vic	5.33%	\$ 2,000,000	17
Bank Vic	4.28%	\$ 3,000,000	535
Bank Vic	4.33%	\$ 1,500,000	73
Defence Bank	4.35%	\$ 2,500,000	171
Great Southern Bank	4.40%	\$ 2,500,000	297
ING	5.40%	\$ 3,000,000	213
ING	5.18%	\$ 3,000,000	381
ING	5.40%	\$ 4,000,000	45
ING	4.75%	\$ 1,500,000	745
ING	4.77%	\$ 3,000,000	786
ING	5.28%	\$ 3,000,000	10
ING	4.63%	\$ 2,000,000	479
ING	4.60%	\$ 2,000,000	829
MyState Bank	4.30%	\$ 2,500,000	129
MyState Bank	4.25%	\$ 3,000,000	206
NAB	4.65%	\$ 3,000,000	59
NAB	4.15%	\$ 1,000,000	290
Rabo Bank	5.02%	\$ 2,000,000	143
Rabo Bank	4.44%	\$ 1,500,000	3
Rabo Bank	4.61%	\$ 1,500,000	843
Rabo Bank	4.29%	\$ 2,500,000	899
Rabo Bank	4.18%	\$ 2,500,000	913
Rabo Bank	4.18%	\$ 2,000,000	941
Rabo Bank	5.36%	\$ 2,000,000	17
Rabo Bank	4.30%	\$ 1,500,000	941
Rabo Bank	4.26%	\$ 2,000,000	969
Rabo Bank	4.26%	\$ 2,500,000	969
Rabo Bank	4.19%	\$ 4,000,000	983
Rabo Bank	4.50%	\$ 2,500,000	1067
Unity Bank Limited	4.36%	\$ 2,500,000	87
Unity Bank Limited	4.33%	\$ 1,500,000	115
Westpac	4.88%	\$ 4,000,000	269
Westpac	4.70%	\$ 1,500,000	409
Westpac	4.70%	\$ 2,000,000	815
Westpac	4.85%	\$ 1,000,000	1179
Westpac	4.65%	\$ 3,000,000	101
Westpac	4.55%	\$ 3,000,000	1193
Westpac	4.25%	\$ 2,500,000	157
Westpac	4.40%	\$ 2,000,000	1263
Westpac	4.15%	\$ 1,000,000	1277
Westpac	4.02%	\$ 2,000,000	1305
Westpac	4.23%	\$ 1,500,000	227
Westpac	4.15%	\$ 2,000,000	255
Westpac	4.10%	\$ 2,500,000	1361
Westpac	4.15%	\$ 3,000,000	241
Westpac	4.13%	\$ 2,000,000	115
Westpac	4.14%	\$ 3,500,000	283
Westpac	4.13%	\$ 4,000,000	1368
Westpac	4.25%	\$ 1,500,000	311
Westpac	4.37%	\$ 2,000,000	1081
Total		\$ 125,500,000	

Item 10: Operations

10.1 Local Transport Forum - Event Report - Mudgee Classic 2026

REPORT BY THE ADMINISTRATION ASSISTANT - INFRASTRUCTURE PLANNING
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, A0100009

RECOMMENDATION

That Council:

- 1. receive the report by the Administration Assistant - Infrastructure Planning on the Local Transport Forum - Event Report - Mudgee Classic 2026; and**
- 2. approve the proposed Mudgee Classic 2026 Event and the conditions in the LTF attachment 25/036**

Executive summary

The purpose of this standalone report is to seek Council endorsement of the recommendations of the Local Transport Forum (LTF) in regard to the proposed Mudgee Classic 2026. There was no LTF meeting held in November hence the need for the report. There are only very minor changes to the event route from last year that has been endorsed by the LTF.

Disclosure of Interest

Nil

Detailed report

Due to there being minimal agenda items, the LTF meeting was not held Friday, 12 November 2025 and the one event that has been submitted for review and approval was emailed to members of the LTF for review. Members from TfNSW, NSW Police, the Public Member and Council's sub delegate all agreed that the event, Mudgee Classic 2026, be presented to Council at their December 2025 meeting for approval. The LTF report and conditions for the event are provided in the attachment 25/036.

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

19 November 2025

Attachments: 1. MC26 The Mudgee Classic 2026 Event Overview.
2. Mudgee Classic 2026_ Traffic Management Plan.
3. REPORT - Local Transport Forum 12.11.2025 - Mudgee Classic 2026.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

The Mudjee Classic 2026: Event Overview

Event Details

The Mudjee Classic returns for its sixth year to the Mid Western Regions, bringing two exciting cycling events across the weekend of 2nd and 3rd May 2026. Renowned for its vibrant atmosphere and spectacular scenery, the event continues to draw cyclists of all levels to the heart of the Mudjee region.

Gran Fondo Event – Sunday 3rd May 2026

The ever-popular Gran Fondo will take place on Sunday, offering four distinct courses that all depart from the town centre. These include the Maxi (175km), Challenge (120km), Rouleurs (65km), and Social (35km) routes, catering to a diverse range of rider experiences and abilities. In previous years, the Gran Fondo has attracted over 2,000 participants, reinforcing its reputation as a marquee event for the region. For 2026, the course layouts remain unchanged, ensuring riders can once again enjoy the scenic routes through the picturesque Mudjee countryside.

Dirty Mudjee Event – Saturday 2nd May 2026

To accommodate other sporting codes that utilise Glen Willow Stadium on Saturdays, the Dirty Mudjee event will start and finish 25km out of town at Cooyal Hall. This change not only alleviates traffic management concerns around Glen Willow but also offers cyclists a more authentic gravel bike experience. Rider feedback from previous years has highlighted a preference for “more gravel, less roads”, and the new starting point allows participants to access gravel roads within just 300 metres of the start line.

For 2026, two gravel courses will be offered: a 90km epic adventure and a 55km dirty course. Both routes begin on the gravel roads branching from Wollar Road to Botobolar Road, before turning onto Hayes Gap Road. Here, riders face a challenging stretch—up to 40km—of uninterrupted gravel before encountering any sealed surfaces.

The 55km course will veer left at Jennings Road, passing through properties owned by local farmers. MWRC representative Peter Bartolacci has been working closely with these landowners to secure passage through their land, with one final approval still pending.

The 90km course continues towards Lue via Maloneys Road, before riders encounter a brief 12km section of bitumen on the return to Hayes Gap Road. Both gravel courses will conclude at Cooyal Hall, ensuring riders finish their adventure in the heart of the countryside.

Event Village and Logistics

The Event Village will once again be staged at Glen Willow Stadium, providing ample space for riders to relax and enjoy local food and beverages. With hopes for sunny weather as experienced in 2025, the village promises a welcoming atmosphere for cyclists and supporters alike. On Saturday, the Event Village will be open for registration collection, although additional traffic management will not be in place on that day.

For Sunday’s Gran Fondo event, the River Road entrance to Glen Willow Stadium will be closed to general traffic, serving as the designated finish line route for all riders. If other sporting codes are

scheduled at the stadium, the event team will provide directional signage to advise general traffic of the closed entry and guide them to use Pitts Lane for access.

Lack Group will again oversee traffic management for the Mudgee Classic in 2026, continuing their proven track record from the previous year as a reliable and professional partner.

Course Information

All course links for both the Gran Fondo and Dirty Mudgee events can be found here:

https://ridewithgps.com/events/431741-mudgee-classic-2026?privacy_code=CJ4awe21huOScKW0eCb9hgDOA97kHoVN

From: [Holly Kemp](#)
To: [Jackie Perring](#)
Cc: [David Kemp](#); [Simon Fogarty](#); ward1kel@police.nsw.gov.au
Subject: Mudgee Classic 2026: Traffic Management Plan
Date: Monday, 10 November 2025 9:17:18 AM
Attachments: [Outlook-5p1qntzv.png](#)
[Outlook-fb.png](#)
[Outlook- vt.png](#)
[Outlook- lg.png](#)
[Outlook- in.png](#)
[Outlook-2bo1jxoj.png](#)
[MC26 The Mudgee Classic 2026 Event Overview.pdf](#)
[LGP - Mudgee Classic 2026 - TMP - Merged_compressed.pdf](#)

Good morning Jackie

Hope that you had a great weekend.

Please see attached an event outline for the Mudgee Classic 2026 and the Traffic Management Plan for review by the LTC during the November meeting.

The supporting documents like the Insurance Policy and Police Approval Letters will be issued in the new year and provided when received.

If you would like David or I to present at the scheduled LTC meeting please forward an invite and we will ensure that one of us can attend via Team/Zoom to outline the 2026 event and answer any questions.

Otherwise, if you need any further information prior please don't hesitate to reach out.

Thank you

Holly Kemp

Course Operations

I often work outside regular hours and do not expect immediate responses during your personal time.

If your email is urgent, please call my mobile to bring the issue to my attention.

M: 0413 458 825

E: hollykemp@yaffa.com.au

100yaffa
1893 - 2023

BICYCLING **The Classics** 

M: 0413 458 825

25/036 The Mudgee Classic 2026

REPORT BY THE ADMINISTRATION ASSISTANT - INFRASTRUCTURE PLANNING
TO 21 NOVEMBER 2025 LOCAL TRAFFIC COMMITTEE
A0100009, A0100009

RECOMMENDATION

That the Local Transport Forum accept The Mudgee Classic 2026 being held 2nd and 3rd May 2026 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, social media and/or local radio 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.**

2

MID-WESTERN REGIONAL COUNCIL | LOCAL TRAFFIC COMMITTEE - 21 NOVEMBER 2025
REPORT 25/036

Executive summary

The events will be staged across two days. Dirty Mudgee (two courses) on Saturday 2nd May and the Gran Fondo (four courses) on Sunday 3rd May 2026. The Dirty Mudgee courses have changed since last year and will be leaving from Cooyal Hall to avoid any other sports/activities in Glen Willow on the Saturday. The Event Village and hub of the event will be once again be at Glen Willow stadium.

Sunday 3rd May there will be a road closure and detours for Church St (Between Mortimer and Short Sts (including both intersections)) between 5am – 9am and part of Mortimer St (between Perry & Lewis Sts) between 5am & 8am. There will also be a road closure on Ulan Road from Short St to Henry Lawson Drive between 6.45am – 9am.

Detailed report

The Mudgee Classic will be held over the weekend of 2nd-3rd May 2026 and offers cycling enthusiasts two adventure-packed days of gravel and road cycling.

Dirty Mudgee: Commencing 9am. Start/Finish Cooyal Hall. Two gravel courses will be offered. A 90km epic adventure and a 55km dirty course on Saturday, 2 May. This event is perfect for gravel and mountain biking enthusiasts looking to experience the rugged and unsealed roads of Mudgee's backcountry, offering a unique challenge and true adventure.

The fun continues Sunday, 3 May with the Road Cycling Gran Fondo. Catering to all levels of experience, there are four courses to choose from:

Maxi Classic: Commencing 6.45am, Church St (outside St Marys Catholic Church) / Finish Glen Willow. A 170km endurance ride for seasoned cyclists ready to tackle the rolling hills and expansive vineyards.

Challenge Classic: Commencing 7am, Church St (outside St Marys Catholic Church) / Finish Glen Willow. A 120km ride offering a balance of challenge and enjoyment, ideal for regular riders.

Rouleur's Classic: Commencing 7.45am, Church St (outside St Marys Catholic Church) / Finish Glen Willow. A 65km course perfect for those seeking a more leisurely yet rewarding experience.

Social Classic: Commencing 8am, Church St (outside St Marys Catholic Church) / Finish Glen Willow. A 35km ride suited for beginners, families, and those wanting to enjoy a relaxed ride through the countryside.

Legislative implications

Not applicable

Financial implications

Not applicable

MID-WESTERN REGIONAL COUNCIL | LOCAL TRAFFIC COMMITTEE - 21 NOVEMBER 2025
REPORT 25/036

3

JACQUALYN PERRING
ADMINISTRATION ASSISTANT - INFRASTRUCTURE PLANNING

11 November 2025

Attachments: 1. MC26 The Mudgee Classic 2026 Event Overview.
2. LGP - Mudgee Classic 2026 - TMP - Merged_compressed.

Item 11: Community

11.1 New Aged Care Act 2024 - Local Government and Responsible Persons Implications

REPORT BY THE MANAGER COMMUNITY & CULTURAL SERVICES
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, COS300011

RECOMMENDATION

That Council:

1. **receive the report by the Manager Community & Cultural Services on the New Aged Care Act - Local Government and Responsible Persons Implications;**
2. **note that Councillors and Executive staff are determined to be responsible persons under the Act; and**
3. **note that a responsible person under the Act needs to:**
 - 3.1 **comply with the Aged Care Code of Conduct;**
 - 3.2 **undergo worker screening;**
 - 3.3 **have an assessment made of suitability;**
 - 3.4 **have a duty for due diligence.**

Executive summary

This report seeks to inform Council of its statutory duties under the new *Aged Care Act 2024* ('the Act'), specifically in terms of persons deemed 'responsible' under the Act.

Disclosure of Interest

Nil

Detailed report

The new Act and Support at Home Program commenced on 1 November 2025. The Act adopts of person-centred approach and delivers 58 recommendations from the Royal Commission into Aged Care Quality and Safety.

Council's Community Transport and Meals on Wheels programs are funded through the Commonwealth Home Support Program. The Act will draw the services under the new Support at Home Program no earlier than 1 July 2027. There are, however, elements that need to be commenced immediately, including ensuring responsible persons are suitable for their roles.

Correspondence recently received from the Department of Health, Disability and Ageing (attached) now confirms that an elected member is considered a responsible. A '*responsible person*' will also apply to any staff with a key decision-making, management or operational oversight role.

In the circumstances, Councillors, Council's Executive Team and relevant management staff will need to comply with the Aged Care Code of Conduct, undergo worker screening (current police checks to be in place), have an assessment made of their suitability, and have a duty for due diligence.

Additional regulatory guidance from the Aged Care Quality and Safety Commission will be forthcoming.

Assessment of suitability

- 1) the individual's experience in providing, at any time, funded aged care services or other similar services;
- 2) whether a banning order against the individual is, or has at any time been, in force;
- 3) whether an NDIS banning order against the individual is, or has at any time been, in force;
- 4) whether the individual has at any time been convicted of an indictable offence;
- 5) whether a civil penalty order against the individual has been made at any time;
- 6) whether the individual is, or has at any time been, an insolvent under administration;
- 7) whether the individual is, or has at any time been, the subject of adverse findings or enforcement action by any of the following:
 - a) a Department of the Commonwealth or of a State or Territory;
 - b) the Australian Securities and Investments Commission;
 - c) the Australian Charities and Not-for-profits Commission;
 - d) the Australian Competition and Consumer Commission;
 - e) the Australian Prudential Regulation Authority;
 - f) the Australian Crime Commission;
 - g) AUSTRAC (within the meaning of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*);
 - h) the Australian Health Practitioner Regulation Agency;
 - i) another body established for a public purpose by or under a law of the Commonwealth;
 - j) a State or Territory authority (including, but not limited to, a body that is equivalent to a body mentioned in subparagraphs (ii) to (viii));
 - k) a local government authority;
 - l) a body responsible for maintaining standards of conduct in a profession that is involved in the delivery of funded aged care services;
- 8) whether the individual:
 - a) is, or has at any time been, the subject of any findings or judgment in relation to fraud, misrepresentation or dishonesty in any administrative, civil or criminal proceedings; or

- b) is currently party to any proceedings that may result in the individual being the subject of such findings or judgment;
- 9) whether the individual is, or has at any time been, disqualified from managing corporations under Part 2D.6 of the *Corporations Act* 2001;
- 10) if circumstances prescribed by the rules apply in relation to the individual—the individual is a person in respect of whom the worker screening requirements prescribed for the purposes of section 152 are met;
- 11) any other matter prescribed by the rules.

Community Plan implications

Theme	Looking After Our Community
Goal	A safe and healthy community
Strategy	Provide high quality, accessible services that meet community needs

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

This report seeks to inform Council of its responsibilities under the new Commonwealth *Aged Care Act* 2024.

Financial implications

Not Applicable

Associated Risks

In the event Council fails to undertake assessments of relevant Councillors and staff, Council will be in breach of the *Act* and organisational and/or personal civil pecuniary penalties of up to 4800 penalty units (\$1.5m) may be imposed. Such penalties can be multiplied if multiple individuals are involved in an adverse event. Other consequences include revocation or suspension of a provider or a variation of registration. In severe cases, an aged care worker or governing person may be banned from working in aged care. Penalties imposed for breaches of the *Act* do not preclude a negligence action at common law.

FIONA SHEARMAN
MANAGER COMMUNITY & CULTURAL
SERVICES

SIMON JONES
DIRECTOR COMMUNITY

17 November 2025

Attachments: 1. Correspondence from the Australia Government Department of Health, Disability and Ageing - 31 October 2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

OFFICIAL



Australian Government

**Department of Health,
Disability and Ageing**

To whom it may concern

Elected Members as Responsible Persons under the *Aged Care Act 2024*

The Department of Health, Disability and Ageing (Department) would like to thank local governments, and local government associations, for their engagement and effort in preparation for commencement of the *Aged Care Act 2024* (the Act). This advice is intended to assist with questions that have been raised about the implications of elected members (Mayors and Councillors) being responsible persons for local governments who are registered providers.

I acknowledge the magnitude of change that is underway in aged care. The Act supports an aged care system that is better regulated, more transparent and more accountable. I appreciate that the transition has required, and will continue to require, significant effort from everyone in the sector as the changes are implemented.

The regulatory framework created by the Act recognises that there is a significant diversity in aged care services, provider organisations and delivery context. As such, it enables a proportionate approach to regulation that responds to the risk of harm to older people and to the context of service delivery. Accordingly, the Department and the Aged Care Quality and Safety Commission (Commission) will work with local government authorities in a manner that recognises their specific operating context and legal structure.

Elected Members as responsible persons

As defined in Section 12 of the Act, a responsible person of a registered provider includes anyone responsible for executive decisions, which includes members of governing bodies, and anyone who has authority or responsibility for (or significant influence over) planning, directing or controlling the activities of the registered provider. Accordingly, an elected member as an individual will generally be considered a responsible person for the purposes of the Act, noting there may be differences between jurisdictional legislative frameworks.

Where a local council delivers funded aged care services, elected members making decisions as a council may be treated as a governing body for the purposes of the Act. In such situations the Council would be generally responsible for key aspects of the executive decisions of the registered provider. For example, the Council may make strategic decisions about services offered and/or provide independent oversight and assurance of council management action including financial oversight.

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As a responsible person under the Act, elected members will need to comply with the Aged Care Code of Conduct, undergo worker screening, have an assessment made of their suitability, have a duty for due diligence. These requirements are not unduly high. For example, from 1 November 2025, responsible persons will need either a police certificate or a National Disability Insurance Scheme (NDIS) Worker Screening Clearance. However, we appreciate that suitability and the statutory duty are elements causing particular concern.

Suitability requirements

In assessing the suitability of responsible persons, Section 13 of the Act outlines the matters that need to be considered including an aged care or NDIS banning order; insolvency; being subject to civil penalties or conviction for indictable offences; actions from listed regulators; and any findings or judgements in relation to fraud, misrepresentation or dishonesty. If a suitability matter arises this does not mean a responsible person is automatically unsuitable for the position. Rather, these matters inform consideration of suitability both by the registered provider and the Commission.

The Commission will approach a situation where an elected member may be considered unsuitable to be a responsible person of an aged care provider in a pragmatic and proportionate way. In line with their Regulatory Strategy, they will work with providers who are taking reasonable steps to mitigate any risks resulting from the elected member's role in the governance of the funded aged care services. This may include, for example, limiting the elected member from making executive decisions regarding the council's delivery of the funded aged care services, and seeking to limit their influence over the council's aged care operations to the extent possible under relevant local government legislation. This may also include implementing processes to mitigate the impact of the elected member's actions, such as reviewing the basis of the assessment that they were unsuitable to ensure any ongoing issues are accurately identified and able to be managed.

The Commission will not compel a local government authority to take an action that is unlawful under their own legislative framework. For example, it is acknowledged that a Council will not be able to lawfully remove an elected member only on the basis that the Commission has assessed them as unsuitable to be a responsible person for aged care services. Where such a conflict arises, they will work pragmatically with the council as an aged care provider toward an appropriate outcome.

Statutory duty

Registered providers have an enforceable duty to ensure (as far as reasonably practicable) they don't cause harm to older people when they're delivering care. Responsible persons have a complementary duty to exercise due diligence to ensure the provider complies with the provider's duty. Due diligence, in the context of being an elected member, may include taking reasonable steps to know about the obligations that apply to the provider, understand the nature of the aged care services the provider is delivering (and the risks associated with that care) and to ensure the provider has the resources they need to deliver safe and quality care. What due diligence looks like is assessed based on what was reasonable for that particular responsible person, in their particular role, at that particular time.

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The civil liability for breaching the statutory duty requires a finding by the court that the responsible person has not exercised due diligence, and that their conduct, which must be a significant departure from the conduct that could reasonably have been expected, or part of a systematic pattern, has exposed an older persons to a risk of death or serious injury or illness. This demonstrates this pathway is for the most serious of failures.

Next steps

Further to this letter, the Commission will provide additional regulatory guidance on responsible persons in local government authorities in the coming weeks.

Following the commencement of the Act on 1 November 2025, the Department will be monitoring the outcomes of all changes to the Commonwealth aged care system to ensure we are achieving the policy intent of the reform. This includes the operation of the new definition of responsible person in the Act, and the issues that have been raised. Both the Department and the Commission remain committed to engaging with local government providers, and their representative associated, to identify and respond pragmatically to issues as they arise.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Robert Day', with a long horizontal line extending to the right.

Robert Day

Assistant Secretary
Harmonisation and Regulatory Strategy Branch

31 October 2025

OFFICIAL

11.2 Update on Doctors 4 Mudgee Region Inc.

REPORT BY THE MANAGER LIBRARY SERVICES
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, GOV400113

RECOMMENDATION

That Council note the report and the attached Doctors 4 Mudgee Region Inc. Annual Stakeholder Report.

Executive summary

Doctors 4 Mudgee Region Inc. has provided its Annual Stakeholder Report outlining progress made throughout 2025 in attracting and supporting new general practitioners (GPs) across the Mid-Western region. Council has continued to play a key supporting role through targeted marketing assistance, provision of short-term accommodation for incoming doctors, and in-kind staff support.

Disclosure of Interest

The Manager Library Services is a member of the Doctors 4 Mudgee Region Inc. committee in an official capacity. This is a significant non-pecuniary interest.

Detailed report

Doctors 4 Mudgee Region Inc. has submitted its Annual Stakeholder Report for Council's information. The report highlights the ongoing efforts to recruit and retain GPs across the region, along with updates on incentives, recruitment outcomes and community partnerships.

Council has contributed to the initiative in several ways. Early support included development of a dedicated landing page and recruitment advertising on Seek to assist with initial marketing and outreach. Throughout the year, Council has continued to offer fully subsidised short-term accommodation as needed to help newly arrived doctors settle in the region.

Council has also provided in-kind staff support through the Manager Library Services, who serves as Treasurer on the Doctors 4 Mudgee Region Inc. committee. This involvement has helped maintain budgeting oversight, administrative continuity, and a strong connection between Council and the organisation.

The Annual Stakeholder Report is attached for noting.

Community Plan implications

Theme	Looking After Our Community
Goal	A safe and healthy community
Strategy	Advocate for improved health services and work with key partners to enhance community wellbeing, safety, and crime prevention

Strategic implications

Council Strategies

Delivery Program 2025-2029
Operational Plan 2025/26
Community Plan

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

RACHEL GILL
MANAGER LIBRARY SERVICES

SIMON JONES
DIRECTOR COMMUNITY

19 November 2025

Attachments: 1. Doctors 4 Mudgee Region Inc 2025 Annual Stakeholder Report.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



Doctors 4 Mudgee Region Inc.

2025 End of Year Progress Report

Complied by: Kate Day, Program Coordinator

In just nine months, Doctors 4 Mudgee Region has helped deliver transformational progress for rural healthcare across the Mid-Western Region. What began as a grassroots, community-driven response to a worsening GP crisis has rapidly evolved into one of NSW's most effective regional health initiatives, achieving measurable outcomes, unprecedented media reach, and genuine momentum toward sustainable change.

With the support of our major partners, Ulan, Wilpinjong and Moolarben Coal Operations and the Mid-Western Regional Council, the initiative has already helped secure four doctors for the region, with another two more hopeful in the first half of 2026.

The achievements to date demonstrate the power of community-led action and the impact of strategic collaboration. As the initiative moves into its next phase, Doctors 4 Mudgee Region is poised to continue building a stronger, more sustainable healthcare future for the Mid-Western Region.

Recruited Doctors:

Gulgong Medical Centre: Dr Mark Adamski & Dr Luke Talbot

(Pathology services have also been restored to Gulgong on the back of the reinstatement of the Gulgong Medical Centre)

Mudgee Medical Centre: Dr Samantha Graham (a registrar who was practicing at MMC, the offer of the incentive was the driver in her choosing to stay on once fellowed), another doctor has also just signed with MMC (January 2026 start), and chose Mudgee after a carefully curated weekend in the region with their family exploring all the options and the potential lifestyle.

Prospective Doctors in first half of 2026:

Mudgee Medical Centre: a registrar already practicing at MMC who will fellow in the first half of 2026, again the incentive is a driver in them choosing to stay.

Another doctor in their final stages of GP accreditation with an aim to fellow in early 2026. Moving to Mudgee with their family in January 2026 to commence as a registrar at MMC. The lifestyle concierge service has also played a big role in their decision to move their family here.

Total Incentive Payments 2025: 4

Projected incentive payments required in early 2026: 2

Media Coverage & National Awareness

In just nine months, Doctors 4 Mudgee Region has been able to generate an immense level of free media, the kind of national exposure that organisations often spend a substantial allocation of their marketing budget on. This has been instrumental in elevating our cause, promoting our region, recognising our stakeholders and the innovative and replicable model this initiative is for other regions, culminating in attracting potential GP candidates to the region

Television Coverage

- **Seven News** – Interview and full segment
- **ABC Lunchtime TV (National)** with Kathryn Robinson – Live interview
- **WIN News** – Feature story
- **A Current Affair (National)** – Interview and full segment
- Proposed 7.30 report segment, hoping to air in 2026 (WIP)

Major Radio Interviews

- **2GB Sydney – Ben Fordham Mornings** (live)
- **ABC Drive Sydney – Chris Bath** (live)
- **ABC Breakfast (Local)** – Live interview
- **ABC Drive (Local)** – Live interview
- **ABC News Radio (National)**
- **ABC Radio Central West** – Multiple follow-ups
- **Real FM** – Local news & podcast segment

Print & Digital News Coverage

- **The Mudgee Guardian** (multiple articles)
- **Galah Weekly** article
- **Coal Face Magazine**
- **AMA NSW** – Feature article in their Doctor journal
- **AAP Syndicated Article**

A feature interview with AAP journalist Stephanie Gardiner was syndicated nationally and picked up by major outlets including:

- **The Canberra Times**
- **The West Australian**
- **The Health Times**
- **Daily Liberal Dubbo**
- **The Leader – Sutherland Shire**
- **Goulburn Post**
- **Maitland Mercury**
- **Blue Mountains Gazette**

This national syndication ensured broad visibility across metro, regional, and rural readerships.

Digital Reach & Meta Advertising Performance

Our Meta advertising strategy has delivered exceptional results, driving significant interest from city-based doctors.

Campaign Performance

Average cost per click: \$0.26

September:

- 935 website clicks
- 21,000 accounts reached
- 34,000 impressions
- 120 Instagram visits

October:

- 1,150 website clicks
- 27,000 accounts reached
- 43,000 impressions
- 43,000 video plays
- 120 Instagram visits

These metrics highlight a highly engaged audience and strengthen the importance of a targeted digital outreach.

Community Engagement & Advocacy

2025 has also seen strong progress in government engagement, ensuring our mission is heard at all levels.

Advocacy Highlights

- **Meeting with Federal Minister for Calare Andrew Gee**
Shared the urgent GP shortage data for the Mid-Western Region and outlined the success of community-led solutions, including the return of GPs to Gulgong.
 - **Meeting with NSW State Member Dugald Saunders**
(as per above)
-

A Transformative Nine Months

With four new doctors secured, another likely arrival in January, and one to continue their tenure in Mudgee, and national media traction that has exceeded expectations, the success of Doctors 4 Mudgee Region is undeniable. A key driver in these outcomes has been the combination of the \$45K incentive and the lifestyle concierge service, which together have given GPs the financial confidence and practical, on-the-ground support to either relocate to the region or commit to staying longer term.

This momentum is a direct result of community-powered action, strong stakeholder partnerships, strategic messaging, and relentless advocacy. The Mid-Western Region is beginning to see real change and, with continued collaboration and investment from our stakeholders, the next year promises even greater impact.

Program Recommendations

Despite the early success of the Doctors 4 Mudgee Region initiative, the Mid-Western Region still remains well below the World Health Organisation's recommended ratio of 1 doctor per 1,000 people. With a population of approximately 26,000 residents and around 20 GPs, several not practising full time and others approaching retirement, the region

continues to face a significant shortfall in primary healthcare access. This gap will only widen with the projected population growth over the coming years.

Given our strong early momentum and the increasing interest from prospective GPs, it is highly likely that we will need to bring funding forward to support a faster onboarding of doctors than originally forecast. While the program sets a KPI of four new GPs in Year 2, the opportunity may arise to exceed this target ahead of schedule, this outcome would significantly improve access to care, if funding availability can accommodate it.

Importantly, the initiative has generated exceptional levels of national free press, far beyond expectations, reducing the need for a heavily funded marketing program. As such, we believe there is potential to reallocate a portion of the marketing budget toward supporting an additional GP incentive, ensuring maximum return on investment and capitalising on the current visibility and momentum.

To ensure long-term sustainability, we also recommend undertaking further analysis into the anticipated retirement patterns of existing GPs over the next 12–36 months, allowing us to plan proactively and avoid sudden gaps in service provision.

11.3 Policy Review - Internal Audit

REPORT BY THE DIRECTOR COMMUNITY
TO 10 DECEMBER 2025 ORDINARY MEETING
COR400236, COR400236

RECOMMENDATION

That Council:

1. **note the report by the Director Community on the Internal Audit Policy Review; and**
2. **endorse the minor changes to the Internal Audit Policy.**

Executive summary

The Guidelines for Risk Management and Internal Audit for Local Government in NSW released in November 2023 state that a council's Audit, Risk, and Improvement Committee (ARIC) must review the Internal Audit Policy every 3 years.

Detailed report

Attached is the Internal Audit Policy which has been reviewed and endorsed by the Audit Risk and Improvement Committee at their November meeting. Endorsement by Council is required.

The changes to the policy are minor in nature and better align the policy with the guidelines on the operation of the Internal Audit function and ARIC. This is particularly in relation to the independence of the ARIC and the support provided to ARIC by the internal audit coordinator.

Financial implications

There is a budget in place in the Operational Plan to fund the internal audit activities.

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, legislative or policy implications

The internal audit function assists Council to identify, assess and control risks within the organisation and reduce potential for fraudulent activity:

- Internal Audit Policy.
- Internal Audit Charter.
- ARIC Terms of Reference

SIMON JONES
DIRECTOR COMMUNITY

27 November 2025

Attachments: 1. Draft Internal Audit Policy with tracked changes.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY Internal Audit

*A prosperous
and progressive
community*

ADOPTED	VERSION NO	2
COUNCIL MEETING MIN	REVIEW DATE	MARCH 2025 ⁹⁸
DATE:	FILE NUMBER	COR400236

Objective

The objective of this policy is to establish an effective and efficient internal audit function that will provide independent, objective assurance and appropriate services designed to add value and improve Council's operations.

An effective internal audit function will seek to achieve the following outcomes in undertaking the annual audit program endorsed by the Audit Risk and Improvement Committee:

- Assess and evaluate Council's processes, procedures and internal control environment to assist with the management of operational risks;
- Appraise the relevance, reliability and integrity of management, business systems, financial and operating records and reports;
- Assist the General Manager and Council in the effective discharge of their responsibilities by providing them with analyses, appraisals, recommendations and information concerning the activities reviewed;
- Review compliance with Council policies and procedures, legislative requirements and regulations; and
- Provide outcomes that will generally improve practices across Council.

Legislative requirements

Local Government Act 1993

Local Government Act Regulations

Related policies and plans

- Audit Risk and Improvement Committee Charter
- Risk Management Policy
- Fraud and Corruption Control Policy
- Business Improvement Policy

Policy

Independence and Objectivity

The internal audit function must be independent, and objectivity must be exercised in the conduct of internal audit work.

Internal audit engagements shall be performed with an unbiased and impartial attitude. Internal audit shall not be involved in the day to day operations of Council.

Authority and access

Internal audit shall have direct and unrestricted access to Council and management. It is authorised to review all areas of Council with full, free and unrestricted access to Council's operations, data and records, assets and personnel.

Reporting responsibility

The internal audit function will report functionally to the Audit Risk and Improvement Committee. ~~with administratively reporting to the General Manager.~~

Internal audit reports will be prepared and presented to the Audit Risk and Improvement Committee via the ~~General Manager's office~~ internal audit coordinator on completion of an audit, and progress reports will be presented bi-annually to the Audit Risk and Improvement Committee. These reports will state the control measures that Council has adopted that were assessed by internal audit; the method in which the internal audit was conducted; the observations and recommendations of internal audit and management responses to audit recommendations.

Internal Audit Resourcing

The internal audit function will be undertaken by a suitably qualified and experienced external service provider and specialist audit services support will be engaged as required. All work undertaken by the external service provider within the Council will be approved by the Audit Risk and Improvement Committee.

The term of appointment of an internal auditor other than a staff member shall be reviewed ~~by the General Manager~~ at least every three years.

Scope and Objective of Internal Audit

The internal audit coverage may extend to all areas of the organisation and include financial, accounting, administrative, computing and other operational activities.

The extent and frequency of internal audits will depend upon varying circumstances such as results of previous audits, relative risk associated with activities, materiality, the adequacy of the system of internal control and the resources available.

An annual audit plan will be endorsed by the Audit Risk and Improvement Committee.

The objective of Internal Audit is to provide Council with independent advice in relation to:

- Reviewing and appraising the adequacy and effectiveness of the system of internal controls;
- Appraising the relevance, reliability and integrity of management, financial and operating data and reports;
- Reviewing the systems established to ensure compliance with those policies, plans, procedures, statutory requirements and regulations which could have a significant impact on operations;
- Reviewing the means of safeguarding assets and, as appropriate, verifying the existence of such assets;

- Appraising the economy, efficiency and effectiveness with which resources are employed;
- Reviewing operations or programs to ascertain whether results are consistent with Council's established objectives and goals and whether the operations or programs are being carried out as planned;
- Assessing the adequacy of established systems and procedures;
- Conducting special assignments and investigations into any matter or activity affecting the probity, interests and operating efficiency of the organisation; and
- The improvement and effectiveness of risk management, legal compliance, internal control and governance systems to provide value and accountability to ratepayers.

Audit Methodology

Internal audits will be conducted in accordance with the Standards for the Professional Practice ~~for~~ Internal Auditing. For all audits undertaken, the manager for the activity under review shall be advised and given the opportunity to discuss:

- The objectives, risks and scope of the audit to be conducted, prior to the commencement of such audit; and
- The findings and proposed recommendations on the completion of an audit, and, where appropriate, provide comments.

Independence

To be effective, the Internal Audit function must be able to operate without being influenced or restricted when undertaking its responsibilities. For this purpose the Internal Audit reports directly to the Audit Risk and Improvement Committee ~~via the General Manager~~ with respect to all audit investigation findings.

Authority

Internal Auditors, in the course of their duties, have full, free and unrestricted access to all records, monies, materials, assets, property and personnel and are permitted to examine all transactions, review all policies, procedures and functions in Council.

Information acquired by Internal Audit in the course of an audit must remain confidential and must not be used for purposes outside the scope of the audit review.

All members of management and staff must fully co-operate with internal audit in relation to matters subject to review.

Audit Reports and Recommendations

At the completion of an audit, internal audit will discuss their findings and recommendations with the appropriate officers concerned to ensure that internal audit and management agree on the findings and jointly develop any recommendations considered necessary. A final report will then be issued to the Audit Risk and Improvement Committee.

At the request of the Audit Risk and Improvement Committee (in consultation with the internal audit coordinator~~General Manager~~), internal audit may be required to provide a report summarising significant issues arising out of audits undertaken during the year. It may also be required to provide independent verification that any high risk issues have been addressed, and to undertake an assessment of the implementation of audit recommendations. The report may include reference to areas where weaknesses were encountered; suggested remedial measures and any general observations or recommendations considered appropriate; and a summary of management actions taken or not taken in response to audit recommendations.

The ~~General Manager~~internal audit coordinator will co-ordinate the review of the implementation of internal audit recommendations and report progress and any associated issues to the Risk Audit and Improvement Committee on at least a quarterly basis.

Relationship between Internal Audit and External Audit

Internal audit will collaborate with the appointed external auditor with respect to all internal audit engagements conducted, as required, to facilitate the audit coverage and avoid duplication of work.

Both the internal auditor and external auditor may approach the Audit Risk and Improvement Committee Chairperson directly on any matter.

Management

The internal audit function will be guided by the standards of the Institute of Internal Auditors and will be active in implementing modern auditing techniques.

A comprehensive set of audit working papers shall be prepared during each assignment. The working papers shall include planning rationale, process documentation, details of auditing procedures, results of testing, discussion records, a report on each process audited and correspondence with senior and line management, etc.

The ~~Executive Manager People and Performance (on behalf of the General Manager)~~internal audit coordinator will liaise with the internal audit function (contractor) in relation to the conduct of internal audits, reporting arrangements and the administration of any contractual arrangements.

11.4 Code of Meeting Practice

REPORT BY THE GOVERNANCE CO-ORDINATOR
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, GOV400009

RECOMMENDATION

That Council:

1. **receive the report by the Governance Co-ordinator on the Code of Meeting Practice;**
2. **receive and note the submission received during the public exhibition period for the Code of Meeting Practice; and**
3. **adopt the Code of Meeting Practice.**

Executive summary

The Code of Meeting Practice was placed on public exhibition from 17 October 2025 to 28 November 2025. One submission was received. The submission expressed support for the proposed document and did not request any amendments. As no changes are required, it is recommended that Council adopt the Code of Meeting Practice as exhibited. Re-exhibition is not required.

Disclosure of Interest

Nil

Detailed report

At the Council meeting held on 15 October 2025, Council resolved to place the Code of Meeting Practice on public exhibition for a period of 28 days, allowing for a submission period of 42 days as required by the *Local Government Act 1993*. The exhibition and submission period ran from 17 October 2025 to 28 November 2025.

The purpose of the exhibition was to provide the community with an opportunity to review and comment on the proposed document prior to final adoption.

During the submission period, Council received one submission.

The submission expressed support for the Code of Meeting Practice and requested no changes to the exhibited document.

As the submission does not raise concerns, objections or suggested amendments, no changes to the document are required.

Re-exhibition is only necessary when substantial changes are made following public consultation. As no changes are proposed to the exhibited version, re-exhibition is not required. It is therefore recommended that Council adopt the Code of Meeting Practice as exhibited.

Community Plan implications

Theme	Good Government
Goal	Strong civic leadership
Strategy	Lead, govern and regulate in an ethical, equitable and transparent way

Strategic implications

Council Strategies

Community Plan

Council Policies

Code of Conduct

Councillor and Staff Interactions Policy

Councillor Expenses and Facilities Policy

Legislation

Local Government Act 1993

Local Government (General) Regulation 2021

Financial implications

Not Applicable

Associated Risks

Not adopting the mandatory provisions of the Model Code of Meeting Practice by 31 December 2025 will result in a legislative breach.

ASHLEIGH MARSHALL
GOVERNANCE CO-ORDINATOR

24 November 2025

Attachments: 1. Code of Meeting Practice Submission.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Ashleigh Marshall

From: [REDACTED]
Sent: Wednesday, 26 November 2025 8:40 AM
To: Council
Cc: Ashleigh Marshall
Subject: Submission to the draft Code of Meeting Practice

Attention: General Manager

I note with interest the draft Code of Meeting Practice that has recently been on exhibition seeking public comment.

There are some worthwhile improvements in the Code that will assist in transparency for Council decision-making and ensuring that the public is able to have an improved understanding of how decisions are made.

There is one area that I would like to highlight for consideration by Councillors prior to a final decision being made on the draft Code at the meeting on December 10th.

This relates to the Public Forum (Section 4) and that under the proposed Code, speakers at the public forum must identify which item on the agenda they wish to speak on and whether they are “for” or ‘against’ the recommendation in the Business Paper.

This means that there cannot be speakers on other items that are not included in the agenda.

At the most recent Council meeting there were 7 speakers. Two of these were speaking on items that were not included on the agenda. Therefore, in the future, these speakers would not have the opportunity to address Councillors in the public forum section.

There are some good reasons for this, including the fact that it will now be a requirement that speakers at Open Day will be live streamed. Speaking on any topic can also involve Councillors in operational matters which is not the intention of the Local Government Act.

The matter is raised simply to ensure that Councillors consider the best course of action for the Public Forum process.

Sincerely,

[REDACTED]

11.5 Delegation of Authority to the General Manager - December 2025 - January 2026

REPORT BY THE GOVERNANCE CO-ORDINATOR
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400105, GOV400096

RECOMMENDATION

That Council:

1. **receive the report by the Governance Co-ordinator on the Delegation of Authority to the General Manager - December 2025 - January 2026; and**
2. **suspend the operation of the limitations and exclusions listed in part 1 and 2 of the Instrument of Delegations and Sub-Delegations to the General Manager for the period 11 December 2025 to 31 January 2026.**

Executive summary

The recommended action to suspend the delegation exclusions of the General Manager is to minimise disruptions of Planning and Development, and Procurement decisions during the December 2025/January 2026 period where no Council meeting will be held for the month of January.

Disclosure of Interest

Nil

Detailed report

The last ordinary Council meeting of the year occurs on 10 December 2025, with the next ordinary meeting to be held on 18 February 2026. This means that in instances where development applications are required to be referred to Council for decisions of development applications, there could be delays of up to 2 months without suspension of the existing Delegation Exclusions.

This would be unreasonable, and Council could be challenged in the Land and Environment Court, for deemed refusal of an application, which is 40 days.

To avoid these delays, and possible legal challenges it is prudent to temporarily amend the General Manager's delegations such that decisions on development applications can still be made during December and January.

Another area is that of the need for Council involvement in procurement decisions for tenders. This will allow our capital works program to proceed without undue delays caused by the ten week break in Council meetings.

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

Delegations and Authorisations Policy.

Legislation

Local Government Act 1993.

Financial implications

Nil

Associated Risks

Suspension of the delegation exclusions will mitigate the risks of legal actions against Council for delayed Development decisions that may be challenged in the Land & Environment Court and mitigate the cause of undue delays in tender processes caused by the extended break in Council meeting dates.

ASHLEIGH MARSHALL
GOVERNANCE CO-ORDINATOR

SIMON JONES
DIRECTOR COMMUNITY

31 October 2025

Attachments: 1. Instrument of Delegations & Sub-Delegations to the General Manager.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MID-WESTERN REGIONAL COUNCIL

INSTRUMENT OF DELEGATIONS & SUB-DELEGATIONS TO GENERAL MANAGER

Section 377 of the *Local Government Act 1993* empowers a Council, by resolution, to delegate to the General Manager any of the functions of the Council (excluding those functions specified in clauses (a) to (u) of the section 377(1) of the *Local Government Act 1993*).

Mid-Western Regional Council resolves to delegate to the General Manager all of the delegable functions, powers, duties and authorities of the Council subject to the following limitations:

1. Specific limitations

- 1.1. a) To authorise any work at a cost not exceeding \$250,000, which in the General Manager's opinion is necessary to respond to an emergency, community safety issue or potential public liability issue. Any such expenditure must be reported immediately to the Mayor and to the next ordinary meeting of the Council.
- 1.1. b) To authorise any work at a cost not exceeding \$250,000, which in the General Manager's opinion is necessary to respond to a S44 fire event or a declared natural disaster. Any such expenditure must be reported immediately to the Mayor and to the next ordinary meeting of the Council.
- 1.2. To accept Council tenders with a contract value of up to \$3,000,000 or a contract entered into through a prescribed entity tender, where all other tender requirements of section 55 of the *Local Government Act 1993* and Part 7 of the *Local Government Regulation 2021* are met.
- 1.3. To determine and write-off rates, fees, charges and other debts up to and including \$2,500.00 per annum per debt.

2 Specific exclusions

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

- 2.1 The determination of a development application where a Senior Staff¹ member of Council or Councillor is the owner or applicant of the subject land (excluding Council owned or managed land).
- 2.2 The determination of a development application where Council is the owner or manager of the land if the development exceeds a construction value of \$1,000,000.

- 2.3 The determination of a development application for a subdivision creating more than 20 allotments.
- 2.4 The determination of a development application for the erection, alteration and/or additions to buildings exceeding a construction value of \$3,000,000.
- 2.5 To grant consent to a development application requiring a variation of more than 10% to a condition or standard specified in a Council policy, Development Control Plan (DCP) or Local Environment Plan (LEP), without providing 5 working days notification to Council, during which two Councillors request the application to be reported to Council for consideration.
- 2.6 To grant consent to a development which receives 7 or more objections during assessment.
- 2.7 To grant consent to a development application which receives 1-6 objections during assessment; without providing 5 working days notification to Council, during which two Councillors request that the application be reported to Council for consideration.
- 2.8 The determination of a development application which upon the written request of two Councillors is to be reported to Council for consideration.

¹ Senior Staff s332 Local Government Act 1993

Brad Cam
General Manager
Date: 26/11/24


Signature

Item 12: Reports from Committees

12.1 Mid-Western Regional Access Committee - 2025 Minutes

REPORT BY THE MANAGER COMMUNITY & CULTURAL SERVICES
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400113, COS300797

RECOMMENDATION

That Council:

- 1. receive the report by the Manager Community & Cultural Services on the Mid-Western Regional Access Committee - 2025 Minutes;**
- 2. note the minutes of the Mid-Western Regional Access Committee meetings convened on 29 April 2025 and 7 October 2025; and**
- 3. endorse the membership of the new Committee member, Marella Harris.**

Executive summary

This report seeks to inform Council of Mid-Western Regional Council Access Committee 2025 meeting discussions and membership.

Disclosure of Interest

Nil

Detailed report

The Mid-Western Regional Council Access Committee met on 29 April and 7 October in 2025. The members discussed a range of matters, including a Council-driven social media campaign on access and inclusion, and pedestrian refuges within Mudgee's Central Business District. Minutes of these meetings are attached to this report.

On 21 October 2025, Council received a request from Marella Harris to be appointed to the Access Committee. A redacted copy of her application is attached to this report for Council's consideration.

Community Plan implications

Theme	Looking After Our Community
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Goal	A safe and healthy community
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Strategy	Provide high quality, accessible services that meet community needs
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Strategic implications

Council Strategies

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

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

A Community Plan Proposal will be lodged with respect to increased public seating for 2026/2027 budget considerations.

Associated Risks

Nil

FIONA SHEARMAN
MANAGER COMMUNITY & CULTURAL
SERVICES

SIMON JONES
DIRECTOR COMMUNITY

12 November 2025

Attachments:

1. Access Committee Minutes - 29 April 2025.
2. Access Committee Minutes - 7 October 2025.
3. Request to join Access Committee - Marella Harris.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MID-WESTERN REGIONAL COUNCIL ACCESS COMMITTEE

MINUTES – 11AM, TUESDAY 29 APRIL 2025

AT MUDGEE ADMIN FOYER MEETING ROOM, MUDGEE

1. Welcome

2. Present: Les Leighton, Pamela Morris

Councillors: Robbie Palmer

Council Staff: Fiona Shearman (Minutes)

3. Receive apologies: Nil

4. Confirm Minutes of 29 October 2024 meeting of the MWRC Access Committee

Moved: R Palmer

Seconded: L Leighton

5. Matters arising from Previous Minutes:

5.1 Skateboards and bikes in built up areas/Social media campaign – F Shearman shared results of social media campaign. Strong reach: 5,559 views, 3,683 reach and interactions/engagement: 28. Example posts provided. Importance of disability inclusion training for frontline and communications staff discussed. Potential to run similar social media campaigns on a semi-regular basis.

5.2 Tourism inclusion – To be carried over.

6. Correspondence: Nil.

7. General Business:

7.1 Training camp – Accessibility, signage, etc. Consider excursion to view camp at October meeting if not beforehand.

7.2 Discussion around hazards for people with vision impairment. Reminder regarding works requests.

7.3 R Palmer asked about pedestrian refuges outside Services NSW and Aldi on Church Street and along Market Street near coach stop. F Shearman to approach Sammy Cecchini (Council's Road Safety Officer).

7.4 P Morris raised pedestrian crossing outside entrance to Caerleon (children queuing up for school bus services on opposite side of Hill End Road), gutter heights, flooding,



etc. Further development stages of Caerleon will include wider roads, flood mitigation management, gutter designs and a link to Fairydale Lane, as well as development control plans and (potentially overruling) State Government rules. Some items difficult to address retrospectively.

- 7.5 Pedestrian seating - Potential sites and a CPP to be discussed at October meeting, if not addressed by the Walking and Cycling Action Plan/Strategy.
- 7.6 A -Frame signage on footpaths – F Shearman to circulate Business Use of Policy for Committee's information.

Meeting concluded 11:55am.

Next meeting date – 7 October 2025 Committee Meeting Room **[**Please note change of regular venue**]**



MID-WESTERN REGIONAL COUNCIL ACCESS COMMITTEE

MINUTES – 11AM, TUESDAY 7 OCTOBER 2025

AT MUDGEE COMMITTEE MEETING ROOM, MUDGEE

1. Welcome:

2. Present: Les Leighton, Pamela Morris

Councillors: Councillor Robbie Palmer

Guest: Councillor Marcus Cornish

Council Staff: Fiona Shearman (Chair and Minutes), Leianne Murphy (Destination Experience – Engagement Partner)

3. Receive apologies: Nil

4. Confirm Minutes of 29 April 2025 meeting of the MWRC Access Committee

Moved: Councillor Palmer

Seconded: L Leighton

5. Matters arising from Previous Minutes:

- 5.1 Tourism inclusion (see below correspondence) – Introduction of L Murphy to the committee.
- 5.2 Pedestrian refuges outside Service NSW and Aldi on Church Street and along Market Street near coach stop – Councillor Palmer stressed these are high pedestrian volume areas and wide roadways. Doesn't have to be a full pedestrian crossing; can be a refuge island. Still awaiting feedback from the Traffic Committee.
- 5.3 Pedestrian seating sites for Community Plan Proposal. Site recommendations: Mortimer Street towards Mulgoa Way, Pioneer House to CBD, near Railway Station. Councillor Cornish suggested sandstone blocks for seating/barriers. Les suggested specific materials for seating so they wear less and the inclusion of arms for leverage and to prevent skateboarders and bike riders. Councillor Cornish also suggested Kandos seating suggested near IGA and along Angus Avenue (including near the post office), and sandstone block alongside sandstone church. Councillor Cornish also wants handrails for getting out of vehicles and up steep gutters. F Shearman raised that handrails have been discussed previously; no disability standards and cannot interfere with heritage gutters. Potential solution includes installation of laybacks. Councillor Cornish recommended Council lobby the state government to install external footpath seating. F Shearman noted that it is not appropriate for Council staff to lobby government.



6. Correspondence:

- 6.1 Email to Samantha Cecchini, Road Safety Officer dated 29 April 2025
- 6.2 Email from Samantha Cecchini, Road Safety Officer dated 30 April 2025
- 6.3 Email to Samantha Cecchini, Road Safety Officer dated 30 September 2025
- 6.4 Email to Beau Kassas, Chief Marketing Officer, Destination Experience dated 30 September 2025

7. General Business:

- 7.1 Double laybacks for accessible car space in Church Street (L Leighton)

Preference within disability standards to install two laybacks at each accessible carparking space (but not possible throughout the region). In this instance, this was a response to a works request from a person requiring additional accessibility assistance (ie, travelling as a passenger; not a driver so the existing driver side layback did not assist).

L Leighton submits works requests for chipped concrete pathways and encourages members of the public to do so too. Councillor Cornish requested the driveway and concrete pathway outside the Honda Centre in Church Street be addressed and F Shearman suggested that this would be more appropriately handled as a works request.

- 7.2 Committee Membership (F Shearman)

Standing item.

- 7.3 A-Frames and Business Use of Footpath Policy (L Leighton)

Does Council have active Rangers? Yes. Concerns that some stores not complying with Policy. Councillor Palmer suggested Rangers that identify breaches to gently remind businesses about policy (not heavy handed). This is current practice.

- 7.4 Tourism and accessibility (Councillor Cornish)

Is accessibility promoted to tourism operators? L Murphy stated that disability and inclusion is a growing issue. Education for local operators is crucial. Online courses available for operators. A lot more work to do in this sphere.

Destinations Tourism for disabled people – what percentage is a grey nomad? L Murphy stated that one in five have some type of disability (assumption this figure includes grey nomads). Huge market for our region. Signage is to also be taken into consideration from a disability perspective (Councillor Cornish).



Next meeting date – 7 April 2026 Admin Foyer Meeting Room

From: [REDACTED]
To: [Council](#)
Subject: Attention Simon Jones Director Access committee
Date: Tuesday, 21 October 2025 5:30:52 PM

Good afternoon Simon

I have spoken extensively with CLR Marcus Cornish, regarding the Access Committee and it's purpose and responsibilities

I would like to apply to be considered as a committee member

My name is Marella Harris
Currently residing in Buchanan Street Kandos, and volunteer driver for Rylstone Community Transportation Services P2P.

I have 48 years experience as a registered nurse, and have extensive knowledge in the difficulties the elderly and disabled people experience.
I have previously been on a few advisory committees whilst living in Liverpool 1984-2023.

I see the problems and the difficulties and the challenges which our aged population community experience on a daily basis, whilst I travel this area in the P2P and meals on wheels services.

I feel this my former experience has provided me with extensive knowledge of the topic of this committee and the benefits I can provide to the community.

I have Clr Cornish's backing and support in this aspect.

Hopefully you will consider my application

Regards
Marella Harris
[REDACTED]
Kandos 2848
[REDACTED]

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12.2 Audit Risk and Improvement Committee Meeting Minutes - 21 November 2025

REPORT BY THE DIRECTOR COMMUNITY
TO 10 DECEMBER 2025 ORDINARY MEETING
GOV400105, GOV400113, COR400236

RECOMMENDATION

That Council:

1. receive the report by the Director Community on the Audit Risk and Improvement Committee Meeting Minutes - 21 November 2025; and
2. endorse the minutes of the Audit Risk and Improvement Committee meeting held on 21 November 2025.

Executive summary

This report is to advise Council of the matters given consideration at the meeting of the Audit Risk and Improvement Committee held on 21 November 2025.

Disclosure of Interest

Nil

Detailed report

The Audit Risk and Improvement Committee Terms of Reference requires the Committee to report to Council at the first opportunity (dependent on meeting schedules) after each meeting held. Attached to this report are the minutes of the 21 November 2025 meeting.

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

Audit Risk and Improvement Committee Terms of Reference

Internal Audit Policy

Internal Audit Charter

Legislation

Local Government Act 1993

Financial implications

Not Applicable

Associated Risks

Nil

SIMON JONES
DIRECTOR COMMUNITY

27 November 2025

Attachments: 1. Draft Audit Risk and Improvement Committee Meeting Minutes 21 November 2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Minutes of the Audit, Risk and Improvement Committee

Held at the Council Chambers, 86 Market Street, Mudgee
on 21 November 2025, commencing at 9:34am and concluding at 11:36am

COMMITTEE MEMBERS PRESENT ARIC Chair J Stuart, Councillor K Dicker, Independent Member J Bentley, Independent Member E Thomas.

COUNCIL OFFICIALS PRESENT Director Community (Simon Jones), Director Corporate (Leonie Van Oosterum), Manager People and Performance (Sharna Ross), WHS and Risk Coordinator (Veronika Barry), Governance Coordinator (Ashleigh Marshall) and Executive Assistant Community (Stephanie Crowe)

EXTERNAL PARTIES PRESENT External Audit, NSW Audit Office (Desmond Quach) and (Cassie Malone)

Item 1: Apologies

General Manager (Brad Cam), Internal Auditor – Crowe (Jason Gilbert) & (Amir Mousa), Director Development (Alina Azar) and Director Operations (Julian Geddes)

MOTION: Bentley / Thomas

The motion was carried with Councillors voting unanimously.

Item 2: Disclosure of Interest

Audit, Risk and Improvement Committee Chair John Stuart declared a non-pecuniary and non-significant disclosure of interest under the Code of Conduct in relation to item 6.1

MOTION: Bentley / Thomas

The motion was carried with Councillors voting unanimously.

Item 3: Confirmation of Minutes

MOTION: Bentley / Thomas

That the Minutes of the previous ARIC Meeting held on 22 August 2025 be taken as read and confirmed.

The motion was carried with Councillors voting unanimously.

Item 4: Matters in Progress

SUBJECT	MEETING DATE	RESOLUTION & NO.	ACTION
Work Health and Safety Reports	22/11/2024	<p>64/24 MOTION: Bentley / Thomas</p> <p>That the Audit, Risk, and Improvement Committee note the WHS Reports for August 2024, September 2024, and October 2024.</p> <p>Clarification was given for a few incidents in the report. The Independent member commented that it would be nice to see a trend over a year. The Director Corporate Services noted we would be happy to share with the committee a report which was done for the EOFY for the insurance company, and noted that we are below the benchmark and have been for multiple years. And we can look at collating time estimate moving forward for time spent on WHS training.</p> <p>Actions: 1. Send EOFY report used for insurers to Committee. 2. Look at collating time estimate for amount of time spent on WHS training moving forward.</p>	<p>25 Nov 2024 Send EOFY report used for insurers to Committee members, Look at collating time estimate for amount of time spent on WHS training moving forward.</p> <p>27 Nov 2024 Leonie also commented at the 22 November 2024 ARIC meeting that we can look at collating time estimate for amount of time spent on WHS training moving forward. If you could please look at providing for the Feb meeting.</p> <p>09 Dec 2024 5.12.2024 WHS & Risk Coordinator followed up with Director Corporate Services to clarify what was needed to action.</p> <p>30 Jan 2025 Director Corporate Services has spoken to ARIC Chair and not necessary to report this separately. We will look at providing a table of training with a rough estimate of staff hours within the annual report.</p> <p>30 Jan 2025 Target date changed by Christie Gray from 06 December 2024 to 21 November 2025 - Director Corporate</p>

Mid-Western Regional Council

Date: 21 November 2025

			<p>Services confirmed with ARIC Chair not necessary to report this separately. A table of training with a rough estimate of staff hours within the WHS annual report going to ARIC 21 November 2025.</p> <p>12 May 2025 Target date changed to Nov 2025 meeting</p>
Update on Business Improvement Action Items	21/02/2025	<p>10/25 MOTION: Bentley / Thomas</p> <p>That the Audit, Risk and Improvement Committee note the progress on the Business Improvement action items.</p> <p>The Committee asked if this could be represented in table format instead of word format. The Business Improvement Officer agreed this could be done for future reporting.</p>	<p>25 Feb 2025 At the 21 February 2025 meeting the ARIC asked if the Business Improvement action items could be presented in table format rather than word format moving forward.</p> <p>22 Apr 2025 Target date changed by Christie Gray from 07 March 2025 to 22 August 2025 - Next Action Items reports due for the August ARIC meeting</p> <p>12 May 2025 Target date changed to August 2025</p>

Matters in progress

MOTION: Thomas / Bentley

That minute number 64/24 and 10/25, be noted as completed.

The motion was carried with the Committee voting unanimously.

Item 5: Audit

5.1 INTERNAL AUDIT POLICY & INTERNAL AUDIT CHARTER REVIEW

COR400236, COR400236

MOTION: Bentley / Thomas

Page 3 of the Minutes of the Audit, Risk and Improvement Committee held on 21 November 2025

Chair

That the Audit, Risk and Improvement Committee endorse the Internal Audit Policy.

The chair thanks staff for the updates and noted that the updated Policy and Charter now better reflect the most recent guidelines.

5.2 INTERNAL AUDIT PROGRAM STATUS REPORT

COR400236, COR400236

MOTION: Bentley / Thomas

That the Audit, Risk, and Improvement Committee receive the Crowe Internal Audit Program Status Report.

Director Community noted that the close out meeting for the next Internal Audit Report on the Fraud and Corruption Control Framework is due to be held next week with the final report due to be presented to ARIC at the February meeting.

5.3 FINANCIAL STATEMENTS 2024/2025 AND AUDIT CLOSING REPORT

COR400236, FIN300513

MOTION: Bentley / Thomas

That the Audit, Risk and Improvement Committee receive the Engagement Closing report and Financial Statements for the financial year ended 30 June 2025.

The Audit Office highlighted two matters, first was the contract with Diamond Energy which represents a new type of arrangement for Council and the Audit Office plans to access the future accounting treatment of this arrangement as part of the 2025/2026 process. Secondly, the Audit Office highlighted opportunities for continued improvement on the quality and timeliness of financial reporting.

There was some discussion regarding the potential future need for a special rate variation for high cost community projects.

Audit Office left the meeting 10:07am.

Item 6: Risk

6.1 LEGISLATIVE COMPLIANCE BREACH REGISTER

COR400236, GOV400047

MOTION: Thomas / Bentley

That the Audit, Risk, and Improvement Committee

1. note:

a. There have been four new legislative breaches reported since the August 2025 meeting

- b. Four legislative breaches have been closed**
- c. Four legislative breaches remain open.**
- 2. Request that the Development Application Register breach be added to Matters in Progress for future monitoring.**

The chair requested the the item regarding the development application register be added to matters in progress. In relation to the breach of the Privacy and Personal Information Protection Act 1998, the Chair advised that he was one of three individuals sent a joint email. Director Community commended the governance team for their work on the Cemeteries Register. It is hoped that this item will be closed by the next meeting.

6.2 ACTUAL AND SUSPECTED FRAUD AND CORRUPTION REGISTER

COR400236, COR400272

MOTION: Bentley / Thomas

That the Audit, Risk, and Improvement Committee note that there was one alleged fraud/corruption incidents since the last ARIC meeting.

Noted.

6.3 PROCUREMENT COMPLIANCE BREACH REGISTER

COR400236, FIN300155

MOTION: Bentley / Thomas

That the Audit, Risk, and Improvement Committee note that there were five reportable procurement incidents since the last ARIC meeting.

It was noted that a number of these incidents were procedural breaches.

6.4 RISK MANAGEMENT REPORT

COR400236, IRS900007

MOTION: Bentley / Thomas

That the Audit, Risk and Improvement Committee note the Risk Management Annual Report 2024-2025.

The Committee notes the quality of the reports and layout and was pleased to see the work being done in the Risk Management area.

6.5 WORK HEALTH AND SAFETY REPORT

COR400236, PER400020

MOTION: Thomas / Bentley

That the Audit, Risk and Improvement Committee note the Work Health and Safety Annual Report 2024-2025.

The Committee again noted as these were the first annual reports completed for these areas, the committee were happy with the format in which the reports were provided.

6.6 ANNUAL INSURANCE CLAIMS DATA REPORT

COR400236, RIS900001

MOTION: Thomas / Bentley

That the Audit, Risk and Improvement Committee note the 2025 annual insurance claims report.

The report prepared by claims management Australia in conjunction with our insurer Civic Risk Mutual, was noted. The Governance Coordinator noted that not all claims reported resulted in an actual insurance claim. Best practice is to advise our insurers whenever an incident comes to Councils attention.

6.7 STATECOVER ANNUAL REPORT

COR400236, COR400236

MOTION: Bentley / Thomas

That the Audit, Risk and Improvement Committee receive and note the 2024/2025 Annual StateCover Report.

The Committee noted the report provided by Statecover. The report provided a number of benchmarks across Local Government and the Committee noted Councils positive performance against those benchmarks.

Item 7: Improvement

Nil

Item 8: General Business

8.1 ANNUAL REPORT 2024/25

COR400236, COR400008

MOTION: Thomas / Bentley

That the Audit, Risk, and Improvement Committee note the Annual Report for the year ending 2024/25.

The Annual Report was noted and had been endorsed by Council at their meeting on 19 November.

8.2 ARIC MEETING DATES 2025/26

COR400236, COR400236

MOTION: Thomas / Bentley

That Audit Risk and Improvement Committee:

endorse the forward 12-month meeting plan, including meeting dates as follows:

- 20 February 2026
- 15 May 2026
- 21 August 2026
- 20 November 2026

The meeting dates for 2026 were noted

Item 9: Closure

There being no further business the meeting concluded at 11:36am.

The next Audit, Risk and Improvement Committee will be held on the Friday, 20 February 2026 at Council Chambers, 86 Market Street, Mudgee.

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.

664

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 Rescission: Opportunity to Purchase Land

The reason for dealing with this report confidentially is that it relates to information that would, if disclosed, confer a commercial advantage on a competitor of the council in accordance with Section 10A(2)(d)(ii) of the Local Government Act, 1993.

Discussion of this matter in an open meeting would be, on balance, contrary to the public interest as it involves discussion of information that would, if disclosed, confer a commercial advantage on a competitor of the Council.

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.