



****CONFIDENTIAL COPY****

Business Papers 2025

MID-WESTERN REGIONAL COUNCIL

ORDINARY MEETING
WEDNESDAY 18 JUNE 2025

*A prosperous and progressive
community we proudly call home*





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MUDGEE NSW 2850

86 Market Street MUDGEE
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77 Louee Street RYLSTONE

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11 June 2025

Dear Councillor,

MEETING NOTICE
Ordinary Meeting
18 JUNE 2025
Public Forum at 17:30pm
Council Meeting commencing at conclusion of Public Forum

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

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

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

Yours faithfully

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

BRAD CAM
GENERAL MANAGER

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Acknowledgement of Country

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

Item 1: Apologies

Item 2: Disclosure of Interest

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 21 May 2025

Council Decision:

That the Minutes of the Ordinary Meeting held on 21 May 2025 be taken as read and confirmed.

3.2 Minutes of Extraordinary Meeting held on 28 May 2025

Council Decision:

That the Minutes of the Extraordinary Meeting held on 28 May 2025 be taken as read and confirmed.

The Minutes of the Ordinary Meeting are separately attached.

The Minutes of the Extraordinary Meeting are separately attached.

Item 4: Matters in Progress

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Investigation of Garbage collection service at Queen's Pinch Waste Transfer Station	Res. 66/20 Ordinary Meeting 18/03/2020	Staff investigate the feasibility of replacing the Waste Transfer Station on Queen's Pinch Rd with a garbage collection service.	To be reported to Council at a future meeting.
Indoor Pool Business Case	Res. 296/22 Ordinary Meeting 21/09/2022	That Council investigate financing options and grant opportunities for the construction of an indoor swimming pool.	To be reported to Council at a future meeting.
Jet Patcher	Res. 06/25 Ordinary Meeting 19/02/2025	That the report be prepared and presented to Council detailing expected use, capital expense and ongoing maintenance cost for a new jet patcher.	To be reported to Council at a future meeting.
By-Election	Res. 07/25 Ordinary Meeting 19/02/2025	That the General Manager provide a report at the earliest convenience Council meeting.	To be reported to Council at a future meeting.

Item 5: Mayoral Minute

Nil

Item 6: Notices of Motion or Rescission

Nil

Item 7: Office of the General Manager

Nil

Item 8: Development

8.1 Submissions to the Draft Community Strategic Plan - Towards 2040

REPORT BY THE MANAGER ECONOMIC DEVELOPMENT
TO 18 JUNE 2025 ORDINARY MEETING
GOV400113, COR400811

RECOMMENDATION

That Council:

1. receive the report by the Manager Economic Development on the Submissions to the Draft Community Strategic Plan - Towards 2040;
 2. receive all public submissions to the Draft Community Strategic Plan as listed below, with the General Manager required to respond to each submission as follows:
 - 2.1 John Bentley be thanked for his submission, and Council confirms that while the strategies he suggested are valid and valuable, they are already addressed within the existing strategies of the draft Community Strategic Plan;
 - 2.2 Shirley Fisher be thanked for her submission, and that Council confirms no amendments will be made to the Community Strategic Plan in relation to the use of the Mudgee Team Training Village. The facility will continue to operate in accordance with its intended purpose as a team training and accommodation venue within the Glen Willow Regional Sports Complex. While not suitable for emergency housing under normal circumstances, the facility may be utilised in the event of a natural disaster as part of Council's emergency response planning;
 3. make the following amendment to the Draft Community Strategic Plan - Towards 2040:
 - 3.1 Include the following strategy under theme - Building a Strong Local Economy:
 - 3.1.1 *Item 3.5 Build and grow the visitor economy; and*
 4. adopt the amended Community Strategic Plan - Towards 2040
-

Executive summary

Council has been through extensive community consultation and planning over the past 12 months to inform the Community Strategic Plan - Towards 2040.

Following the public exhibition period, which closed 26 May 2025, this report seeks to consider submissions and make recommended changes based on those submissions.

Disclosure of Interest

Nil

Detailed report

At its meeting 16 April 2025, Council endorsed the Draft Community Strategic Plan - Towards 2040 to be placed on public exhibition for a period of 28 days. The exhibition period closed on Monday 26 May 2025, with two public submissions received (refer to Attachment 1).

Submission from	Summary of submission	Council response
2.1 John Bentley (attachment 1)	<p>Suggested new strategies</p> <ol style="list-style-type: none"> 1. Protecting our Natural Environment – Encourage alternative regional transport options which reduce emissions and improve travel safety. 2. Building a Strong Local Economy – Support alternative transport options to encourage economic growth. 3. Connecting our region – Support alternate initiatives to supplement existing road links. 	<p>Council acknowledges the importance of future-proofing transport connections within and beyond the region to support economic, environmental, and social outcomes.</p> <p>Alternative transport options are considered under the theme Connecting Our Region, specifically through:</p> <p>Strategy 4.3: Develop a regional transport network in partnership with government agencies that grows with the needs of residents and businesses.</p> <p>Strategy 4.5: Develop and enhance walking and cycling networks across the region.</p> <p>These strategies aim to encourage and create alternative transport options that reduce emissions, support safer travel, and strengthen regional connectivity.</p> <p>Council also recognises the strategic value of air and rail transport. Ongoing efforts are being made to reinstate regional air passenger services, as outlined in the Airport Master Plan. Further community consultation</p>

		regarding rail opportunities is also planned.
2.2 Shirley Fisher (attachment 1)	Recommending Mudjee Team Training Village be manned with a night warden and used for emergency housing for homeless and those escaping domestic violence.	<p>Supporting our most vulnerable residents is a shared priority. However, the Mudjee Team Training Village was purpose-built as part of the Glen Willow Regional Sports Complex, with grant funding specifically allocated for sports training and team-based accommodation. As such, it is not suitable or zoned for use as emergency housing under normal circumstances.</p> <p>In the event of a natural disaster, the facility may be made available as a temporary emergency accommodation option, consistent with broader disaster response planning.</p> <p>Council will continue to work in partnership with local service providers and advocate for appropriate funding and infrastructure to support both crisis accommodation and long-term housing solutions across the region.</p>

In addition to the community submissions, management submissions are discussed below.

3.1 Amend the Draft Community Strategic Plan - Towards 2040 to include the following strategy under theme - Building a Strong Local Economy - 3.5 Build and grow the visitor economy.

This amendment to the Community Strategic Plan will support the two new services added to the Delivery and Operational Plan at the 21 May 2025 Ordinary Council Meeting - Destination Marketing and Visitor Servicing. This amendment to the Community Strategic Plan can be seen on page 21 of the attached document (attachment 2).

It is recommended that Council adopt the amended Community Strategic Plan - Towards 2040.

Community Plan implications

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

Strategic implications

Council Strategies

Relevant Integrated Planning and Reporting Strategies are considered during the process of developing the Community Strategic Plan including the Community Engagement Strategy and Resourcing Strategies.

Council Policies

Community Engagement Policy

Legislation

Local Government Act 1993

Financial implications

Nil

Associated Risks

Failure to adopt the Community Strategic Plan by 30 June 2025 poses significant risk to Council, including non-compliance with the Local Government Act 1993 and disruption to the Integrated Planning and Reporting framework. This could impact the timely adoption of key documents such as the Delivery Program and Operational Plan, jeopardise funding opportunities, and weaken collaboration with state and federal agencies. It also risks community dissatisfaction, reputational damage, and strategic drift, undermining effective decision-making.

MICHELE MINI
MANAGER ECONOMIC DEVELOPMENT

ALINA AZAR
DIRECTOR DEVELOPMENT

3 June 2025

Attachments: 1. Community Strategic Plan Public Submissions. (separately attached)
2. Community Strategic Plan - Towards 2040. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.2 2025 Monthly Development Applications Processing and Determined - May

REPORT BY THE ACTING DIRECTOR DEVELOPMENT
TO 18 JUNE 2025 ORDINARY MEETING
GOV400103, A0420109, GOV400113

RECOMMENDATION

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

Executive summary

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

Disclosure of Interest

Nil

Detailed report

Included in this report is an update for the month of May 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	Maintain and promote the aesthetic appeal of the towns and villages within the region

Strategic implications

Council Strategies
Not Applicable

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

LINDSAY DUNSTAN
ACTING DIRECTOR DEVELOPMENT

ALINA AZAR
DIRECTOR DEVELOPMENT

3 June 2025

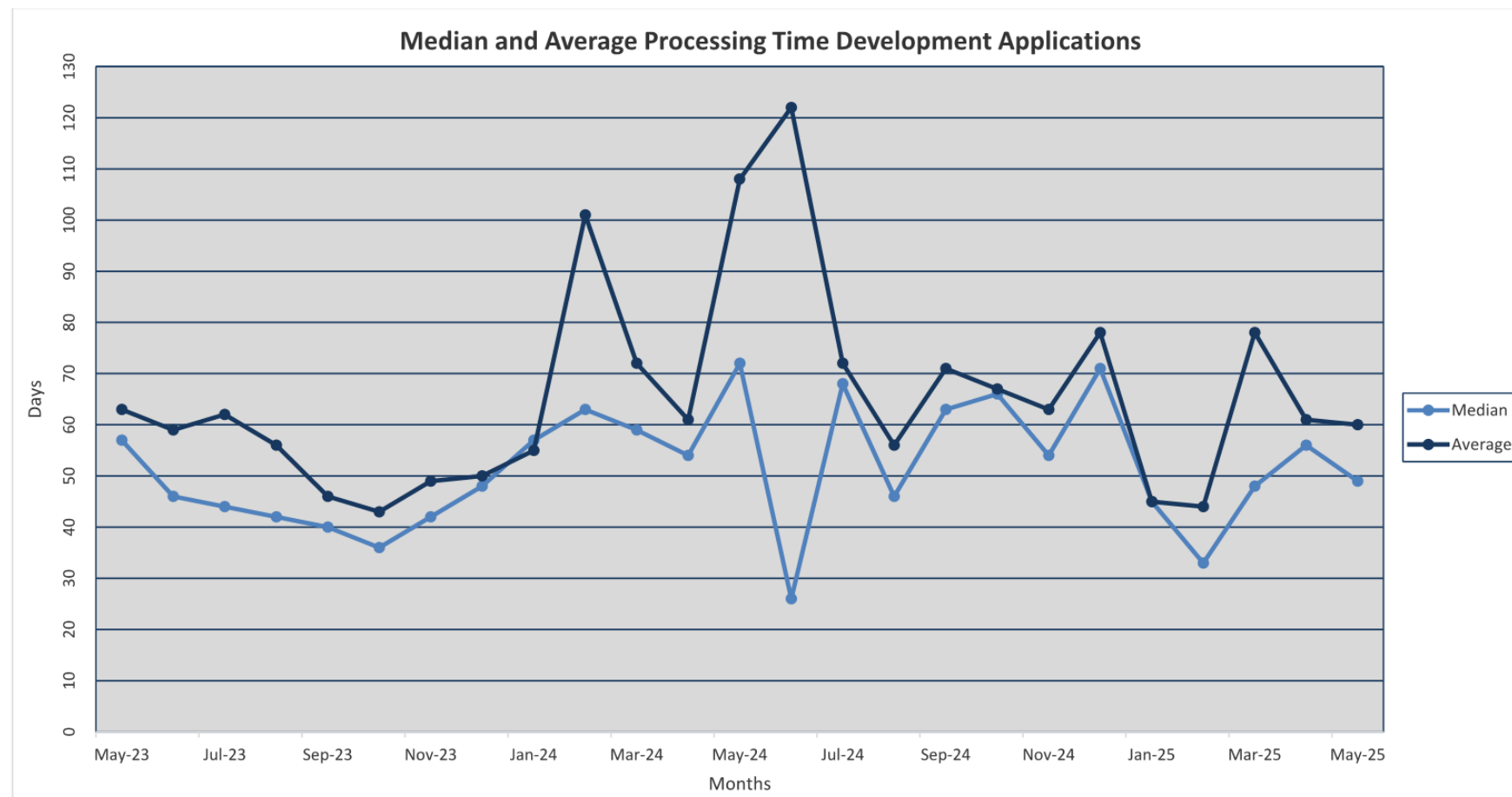
Attachments: 1. Monthly Development Applications Processing and Determined - May 2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

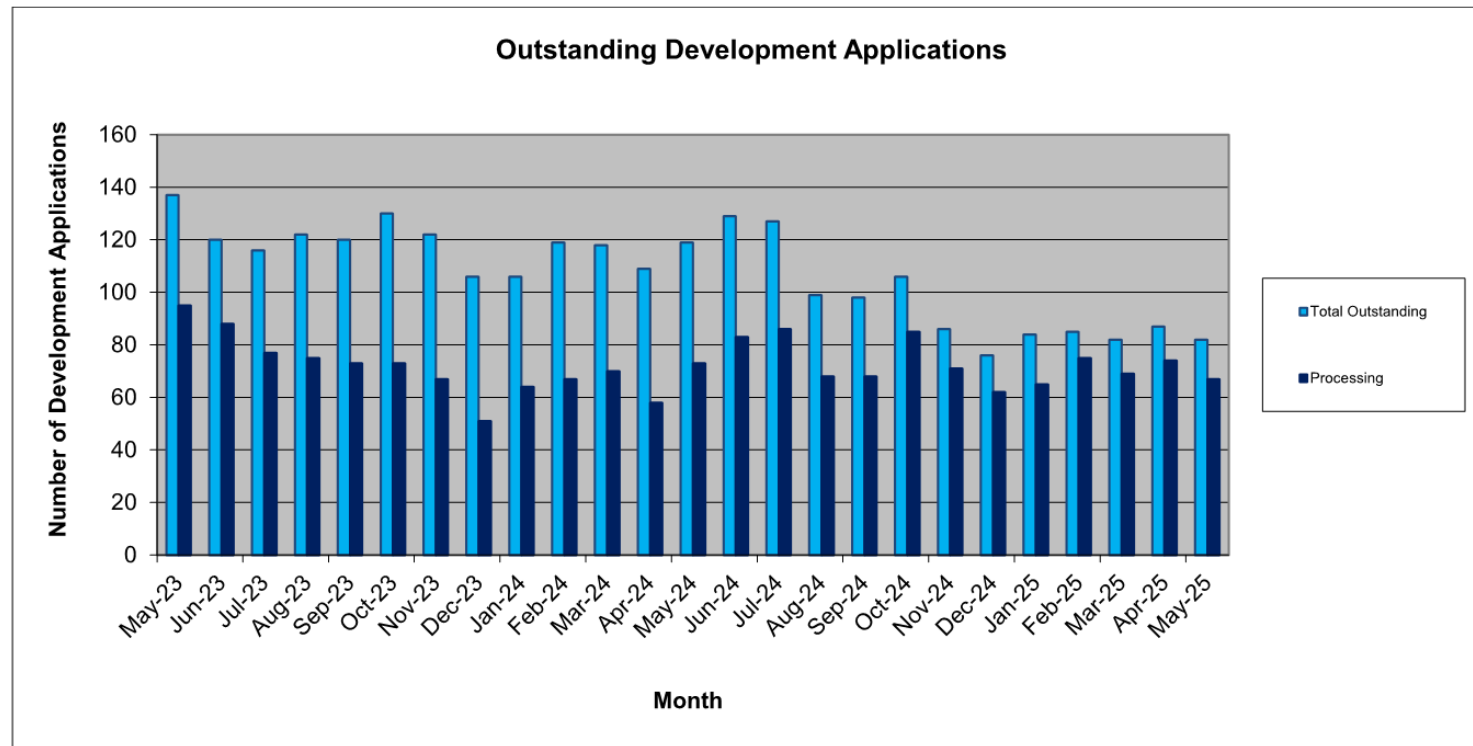
Monthly Development Application Processing Report – May 2025

This report covers the period for the month of May 2025. Graph 1 indicates the processing times up to 30 May 2025 with the month of May having an average of 60 days and a median time of 49 days.



Monthly Development Application Processing Report – May 2025

Graph 2 indicates the total number of outstanding applications; the number currently being processed is 67 and the number on “stop clock” is 15.



The Planning and Development Department determined 20 Development Applications either by Council or under delegation during May 2025.

Monthly Development Application Processing Report – May 2025

Development Applications Determined – May 2025

Appl/Proc ID	Description	House No	Street Name	Locality
DA0205/2023	Dual Occupancy	11	McLachlan Street	RYLSTONE NSW 2849
DA0021/2024	Dwelling House	253	Coricudgy Road	OLINDA NSW 2849
DA0049/2025	Dwelling House	34	Gladstone Street	MUDGEE NSW 2850
DA0093/2025	Subdivision - Torrens Title - 1 into 2 lots	31	Melton Road	MUDGEE NSW 2850
DA0158/2025	Self-storage units	3	Knott Place	CAERLEON NSW 2850
DA0185/2025	Dual Occupancy	8	Marshfield Lane	MUDGEE NSW 2850
DA0187/2025	Dwelling House	7	Page Street	BOMBIRA NSW 2850
DA0189/2025	Residential Shed	6	Saleyards Lane	MUDGEE NSW 2850
DA0198/2025	Alterations & Additions	214	Mortimer Street	MUDGEE NSW 2850
DA0199/2025	Dwelling House	9	Boronia Road	RYLSTONE NSW 2849
DA0201/2025	Dwelling House	12	Sutherland Grove	MUDGEE NSW 2850
DA0205/2025	Subdivision - Torrens Title - 1 into 2 lots	6	Davis Crescent	CAERLEON NSW 2850
DA0208/2025	Dwelling House	48	Knox Crescent	CAERLEON NSW 2850
DA0210/2025	Carport	78	Lewis Street	MUDGEE NSW 2850
DA0211/2025	Residential Shed	10	Tierney Lane	EURUNDEREE NSW 2850
DA0212/2025	Dwelling House	40	Wurth Drive	BOMBIRA NSW 2850
DA0217/2025	Residential Shed	9	Shearman Street	CAERLEON NSW 2850
DA0219/2025	Residential Shed	6	Nelthorpe Street	BOMBIRA NSW 2850
DA0220/2025	Alterations & Additions	68	Craigmoor Road	EURUNDEREE NSW 2850
DA0227/2025	Residential Shed	13	Bawden Avenue	MUDGEE NSW 2850

***NOTE – Three (3) Development Applications were approved with a variation to the DCP during May 2025.**

Monthly Development Application Processing Report – May 2025

Development Applications currently being processed – May 2025.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0327/2011	Shed	23	Horatio Street	MUDGEE NSW 2850
DA0102/2016	Dwelling House	705	Windeyer Road	GRATTAI NSW 2850
DA0058/2018	Fence	1	Dunphy Crescent	MUDGEE NSW 2850
DA0089/2019	Change of use - shed to habitable dwelling	2037	Coxs Creek Road	RYLSTONE NSW 2849
DA0263/2019	Camping ground	40	Grevillea Street	GULGONG NSW 2852
DA0349/2022	Subdivision - Torrens Title - STAGE 14 - Creation of 237 residential lots, 2 super lots, 3 drainage lots, 2 stormwater channels	26	Hone Creek Drive	CAERLEON NSW 2850
DA0347/2023	Subdivision - Torrens Title - (1 into 3)	14	Wiradjuri Close	PUTTA BUCCA NSW 2850
DA0126/2024	Transport Depot	18	Industrial Avenue	MUDGEE NSW 2850
DA0129/2024	Dual Occupancy	79	Ilford Road	KANDOS NSW 2848
DA0143/2024	Subdivision – 1 into 3 lots	2232	Bylong Valley Way	RYLSTONE NSW 2849
DA0242/2024	Caravan Park	313	Magpie Lane	GALAMBINE NSW 2850
DA0250/2024	Extractive Industry	2152	Goolma Road	TWO MILE FLAT NSW 2852
DA0343/2024	Subdivision - Torrens Title - 1 into 17 lots	39	Rifle Range Road	MUDGEE NSW 2850
DA0016/2025	Subdivision - Torrens Title - 2 into 5 Lots	11	Quinn Place	MUDGEE NSW 2850
DA0045/2025	Subdivision - Torrens Title - 1 into 2 Lots	18	Banjo Paterson Avenue	MUDGEE NSW 2850
DA0058/2025	Subdivision - Torrens Title - 1 into 2 Lots	76	Zimmer Lane	GULGONG NSW 2852
DA0070/2025	Extractive Industry	1848	Castlereagh Highway	TALLAWANG NSW 2852
DA0106/2025	Dwelling House	9	Armstrong Street	RYLSTONE NSW 2849
DA0127/2025	Boundary Adjustment	6	Flirtation Hill Lane	GULGONG NSW 2852
DA0138/2025	Subdivision - Torrens Title - 1 into 2 Lots	28	Rodgers Street	KANDOS NSW 2848
DA0147/2025	Residential Shed	38	Dewhurst Drive	MUDGEE NSW 2850
DA0148/2025	Retail Plant Nursery	11	Industrial Avenue	MUDGEE NSW 2850
DA0160/2025	Alterations & Additions and Inground Swimming Pool	8	Bawden Road	MUDGEE NSW 2850
DA0162/2025	Alterations & Additions	784	Castlereagh Highway	BURRUNDULLA NSW 2850
DA0171/2025	Dwelling House	51	Tinja Lane	MUDGEE NSW 2850
DA0172/2025	Vehicle repair station	14	Industrial Avenue	MUDGEE NSW 2850
DA0174/2025	Dwelling House	24	Peru Lane	GULGONG NSW 2852
DA0182/2025	Subdivision, demolition, dwelling additions, and secondary dwelling	176	Gladstone Street	MUDGEE NSW 2850
DA0195/2025	Alterations & Additions	41	Robert Hoddle Grove	BOMBIRA NSW 2850

Monthly Development Application Processing Report – May 2025

DA0197/2025	Community Facility	153	Market Street	MUDGEES NSW 2850
DA0200/2025	Dwelling House	90	Mudgee Street	RYLSTONE NSW 2849
DA0202/2025	Alterations & Additions	106	Saleyards Lane	MUDGEES NSW 2850
DA0204/2025	Dual Occupancy	521	Ulan Road	EURUNDEREE NSW 2850
DA0206/2025	Subdivision - Torrens Title	1188	Wallawaugh Road	HARGRAVES NSW 2850
DA0209/2025	Boundary Adjustment	124	Snakes Creek Road	EURUNDEREE NSW 2850
DA0214/2025	Serviced apartment	346	Beragoo Road	GRATTAI NSW 2850
DA0215/2025	Dual Occupancy	23	Marskell Circuit	MUDGEES NSW 2850
DA0216/2025	Change of use (Church to Dwelling), Alterations, Carport and Shed	2933	Goolma Road	GOOLMA NSW 2852
DA0218/2025	Residential Shed	36	Bywong Lane	YARRAWONGA NSW 2850
DA0223/2025	Residential Shed	14	Wynella Street	GULGONG NSW 2852
DA0224/2025	Child Care Centre	30	Marskell Circuit	MUDGEES NSW 2850
DA0225/2025	Subdivision - Torrens Title - 1 into 2 lots	155	Bruce Road	MUDGEES NSW 2850
DA0226/2025	Dwelling House	99	Mount Pleasant Lane	BUCKAROO NSW 2850
DA0228/2025	Telecommunications facility	3326	Hill End Road	HARGRAVES NSW 2850
DA0230/2025	Dual Occupancy	654	Blue Springs Road	STUBBO NSW 2852
DA0231/2025	Vehicle repair station	5	Sydney Road	MUDGEES NSW 2850
DA0232/2025	Dwelling House	166	Kaludabah Road	PIAMBONG NSW 2850
DA0233/2025	Subdivision - Torrens Title - 1 into 8 Lots	533	Killens Road	BUDDEN NSW 2849
DA0234/2025	Dwelling House	56	Charbon Road	CHARBON NSW 2848
DA0235/2025	Dwelling House	26	Webster Street	BOMBIRA NSW 2850
DA0236/2025	Dwelling House & Secondary Dwelling and Shed	25	Harvey Street	BOMBIRA NSW 2850
DA0237/2025	Subdivision - Torrens Title - 1 into 2 lots	35	Marskell Circuit	MUDGEES NSW 2850
DA0238/2025	Subdivision - Torrens Title - 1 into 2 lots	37	Marskell Circuit	MUDGEES NSW 2850
DA0239/2025	Residential Shed	20	Queen Street	GULGONG NSW 2852
DA0241/2025	Extension of Shed	12	Burrundulla Road	BURRUNDULLA NSW 2850
DA0242/2025	Dwelling House	832	Coxs Creek Road	COXS CREEK NSW 2849
DA0246/2025	Subdivision - Torrens Title - 1 into 2 lots	3	Beryl Road	GULGONG NSW 2852
DA0247/2025	Subdivision - Torrens Title - 2 into 2 lots	641	Ulan Road	BUCKAROO NSW 2850
DA0249/2025	Dwelling House	340	Camerons Road	RUNNING STREAM NSW 2850
DA0256/2025	Earthworks - filling dam	10	Hill End Road	CAERLEON NSW 2850
DA0240/2025	Dwelling House	8	Davies Road	KANDOS NSW 2848

Monthly Development Application Processing Report – May 2025

DA0252/2025	Dwelling House	61	Webster Street	BOMBIRA NSW 2850
DA0253/2025	Dwelling House - Single Storey Dwelling, Pool House, and Detached Shed	11	Chapman Street	BOMBIRA NSW 2850
DA0257/2025	Dwelling House	152	Lesters Lane	PIAMBONG NSW 2850
DA0243/2025	Dwelling House	12	Page Street	BOMBIRA NSW 2850
DA0250/2025	Dwelling House	10	Harvey Street	BOMBIRA NSW 2850
DA0258/2025	Residential Shed	8	Boronia Road	RYLSTONE NSW 2849

Heritage Development Applications currently being processed – May 2025.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0271/2011	Alterations & Additions	87	Short Street	MUDGEE NSW 2850
DA0198/2021	Change of use - Residential Flat Building to Serviced Apartments	110	Church Street	MUDGEE NSW 2850
DA0189/2023	Commercial Alterations & Additions	83	Mortimer Street	MUDGEE NSW 2850
DA0053/2025	Demolition of shed and new car parking	67	Perry Street	MUDGEE NSW 2850
DA0131/2025	Dual Occupancy	40	Gladstone Street	MUDGEE NSW 2850
DA0139/2025	Secondary dwelling	4	Fisher Street	GULGONG NSW 2852
DA0141/2025	Fence	48	Court Street	MUDGEE NSW 2850
DA0167/2025	Subdivision - Torrens Title	7	Henry Bayly Drive	MUDGEE NSW 2850
DA0188/2025	Alterations & Additions	63	Court Street	MUDGEE NSW 2850
DA0196/2025	Alterations & Additions	82	Douro Street	MUDGEE NSW 2850
DA0203/2025	Take away food and drink premises	67	Horatio Street	MUDGEE NSW 2850
DA0207/2025	Signage	79	Church Street	MUDGEE NSW 2850
DA0229/2025	Commercial Premises	18	Perry Street	MUDGEE NSW 2850
DA0248/2025	Residential Shed	20	Court Street	MUDGEE NSW 2850
DA0251/2025	Residential Shed	120	Market Street	MUDGEE NSW 2850

8.3 Glen Willow Sponsorship Naming Rights

REPORT BY THE MANAGER ECONOMIC DEVELOPMENT
TO 18 JUNE 2025 ORDINARY MEETING
GOV400113, COR400861

RECOMMENDATION

That Council:

1. **receive the report by the Manager Economic Development on the Glen Willow Sponsorship Naming Rights; and**
2. **approve for the General Manager to enter negotiations with any person/business with a view to entering into a contract in relation to Glen Willow Sponsorship Naming Rights.**

Executive summary

Council conducted a public tender for the exclusive naming rights of Glen Willow Stadium from 15 April to 30 May 2025; however, no submissions were received.

It is recommended that Council resolve to allow the General Manager to enter into direct negotiations with interested parties for a potential sponsorship agreement, in accordance with Section 178 of the Local Government (General) Regulation 2021.

Disclosure of Interest

Nil

Detailed report

Council sought to secure a naming rights sponsor for Glen Willow Stadium through a public tender process to generate additional revenue to support the ongoing maintenance and operation of the facility. As a key regional sporting venue, Glen Willow requires sustained investment to maintain its high standard and continue attracting major events. Securing a sponsorship arrangement was identified as an opportunity to offset operational costs, reduce reliance on Council funds, and enhance the stadium's financial sustainability, while also providing a valuable promotional platform for potential sponsors.

Council conducted a public tender process for the exclusive naming rights of Glen Willow Stadium between 15 April 2025 and 30 May 2025 (RFT 2025-19). The tender was advertised publicly, including through Council's social media channels, to maximise exposure and attract interest. Despite these efforts, no submissions were received during the tender period.

In accordance with Section 178(3) of the Local Government (General) Regulation 2021, where no tender submissions are received, Council may take one of several actions, including:

- (a) postpone or cancel the proposal for the contract,
- (b) invite, in accordance with section 167, 168 or 169, fresh tender submissions based on the name or different details,
- (c) invite, in accordance with section 168, fresh applications from persons interested in making a tender submission for the proposed contract,

- (d) invite, in accordance with section 169, fresh applications from persons interested in making a tender submission for contracts of the same kind as the proposed contract,
- (e) by resolution of the council, enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender,
- (f) carry out the requirements of the proposed contract itself.

Given the commercial nature of securing a naming rights sponsor and lack of response to the formal tender process, it is considered that the most effective path forward is to enter into direct negotiations with interested parties. This approach will enable Council to engage potential sponsors more flexibly and reduce barriers imposed by formal procurement processes, which may deter commercial partners.

A resolution of Council is therefore sought to pursue negotiations under section 178(3)(e) with a view to securing a suitable naming rights partner for Glen Willow Stadium.

Community Plan implications

Theme	Building a Strong Local Economy
Goal	An attractive business and economic environment
Strategy	Provide leadership on economic development initiatives and identify resources and infrastructure required to drive investment and economic growth in the region

Strategic implications

Council Strategies

Long Term Financial Plan

Council Policies

Sustainable Procurement and Contracts Policy

Legislation

Local Government (General) Regulation 2021

Financial implications

Nil

Associated Risks

Not proceeding with direct negotiations risks missing commercial sponsorship opportunities, prolonging the vacancy of naming rights, and limiting Council's ability to generate revenue and maximise the stadium's value.

MICHELE MINI
MANAGER ECONOMIC DEVELOPMENT

ALINA AZAR
DIRECTOR DEVELOPMENT

4 June 2025

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 9: Corporate Services

9.1 Policy Review - Investments

REPORT BY THE CHIEF FINANCIAL OFFICER AND FINANCIAL PLANNING COORDINATOR
TO 18 JUNE 2025 ORDINARY MEETING
GOV400105, GOV400047, GOV400113

Ordinary Meeting at its meeting on 21 May 2025 resolved that the matter be deferred to the meeting to be held on 18 June 2025.

RECOMMENDATION

That Council:

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

Executive summary

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

Disclosure of Interest

Nil

Detailed report

The Policy review proposes the following changes:

- Update reference to Code of Conduct
- Add Maturity Risk as a type of investment risk
- Amend timing of benchmarking of investment portfolio

Community Plan implications

Theme	Good Government
-------	-----------------

Goal	An effective and efficient organisation
------	---

Strategy	Prudently manage risks associated with all Council activities
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Strategic implications

Council Strategies

Not Applicable

Council Policies

The current Investments Policy requires an annual review. The recommendation if approved will amend the Investment Policy.

Legislation

Local Government Act 1993 (NSW) Section 625

Local Government (General) Regulation 2021 (NSW) Clause 212

Financial implications

Not Applicable

Associated Risks

Investment risk and risk management strategies are included in the Investments Policy.

NEIL BUNGATE
CHIEF FINANCIAL OFFICER


LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

31 March 2025

Attachments: 1. POLICY - REVIEW - Investments.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY

Investments

ADOPTEDDRAFT REVIEW


COUNCIL MEETING MIN NO 67/24TBC

DATE: 16 MARCH 2024 18 JUNE 2025

REFERENCE 2.3TBC

REVIEW DATE MARCH JUNE 20256

FILE NUMBER FIN300032



Objective

The objective of this policy is to provide a framework for managing the investment of Council funds. It aims to ensure Council:

- Complies with the relevant legislative and regulatory requirements
- Identify risks, risk management strategies and establish tolerable levels of exposure to risk
- Give due consideration to the preservation of capital
- Maintain sufficient liquidity to meet all cash flow requirements
- Maximise the rate of return in line with all requirements of this policy
- Establish guidelines in relation to monitoring and reporting on investments
- Confirm delegations of authority and other governance matters in relation to investments

Legislative and regulatory requirements

- Local Government Act 1993 (NSW) Section 625
- Local Government (General) Regulation 2021 (NSW) Clause 212
- Ministerial Local Government Investment Order dated 12 January 2011
- The Trustee Amendment (Discretionary Investments) Act 1997 (NSW)
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Investment Policy Guidelines
- Office of Local Government Circulars

Approved Investments

Investments are limited to those allowed by the Ministerial Investment Order and must be denominated in Australian Dollars. Approved investments include:

- public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- debentures or securities issued by a NSW Council;
- interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution, but excluding subordinated debt obligations;

POLICY: ~~INVESTMENTS~~INVESTMENTS | 2.3, 18 JUNE 2025 ~~15-MARCH-2024~~

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- bills of exchange issued by or accepted by an authorised deposit-taking institution and not more than 200 days to maturity;
- ~~a~~ deposits with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

Prohibited Investments

This policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.
- ~~This policy also prohibits the use of~~ Leveraging (borrowing to invest).

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Related policies and plans

- Statement of Business Ethics
- ~~Conflicts of Interest Policy~~Code of Conduct

Policy

Delegation of Authority

Authority for implementation of the Investments Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager has in turn delegated the day-to-day management of Council's investments to the:

- Chief Financial Officer (Responsible Accounting Officer)
- Director Corporate Services
- Financial Planning Coordinator
- Financial Operations Coordinator
- Manager Revenue and Property

A minimum of two price quotations of like or similar investments must be obtained for the acquisition of all market investments in order to verify the fairness of the purchase price. Two authorised signatories, with appropriate delegation limits must approve each investment recommendation. Recommendations must be retained on file as a permanent record.

Any single investment exceeding \$5M, or, with a maturity term that exceeds 2 years must be authorised by the Responsible Accounting Officer, Director Corporate Services or General Manager.

POLICY: ~~INVESTMENTS~~INVESTMENTS | 2.3, 16 NOVEMBER 2022

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The General Manager must approve delegations in writing and record them in the Register of Delegations. Delegated officers are required to acknowledge that they have received a copy of this policy and understand their obligations in this role when investing funds on behalf of Council in accordance with this policy.

Adequate controls are in place to safeguard Council's assets, such as the separation of duties in relation to authorising and executing transactions through the requirement of two authorised signatories for each transaction.

Conflicts of Interest

Officers shall refrain from activities that would conflict with the proper execution and management of Council's investment portfolio. Council's ~~Conflicts of Interest Policy~~Code of Conduct provides guidance for recognising and disclosing any conflicts of interest.

Commented [AA1]: UPDATED FOR CODE OF CONDUCT WHERE CONFLICTS OF INTEREST GUIDANCE IS OUTLINED.

In accordance with Council's Statement of Business Ethics, any independent investment advisors are also required to disclose any actual or perceived conflicts of interest.

Investment Risk

Investment risk can take many forms:

Credit risk – the risk that the institution Council has invested in fails to pay the interest and or repay the principal of an investment.

Liquidity risk – the risk an investor is unable to realise the investment at short notice due to the illiquid nature of a particular investment. This could potentially result in Council being unable to meet payments as and when they fall due.

Market risk – the risks associated with changes in market prices such as interest rates, currency and commodity prices.

Legislative risk – the risk of laws changing that affect investment value.

~~Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.~~

Commented [AA2]: RISK IDENTIFIED AND INLINE WITH OLG INVESTMENT POLICY GUIDELINES

Risk Management Strategies

There are risks associated with all investments. Council's primary consideration is the reduction of credit and liquidity risks. The following strategies aim to reduce these risks.

CREDIT QUALITY LIMITS

To reduce credit risk, Council will only invest in products with a Standard and Poor's (S&P) long-term credit rating of BBB or stronger, with the exception of TCorp's Hour-Glass Funds and long-term credit rating of BBB- for Local ADI's only. Investments in BBB- that are not Local ADI's or are unrated entities will be restricted to the limits of the Commonwealth Guarantee (Financial Claims Scheme).

To further reduce risk Council's policy includes maximum holding limits for each rating category. Individual counterparties/financial institution limits are also established to ensure portfolio diversification which reduces the risk of being over exposed to a particular institution.

POLICY: ~~INVESTMENTS~~INVESTMENTS | 2.3, 18 JUNE 2025 ~~15-MARCH-2024~~

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The following table applies to restrict investments in institutions by the S&P long-term credit rating. Percentage limits in the table refer to percentages of the total portfolio.

Long-Term Credit Rating	Portfolio Limit	Limit Per Institution
AAA to AA-	100%	40%
A+ to A	50%	20%
A-	40%	20%
BBB+	20%	10%
BBB	10%	5%
BBB- : Local ADI's	5%	5%
BBB- : Other	5%	Limited to the Commonwealth Guarantee amount
TCorp's Hour-Glass Growth Funds (No Rating)	15%	Not Applicable
TCorp's Hour Glass Short Term Income Fund (No Rating)	15%	Not Applicable
TCorp's Hour-Glass Cash Fund (No Rating)	30%	Not Applicable
No Rating	5%	Limited to the Commonwealth Guarantee amount

Credit guidelines to be adopted reference the S&P ratings system criteria and format. Credit ratings measure relative credit strength and in no way do they guarantee the Council against investment losses. Despite this challenge, credit ratings provide the best independent information available to assess exposure to credit risk. The format of S&P rating criteria is shown in the below table.

S&P		RATING DESCRIPTION	
LONG-TERM	SHORT-TERM		
AAA	A-1+	PRIME	INVESTMENT-GRADE
AA+		HIGH GRADE	
AA			
AA-			
A+	A-1	UPPER MEDIUM GRADE	
A			
A-			
BBB+	A-2	LOWER MEDIUM GRADE	

POLICY: **INVESTMENTSINVESTMENTS** | 2.3, 16 NOVEMBER 2022

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BBB	A-3		
BBB-			
NR	NR	NO RATING	NO RATING HAS BEEN REQUESTED

Investments graded lower than BBB- are not shown as they are considered non-investment grade speculative and therefore would be prohibited under this policy.

TERMS TO MATURITY FRAMEWORK

The term to maturity framework is structured around the cash requirements of the Council and the management of liquidity and market risk. The portfolio liquidity parameters specify the maximum and minimum amounts or percentages of the total investment portfolio that can be held within the various investment maturity bands. The liquidity/maturity profile of the total investment portfolio must comply with the parameters shown in the table below.

Period to Maturity	Cumulative Minimum % of Total Portfolio
< 3 months	Greater of 20% or \$25 million
< 1 year	40%
< 2 years	50%
< 4 years	85%

The minimum requirement for short term access to investments is set at a minimum of \$25 million to ensure adequate funds are available to meet Council's expected liabilities based on the current budget.

Term to Maturity	Maximum % of Total Portfolio
< 3 months	100%
3 months to 1 year	80%
1 to 2 years	60%
2 to 4 years	50%
Greater than 4 years	15%

The term to maturity of individual investments will also be limited according to the institutions credit rating, as shown in the table below.

Long-Term Credit Rating	Maximum Term
AA- or above	5 years
A+ to A	3 years
A- to BBB+	2 years
Below BBB+	1 year

POLICY: ~~INVESTMENTS~~INVESTMENTS | 2.3, 18 JUNE 2025 ~~15-MARCH-2024~~

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PROCEDURE FOR THE BREACH OF LIMITATIONS OR THRESHOLDS

Where a breach of threshold or limitation occurs due to an unavoidable change in the total investment portfolio or downgrade in credit rating, the following process will apply:

- an immediate freeze is imposed on the acquisition of new investment in the relevant category until the portfolio can be effectively managed back to accord with the requirements of this policy
- the relevant category of investments must be managed back in accord with the policy limits within a period that takes into account any adversity created by market, liquidity and credit risk.

The immediate forced sale of the investment in breach of limits or thresholds will not be required.

Performance Benchmarks

Investment performance will be measured monthly against the 6 month Bank Bill Swap rate reported by the Reserve Bank of Australia. Reporting

Documentary evidence must be held for each investment and details thereof maintained in the Investment Register. The documentary evidence must provide Council legal title to the investment.

Details to be included in the Investment Register:

- The source and the amount of money invested;
- Particulars of the security or form of investment in which the money is invested;
- The term of the investment; and
- The rate of interest to be paid, and the amount of money that Council has earned, in respect of the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least monthly.

Council will be provided with a written report each month setting out details of the entire investment portfolio. The report will confirm compliance of Council's investments with legislative and policy requirements. The report will be made up to the last day of the month immediately preceding the meeting.

As part of the ~~quarterly budget review process~~monthly investment reporting, Council will be provided with ~~a detailed commentary and~~ performance benchmarking of the portfolio.

Commented [AA3]: CHANGED TO MONTHLY INVESTMENT REPORTING

Review of Policy and Investments

ANNUAL REVIEW

In accordance with the Office of Local Government Investment Policy Guidelines, Council will review the Investments Policy annually or in the event of significant legislative or market changes.

PROFESSIONAL ADVICE

POLICY: ~~INVESTMENTS~~INVESTMENTS | 2.3, 16 NOVEMBER 2022

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Council may from time to time use the services of suitably qualified investment professionals to provide assistance in investment strategy formulation, portfolio implementation and monitoring.

Any such advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of this Investment Policy.

Any independent advisor engaged by Council is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

Definitions

Term	Meaning
Authorised Deposit-Taking Institution	Authorised Deposit-Taking Institutions are corporations which are authorised under the <i>Banking Act 1959</i> to accept deposits and conduct banking activities.
BBSW	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.
Bill of Exchange	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.
Commonwealth Guarantee (Financial Claims Scheme)	The Financial Claims Scheme (FCS) is an Australian Government scheme that protects depositors of authorised deposit-taking institutions (banks, building societies and credit unions) and policyholders of general insurance companies from potential loss due to the failure of these institutions. For banks, building societies and credit unions incorporated in Australia, the FCS provides protection to depositors up to \$250,000 per account-holder per ADI. The Scheme seeks to provide depositors with timely access to their protected deposits in the unlikely event of the failure of their ADI.
Debenture	A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.
FRN	A Floating Rate Note (FRN) is a medium to long-term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly.
TCorp's Hour-Glass Funds	New South Wales Treasury Corporation (TCorp) is the financial markets partner for New South Wales public sector agencies. Hour-Glass Funds are permitted under Ministerial Local Government

POLICY: ~~INVESTMENTS~~INVESTMENTS | 2.3, 18 JUNE 2025, 15 MARCH 2024

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	Investment Order. Hour-Glass Funds are ready made Unit Trusts catering to most investment objectives.
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9.2 Policy Review - Light Fleet

REPORT BY THE MANAGER PROCUREMENT AND FLEET
TO 18 JUNE 2025 ORDINARY MEETING
GOV400113, GOV400047, PLA500009

RECOMMENDATION

That Council:

- 1. receive the report by the Manager Procurement and Fleet on the Policy Review - Light Fleet;**
- 2. place the revised Light Fleet Policy on public exhibition for 28 days; and**
- 3. adopt the revised Light Fleet Policy, if no submissions are received.**

Executive summary

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

Disclosure of Interest

Nil

Detailed report

Light Fleet Policy

This Policy review ensures compliance with Council's review requirements, maintaining up-to-date and relevant information for staff and the community.

No significant changes have been made; updates primarily reflect current legislation, minor content revisions, and improved presentation.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

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

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

KRISTIE WARD
MANAGER PROCUREMENT AND FLEET

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

4 June 2025

Attachments: 1. POLICY - REVIEW - Light Fleet - MAY 25.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY Light Fleet

*A prosperous
and progressive
community*

ADOPTED		VERSION NO	1.1
COUNCIL MEETING MIN	283/20	REVIEW DATE	SEPTEMBER 2024
DATE:	MAY 2025 ¹⁶	FILE NUMBER	GOV400047; PLA500009

Objective

Through this Policy, Council aims to achieve the following objectives:

To provide guidance for sustainable, effective and ~~cost-efficient~~cost-efficient management of Council's light motor vehicle fleet¹;

Legislative requirements

- Local Government Act 1993
- Local Government (General) Regulation [20052021](#)
- [Work Health Safety](#) Act [20142023](#)

Related policies and plans

- Disposal of Assets
- Code of Conduct
- ~~Light Fleet Procedure~~
- [Sustainable](#) Procurement [and Contracts](#) Policy

Policy

Scope

This policy applies to the use of Council-owned motor vehicles across all Council operations. It covers the following individuals:

- Council Employees – All staff members authorised to access and use Council vehicles as part of their duties.
- Mayor – The Mayor, who is provided with a Council vehicle for the performance of official Mayoral responsibilities.
- Councillors – Councillors using Council vehicles for authorised official Council business.
- Volunteers – Volunteers engaged in Council activities who are authorised to operate a Council vehicle on Council's behalf.

POLICY: LIGHT FLEET | [VERSION 1.1.2, 16 SEPTEMBER 2020](#)~~MAY 2025~~

~~2.~~ Fleet Vehicle Selection

When procuring and managing the Council fleet, the following principles will guide vehicle selection:

- Standardisation – Promoting consistency in vehicle types across the fleet, where appropriate, to support operational efficiency and cost-effective maintenance.
- Sustainability – Prioritising vehicles that meet environmental and economic sustainability objectives.
- Safety – Ensuring vehicles meet current Work Health and Safety standards and maintain a high ANCAP safety rating.
- Operational Requirements – Aligning fleet decisions with the service delivery needs of Council, specific departments, and role-based functions.

Council will make fleet decisions that balance environmental, financial, safety, operational, and individual role requirements.

The light fleet will be configured to meet the diverse operational demands of departments and comply with contractual, statutory, and employment obligations. This includes provision of specialist "tools of trade" vehicles where required. All fleet vehicles must be [positionally](#) fit for purpose unless otherwise approved by the General Manager.

~~3.~~ Purchase of Light Fleet

Council will pursue best value outcomes in the procurement of light fleet vehicles, supporting the principles of sound financial management and local economic development. All vehicle purchases will comply with Council's Light Fleet Procedure and Local Preference Policy, where applicable.

[Light](#) ~~4.~~ Fleet Replacement and Turnover Guidelines

Council will generally replace light fleet vehicles according to the following schedule, unless varied by the General Manager to meet operational needs [and](#)/or financial considerations:

- Leaseback and Work vehicles – 4 years or 120,000km (whichever occurs sooner);
- Weeds vehicles (work vehicles) – 5 years;
- [TRP](#) and Executive vehicles – 3 years or 90,000km (whichever occurs sooner)
- ~~Executive Vehicles – 3 years or 90,000 km~~

~~5.~~ Procurement and Disposal

To achieve economies of scale and best value outcomes, Council will:

POLICY: LIGHT FLEET | 1.2, MAY 2025

POLICY: ERROR! REFERENCE SOURCE NOT FOUND. | ERROR! REFERENCE SOURCE NOT FOUND. | [INSERT DATE]

- ~~Preference light fleet that can be maintained by either local dealerships and/or Council's internal services~~
- Standardise vehicle makes and models where practical.
- ~~Limit the number of supplier contracts to streamline procurement processes.~~
- Maintain flexibility in disposal methods to optimise asset recovery and minimise whole-of-life costs.

~~6-~~Vehicle Use and Access

Council vehicles may be allocated for:

- Private Use – Where approved and subject to leaseback fees and applicable taxation/statutory requirements.
- Commuter Use – For operational roles where travel to/from work is ~~required~~included due to specific task/position requirements.
- Business Use Only – All Council vehicles are considered part of the corporate pool and are to be made available during business hours to support operational activities.

Any misuse of Council vehicles may result in disciplinary action in accordance with Council's Code of Conduct and relevant policies.

~~7-~~Alternative Arrangements

To support cost-effective fleet management, alternative arrangements may be entered into between Council and applicable staff under the Local Government Act 1993. These may include lease agreements or salary packaging arrangements involving cash-in-lieu of vehicle entitlements.

~~8-~~Savings and Transitional Provisions

This policy does not amend, override, or otherwise alter any pre-existing employment contract or entitlement that was in place at the time of adoption.

Smoke-Free Vehicles

Council maintains a smoke-free workplace policy that extends to all Council vehicles. Smoking is strictly prohibited in any Council vehicle, which is considered an extension of the workplace.

Scope

~~This policy applies to all Council operations.~~

~~This policy applies to all Staff of Council who qualify for use of a Council motor vehicle.~~

POLICY: LIGHT FLEET | [VERSION 1.11.2, 16 SEPTEMBER 2020](#)[MAY 2025](#)

This policy also applies to the Mayor, who is allocated a Council vehicle to carry out Mayoral Duties, and any Councillor who may use a Council vehicle to carry out Councillor duties.

This policy applies to any volunteer that operates a Council vehicle on behalf of Council.

Type of Vehicles

In choosing the most appropriate vehicles for the fleet, consideration will be given to maximising standardisation of vehicle type, environmental and economic sustainability, safety and occupational health and safety requirements, and operational and service delivery needs of the Council, the department and the position requirements.

Council will always endeavour to balance environmental, economic, safety, operational and individual requirements.

Council's light fleet requirements will reflect the diversity of the department and contractual obligations, for example, specialist 'tools of trade vehicles' for operational requirements and also where statutory and/or contractual or employment obligations arise. Vehicles will be fit for purpose unless varied by the General Manager.

Purchase of Light Fleet

Council endeavours to obtain value for money opportunities for the community and is determined to support our local economy. The existing Local Preference Policy will be included in all light fleet purchases within the parameters of the supporting Light Fleet Procedure.

Replacement/Turnover of Light Fleet

Generally, Council will replace motor vehicles based on the below information (unless otherwise amended at the General Manager's discretion), in order to ensure maximum financial efficiencies:

Work vehicles—4 years or 120,000km

Professional vehicles—4 years or 120,000km

Managers on TRP vehicles—3 years or 90,000km

Executive vehicles—3 years or 90,000km

Procurement and Disposal Arrangements

Economies of scale are to be achieved by strict standardisation of vehicle type, minimising contracts and maintaining flexibility in disposal procedures to maximise returns.

Use of Council Vehicles

Council vehicles may be available to employees on either a private use or commuter use basis, subject to payment of lease back fees and taxation and other statutory considerations.

POLICY: LIGHT FLEET | 1.2, MAY 2025

POLICY: ERROR! REFERENCE SOURCE NOT FOUND. | ERROR! REFERENCE SOURCE NOT FOUND. | [INSERT DATE]

Irrespective of the type of private use, if any assigned to a Council vehicle, during normal business hours all available Council vehicles will be used as 'pool vehicles' to carry out Council business.

Misuse of Council vehicles may lead to disciplinary action.

Alternative Arrangements

As a tool to achieve the objective of cost efficient management of the fleet, alternative arrangements, including novated leases and salary packages incorporating cash equivalents, may be entered into between Council and the General Manager, Executive Managers, Senior Staff and/or Managers as defined by the Local Government Act 1993.

Savings and Transitional Arrangements

This Policy does not, nor it is it intended to, change or alter any of the existing contractual conditions of employment in place as at the date of adoption of this Policy, between the Council and any particular employee of the Council.

Smoke Free Environment

Council provides a smoke free workplace and this Policy extends to Council vehicles. No smoking in any Council vehicle is permitted as the vehicle is considered an extension of the workplace.

9.3 Naming of an unnamed road off Doughertys Junction Road, Pyramul

REPORT BY THE PROPERTY SUPPORT OFFICER
TO 18 JUNE 2025 ORDINARY MEETING
GOV400113, r0790041

RECOMMENDATION

That Council:

1. receive the report by the Property Support Officer on the naming of an unnamed road off Doughertys Junction Road, Pyramul;
2. name this road Sweepys Creek Road being the unnamed road off Doughertys Junction Road; and
3. advertise the proposed name and receive a further report at the end of the exhibition period to formalise the name of the road.

Executive summary

Addressing is required for several properties accessed by this unnamed road reserve, requiring the road to be named.

Disclosure of Interest

Nil

Detailed report

Council, being the Roads Authority, is required to name new and unnamed streets and roads. The purpose of this report is to provide a list of names submitted by the public from which Council can choose a name for this unnamed road.

Following a request to provide addressing to a property accessed via this unnamed road reserve, Council wrote to the neighbours of the road reserve on 17 April 2025 requesting their naming suggestions. Public consultation was also invited in an advertisement placed in the 26 April 2025 issue of the Mudgee Guardian and on Council's website. Submissions closed on 19 May 2025 and during this period two submissions were received with the following names suggested:

Cattle Station	Sweepys Creek	Prospectors	Boonderoo
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These names were evaluated via the Geographical Names Board. Cattle Station, Sweepys Creek and Prospectors were found acceptable for use as a street/road name. A potential issue was found with Boonderoo as it sounds similar to Bonds Street in Hargraves.

The recommended name of Sweepys Creek Road relates to a geographical feature of the area. A creek that the road being named crosses before the creek joins with Pyramul Creek just to the north.

Street naming is legislated under the Roads Act, 1993. This Act empowers the authority in charge of the road with the rights to name it. The naming of this Road reserve will allow the completion of rural addressing for properties accessed by this road. Section 162 of the Roads Act (1993) states that “a road authority may name and number all public roads for which it is the authority. A roads authority may not alter the name of a public road unless it has given the Geographical Names Board (GNB) at least two months notice of the proposed name.”

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

1. Advertised in the Mudgee Guardian and on Council’s website inviting submissions in writing from the public for a period of 21 days.
2. Concurrently, notice of the new name 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, inviting submissions in writing for a period of 14 days.

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

Community Plan implications

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

Strategic implications

Council Strategies

Not applicable.

Council Policies

Road, Bridge and Place Naming Policy

Legislation

Roads Act, 1993

Road Regulation 2008

Geographical Names Act, 1996

Geographical Names Board of NSW Addressing Policy and User Manual, October 2024

Financial implications

Cost and installation of 1 street sign and 1 No Through Road sign at the intersection of the unnamed road with Doughertys Junction Road is currently included in existing street signage budgets.

Associated Risks

Nil

CAROLYN ATKINS
PROPERTY SUPPORT OFFICER

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

20 May 2025

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

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Rod Franich

9/05/2025

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

Re – Naming of unnamed road off Doughertys Junction Road

Dear Manager,

Thank you for the opportunity to submit potential names for the referenced road.

I have only owned my property for about eleven years and so am a relative new-comer to the area. I have no knowledge of Aboriginal, Pioneering or War time history in this area so can offer no names related to those themes.

In terms of Local history, I have the following information. The Road is part of a Crown Road reserve that ran from Doughertys Junction Road in the north through Green Valley Creek in the south and then connects to Slatterys Road. Along the way it runs parallel to Cattle Station Gully which is a named Creek.

It was created so that I could access my property which was addressed as "Cattle Station" when I bought it. Talking to locals it has been called that for some time. The previous owners – the Rayners and before them – the Seaman's, have all know the property as Cattle Station.

I cannot find when the property and creek were named but the creek does appear on a 1918 Map of the Wellington County (attached but needs to be viewed online to see the detail) and it is safe to assume they were named around the same time which is over a hundred years ago.

Because of the creek and property, I suggest Cattle Station Road as a name. Considering the scenario of a lost visitor asking a local where Cattle Station Road is; the local, even though they have not heard of the road, would know where Cattle Station is and be able to direct them. The locals on the Hargraves Fire Brigade all know where Cattle Station is, so from that perspective, it makes sense.

The names Seaman Road and Rayner Road are also okay, but since those families still exist in the area, a local might get confused if someone were to say there is a fire on, or delivery for, Rayner Road and send them to Grathlyn instead.

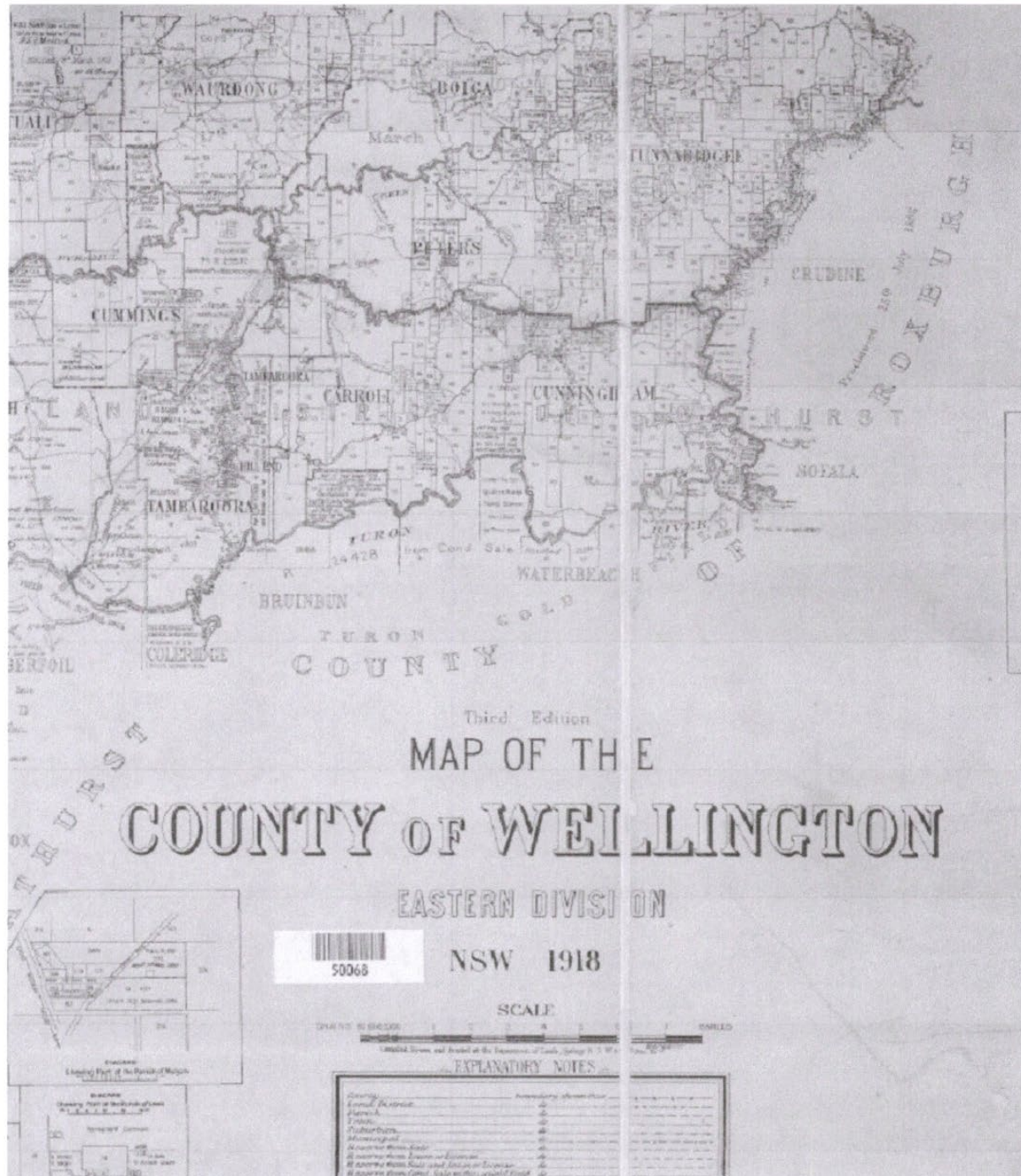
In terms on flora, I thought that the Blue Devil was unique to the area but found out it grows across NSW, Victoria and SA after good rain. So, I can't suggest anything there either.

Thanks again,

Yours sincerely,

Rod Franich





From: Graham Anne Edwards
Sent: Monday, 12 May 2025 7:40 AM
To: Council; Graham Anne Edwards
Subject: CA / R0790041 Naming of Unnamed Road off Doughertys Junction Road

General Manager
Mid Western Regional Council

RE: Naming of Unnamed Road off Doughertys Junction Road

As per your letter dated 17 April 2025, we would like to submit names for consideration for the unnamed road neighbouring our property at 868 Doughertys Junction Road as follows:

Sweepys Creek Road
As the new road passes over Sweepys Creek

Prospectors Way
For the rich history of gold prospecting and fossicking in our area, with history of gold mining and fossicking showing throughout our property. For the people who worked the land during that time.

Boonderoo Road
We named our property shortly after purchasing it in September 2014. We chose Boonderoo an aboriginal name which means "stony ground". It is not from the Wiradjuri language, but as the description is so appropriate for our land we thought we would include it here as well. We are not a commercial operation or have any profit making enterprise on the land. We just love this property and thought to submit this name as well. This word is from the Tjeraridja dialect from the Nullabor/western area.

Thank you for taking the time to review our suggestions and we look forward to finding out the name you decide on. We are not sure where the process goes from here but this means alot to us as our address will be changing.

Please feel free to contact us on our mobiles below or at this email address if you need to.
We are waiting with anticipation on your decision whether that is one of our suggestions or another one.

Kindly yours

Graham & Anne-Marie Edwards



9.4 Write-off of Debts - Period 31/5/2024 to 22/5/2025

REPORT BY THE MANAGER - PROPERTY AND REVENUE
TO 18 JUNE 2025 ORDINARY MEETING
GOV400113, A0140197

RECOMMENDATION

That Council:

1. **receive the report by the Manager - Property and Revenue on the Write-off of Debts - Period 31/5/2024 to 22/5/2025;**
2. **note the write-offs totalling \$6,396.90 made under delegated authority as stipulated in the confidential Attachment 1 to this Report for the period 31/5/2024 to 22/5/2025;**
3. **authorise the write-off of those additional debts greater than \$2,500 and totalling \$110,308.19 as stipulated in the confidential Attachment 1 to this Report for the period 31/5/2024 to 22/5/2025; and**
4. **note the write back of debts previously written off, but now collected totalling \$2,843.07 as stipulated in Attachment 1 to this Report for the period 31/5/2024 to 22/5/2025.**

Executive summary

This report provides a summary of debts less than \$2,500 owed to Council that have been written off since 31 May 2024 under delegated authority, seeks authority to write-off other amounts greater than \$2,500 that are deemed unrecoverable and note amounts previously written-off that have since been recovered and can therefore be written back.

Disclosure of Interest

Nil

Detailed report

The Local Government Regulations specify the requirements and restrictions placed on Council to write off debts, as outlined in the Legislation section of this report. The attached summary documents the delegated write offs and outlines the debts greater than \$2,500 that require Council's resolution to write off.

The total amount written off for the period 31 May 2024 to 22 May 2025 under delegation was \$6,396.90. Details of the individual debts are shown in the confidential Attachment 1 to this report.

The total amount of debts greater than \$2,500 that require a Council resolution to write off is \$110,308.19. Details of these individual debts are also shown in the confidential Attachment 1 to this report.

The most significant of these is a debt totalling \$90,463.10 which was incurred by the debtor in relation to tipping fees for a demolition project in 2023. The debtor applied for \$25,000 credit in accordance with Councils Credit Policy in December 2022. Prior to approval to provide credit, a Directors Guarantee was obtained, and background credit checks were carried out. These safeguards were considered sufficient to approve the credit application as no issues were identified with the company background. Once approved, the debtor then carried out the tipping, where the quantities and value greatly exceeded the approved credit in a short space of time. Having incurred the debt, it then transpired that the business was wound up, so recovery actions were undertaken against the director. The director ultimately was declared bankrupt, and subsequent legal advice has confirmed there is now no legal basis to collect the debt.

Following the evolution of the above matter, additional steps have been introduced into the process of considering the granting of credit for sundry debts. It is believed these will reduce the risk of incurring debts that cannot be collected in the future. In addition, the provisions of the Credit Policy will be modified when next reviewed to enhance protections for Council.

Debts totalling \$2,843.07 which were previously written off by Council have now been recovered. These amounts are shown in the confidential Attachment 1 to this report. It is recommended Council note the write back of these amounts to offset the payments received.

Consultation has been undertaken with Council's debt collection agent and/or solicitors throughout the debt recovery processes in relation to debts written off. Action to continue to pursue the debts is available to Council in some cases, however this is not considered appropriate for the reasons stated in the confidential Attachment 1.

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

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Councils Debt Management and Recovery Policy
Credit Policy

Legislation

Sections 213 and 131 of the Local Government (General) Regulation 2021 specify restrictions on writing off debts owed to a council. Council has previously resolved that the General Manager be delegated to write off amounts up to \$2,500. Debts owed to Council that are greater than \$2,500 must have a Council resolution directing that the stipulated amounts be written off.

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

- a) if the debt is not lawfully recoverable, or

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

Regulation 131(6) states that the General Manager must advise the Council of rates and charges written off by written order of the General Manager.

Financial implications

The writing off of the amounts shown in the attachment will reduce the balances of outstanding receivables. Provisions for doubtful debts exist within Councils accounts. The impact on operating performance ratio will depend on the assessment of other debts at financial year end.

Council's Credit Policy is in place to minimise the expenditure of valuable resources collecting and writing off overdue and bad debts. There are no budget variations required for this write-off.

Associated Risks

Not Applicable

IAN CLAYTON
MANAGER - PROPERTY AND REVENUE

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

22 May 2025

Attachments: 1. Debts written-off - Period 31/5/2024 to 22/5/2025. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.5 Tender Acceptance - Supply and Delivery of Bulk Fuel

REPORT BY THE PROCUREMENT COORDINATOR
TO 18 JUNE 2025 ORDINARY MEETING
GOV400113, COR400898

RECOMMENDATION

That Council:

1. **receive the report by the Procurement Coordinator on the Tender Acceptance - Supply and Delivery of Bulk Fuel;**
2. **accept Ocwen Energy Pty Ltd t/as Lowes Petroleum and Petro National Pty Ltd t./as Oilsplus for Tender S1_2024 – Supply and Delivery of Bulk Fuel in accordance with Clause 178 of the Local Government (General) Regulation 2005 – Part 7 Tendering;**
3. **accept the commencement date is 1 July 2025 and expiry is 30 June 2027;**
4. **allow provision for a 12 month extension noting that the extension will only be executed based on service provider performance which may take this contract to 30 June 2028;**
5. **accept that pricing may vary dependant on the rise and fall in the market, on acceptance of Ocwen Energy Pty Ltd t/as Lowes Petroleum and Petro National Pty Ltd t./as Oilsplus, no price is set; and**
6. **delegate authority to the Manager, Procurement and Fleet to accept or decline extension periods based on the performance of the contract and associated suppliers.**

Executive summary

Council participated in the Central NSW Joint Organisation (CNSWJO) tender process for the Supply and Delivery of Bulk Fuel to Council. The CNSWJO undertook the tender process on behalf of their member Council's permitting Mid-Western Regional Council the opportunity to participate, therefore eliminating the requirement to run our own tender.

Given that Mid-Western Regional Council requirements are similar to those of the CNSWJO member Council requirements, this tender provides the best value for money option for our rate payers compared to other tendering options; for example Local Government Procurement & Regional Procurement. This is due to the tendering specification and bulk buy methodology for purchase and delivery to the central west area. The tender undertaken by CNSWJO provides Council the ability to create a contract with two preferred suppliers, all providing appropriate compliance requirements and specification, therefore eliminating Council having to undertake the full tender process internally, however allowing us to be selective with what companies we wish to do business with.

Disclosure of Interest

Nil

Detailed report

Purpose

CNSWJO member councils expressed interest in participating in a regional procurement process for supply and delivery of bulk fuel. Although we are not a member, for a minor fee, we were permitted to participate. This contract is a new regional contract to commence on 1 July 2025 for a period of 3 years with an optional 1 year extension.

Advertised

An open Request for Tender process was undertaken through the CNSWJO eProcure Portal. The Request for Tender for the supply and delivery of bulk fuel opened on 31 March 2025 and closed on 23 April 2025.

Tenders Received

3 tenders were received and no late tenders accepted, (within the knowledge of council officers).

Process of Evaluation

The tenderers were assessed by a panel of member Council's representatives and presented to participating Council's for consideration and selection of appropriate suppliers for their organisation.

Methodology

All tenders were assessed and scored against the evaluation criteria listed in the tender documentation and weightings in the evaluation plan to determine compliant tenders. Recommendation is made to only accept Ocwen Energy Pty Ltd t/as Lowes Petroleum and Petro National Pty Ltd t/as Oilsplus and decline to accept Castlyn Pty Ltd. T/A Inland Petroleum, given their relatively lower scoring in key criteria.

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

Sustainable Procurement and Contracts Policy

Legislation

Local Government Act 1993 (NSW)

Local Government (General) Regulation 2021 (NSW)

Financial implications

Not Applicable

Associated Risks

Not Applicable

SIMONE GOODWIN
PROCUREMENT COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

28 May 2025

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

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.6 2025/26 Operational Plan and 2025/26 - 2028-29 Delivery Program

REPORT BY THE FINANCIAL PLANNING COORDINATOR
TO 18 JUNE 2025 ORDINARY MEETING
GOV400067, FIN300202, GOV400098, GOV400113

RECOMMENDATION

That Council:

1. receive the report by the Financial Planning Coordinator on the 2025/26 Operational Plan and 2025/26 - 2028-29 Delivery Program;
2. adopt the Operational Plan for 2025/26 and Delivery Program for 2025/26 to 2028/29, including the Fees & Charges Schedule; and
3. make the following rates and charges for the 2025/26 financial year:
 - 3.1 A Residential Rural Rate of 0.352241 cents in the dollar on the land value as at 1 July 2025 of all land so categorised as Residential, with a minimum rate of \$805.17;
 - 3.2 A Residential Urban Rate of 0.352241 cents in the dollar on the land value as at 1 July 2025 of all land so categorised as Residential and further subcategorised as Residential Urban, with a minimum rate of \$805.17;
 - 3.3 A Farmland Rate of 0.267552 cents in the dollar on the land value as at 1 July 2025 of all land so categorised as Farmland, with a minimum rate of \$805.17;
 - 3.4 A Business Rate of 0.595210 cents in the dollar on the land value as at 1 July 2025 of all land so categorised as Business, with a minimum rate of \$805.17;
 - 3.5 A Business Rylstone Aeropark Rate of 0.205432 cents in the dollar on the land value as at 1 July 2025 of all land so categorised as Business and further subcategorised as Business Rylstone Aeropark, with a minimum rate of \$264.32;
 - 3.6 A Mining Rate of 1.055204 cents in the dollar on the land value as at 1 July 2025 of all land so categorised as Mining, with a minimum rate of \$805.17;
 - 3.7 A Hunter Valley Catchment Contribution Rate of 0.00657 cents in the dollar on the land value as at 1 July 2025 of all land within the catchment contribution area that has a land value in excess of \$300 and is rateable for the time being under the Local Government Act 1993. Council contributes to the provision of watercourse management in the area controlled by Hunter Local Land Services. A Hunter Valley Catchment Special Rate, which is determined by the authority, is to be applied for the purposes of the Local Land Services Regulation 2014.
 - 3.8 The interest to be charged on overdue rates and charges shall be calculated at a rate of 10.5% per annum for the 2025/26 financial year, on a daily simple interest basis;
 - 3.9 A Domestic Waste Management Charge of \$358 for all rateable and non-rateable properties within the service areas. Where there is more than one

service the annual charge will be multiplied by the number of services;

- 3.10 A General Waste Disposal Charge of \$270 for all rateable and non-rateable properties with the exception of certain Farmland properties that can identify in the manner required by Council that they have a landholding comprised of multiple assessments with a lesser number of residences than assessments; they will be charged for the number of residences. Where there is more than one service the annual charge will be multiplied by the number of services;**
- 3.11 A Business Waste Management Charge of \$277 for all rateable and non-rateable Business category properties where a service is rendered. Where there is more than one service the annual charge will be multiplied by the number of services;**
- 3.12 Water charges for rateable and non-rateable properties within the water supply area of:**

Charge Type	Detail	Amount
Service Availability	20mm meter	\$188
	25mm meter	\$294
	32mm meter	\$481
	40mm meter	\$752
	50mm meter	\$1,175
	80mm meter	\$3,008
	100mm meter	\$4,700
	150mm meter	\$10,575
	200mm meter	\$18,800
Usage - per kL	Residential	\$3.88
	Business	\$3.88
	Raw Water	\$1.60
	Standpipe	\$7.07

In relation to any multi-unit residential development, including any strata development, each unit will be levied a 20mm service availability charge. In relation to vacant land where a water meter is not connected, each property will be levied with a 20mm service availability charge; and

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

Charge Type	Detail	Amount
Service availability	Residential	\$1,067
	Non-Residential	\$596
Usage - Non-Residential	Based on kLs of water that would reasonably be deemed to enter MWRC sewer schemes	\$3.41
Liquid Trade Waste - Annual Charge	Category 1 Discharger	\$118
	Category 2	\$234

	Discharger Category 3 Discharger Re-inspection Fee	\$775 \$114
Liquid Trade Waste - Category 1 without appropriate equipment	Per kilolitre	\$2.20
Liquid Trade Waste - Category 2 with appropriate equipment	Per kilolitre	\$2.20
Liquid Trade Waste - Category 2 without appropriate equipment	Per kilolitre	\$19.30

Executive summary

At the Extraordinary Council Meeting on 28 May 2025, Council considered all public and management submissions to the draft Operational Plan. Council resolved to amend the 2025/26 Operational Plan and 2025/26 to 2028/29 Delivery Program, and that it be brought back to Council at the June Ordinary Meeting for endorsement.

Disclosure of Interest

Nil

Detailed report

Council has been through an extensive planning process over the past few months to determine an appropriate annual plan, culminating in the Draft 2025/26 Operational Plan and 2025/26 - 2028-29 Delivery Program.

In April 2024, Council placed its' Draft 2025/26 Operational Plan and 2025/26 - 2028-29 Delivery Program on exhibition. In this time, Council received a number of submissions that were considered on 28 May 2025.

RATES MODEL

The Rates Model proposed as part of the Draft 2025/26 Operational Plan and 2025/26 - 2028-29 Delivery Program includes an increase to all rating categories of the IPART capped rate of 3.8%, distributed evenly.

Land rating categories are:

- Farmland;
- Residential;
- Business; and
- Mining

It should be noted that changes to land valuations and categorisation of properties will impact the net increase of a rating category, which may result in an adjusted movement of more or less than the 4.79% capped rate.

Council notes that Notional General Income calculations including compliance with the rate pegging provisions of the Local Government Act are subject to audit by the NSW Auditor General, whose findings are referred to the Office of Local Government to ensure compliance.

Community Plan implications

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

Strategic implications

Council Strategies

Relevant Integrated Planning and Reporting Strategies are taken into account during the process of developing the draft Delivery Program and draft Operational Plan, including the Community Strategic Plan, and Resourcing Strategies.

Council Policies

Relevant Integrated Planning and Reporting Policies may influence the way the Delivery program and Operational Plan are developed, for example the Asset Management Policy.

Legislation

The below sections of the Local Government Act 1993 have been referenced in this report, and/or have been taken into consideration for the recommendation set out in this report.

LOCAL GOVERNMENT ACT 1993 - SECT 405

405 Operational Plan

(1) A council must have a plan (its "operational plan") that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.

(2) An operational plan must include a statement of the council's revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.

(3) A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period (not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.

(4) During the period of public exhibition, the council must have for inspection at its office (and at such other places as it may determine) a map that shows those parts of its area to which each category and sub-category of the ordinary rate and each special rate included in the draft operational plan applies.

(5) In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.

(6) The council must post a copy of its operational plan on the council's website within 28 days after the plan is adopted.

LOCAL GOVERNMENT ACT 1993 - SECT 494

494 Ordinary rates must be made and levied annually

- (1) A council must make and levy an ordinary rate for each year on all rateable land in its area.
- (2) Each category or subcategory of ordinary rate is to apply only to land of the same category or subcategory.

LOCAL GOVERNMENT ACT 1993 - SECT 509

509 Maximum general income for a year

- (1) A council must not make rates and charges for a year so as to produce general income of an amount that exceeds the notional general income of the council for the previous year as varied by the percentage (if any) applicable to the council under section 506, 508 (2) or 508A for the year for which the rates and charges are made, except as provided by section 511 or 511A.
- (2) The "notional general income of a council for the previous year" is the amount that would have been derived if the same rates and charges as were made to produce the general income for that previous year had been so made but, in the case of rates, had been made in respect of:
 - a) the valuations of rateable land in the council's valuation record applicable as at 1 July in that previous year and required under this Act to be used in that previous year for the making and levying of rates (not including valuations of those parcels of rateable land for which supplementary valuations referred to in paragraph (b) have been furnished), and
 - b) supplementary valuations of rateable land having the same base date as those valuations and furnished to the council under the Valuation of Land Act 1916 during that previous year, and
 - c) any estimates of increase in value of rateable land that are provided to the council under section 513 in respect of that previous year.

LOCAL GOVERNMENT ACT 1993 - SECT 532

532 Publication of Draft Operational Plan

A council must not make a rate or charge until it has given public notice (in accordance with section 405) of its draft operational plan for the year for which the rate or charge is to be made and has considered any matters concerning the draft operational plan (in accordance with that section).

LOCAL GOVERNMENT ACT 1993 - SECT 533

533 Date by which a rate or charge must be made

A rate or charge must be made before 1 August in the year for which the rate or charge is made or before such later date in that year as the Minister may, if the Minister is of the opinion that there are special circumstances, allow.

Financial implications

All financial information is shown in the attached Draft Operational Plan 2025/26 and Draft 2025/26 to 2028/29 Delivery Program.

Associated Risks

Not Applicable

AMANDA AVNELL
FINANCIAL PLANNING COORDINATOR

NEIL BUNGATE
CHIEF FINANCIAL OFFICER

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

29 May 2025

Attachments: 1. Operational Plan 2025-26 FOR ADOPTION d5. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.7 Monthly Statement of Investments as at 31 May 2025

REPORT BY THE FINANCIAL PLANNING COORDINATOR AND CHIEF FINANCIAL OFFICER
TO 18 JUNE 2025 ORDINARY MEETING
GOV400105, FIN300053, GOV400113

RECOMMENDATION

That Council:

- 1. receive the report by the Financial Planning Coordinator and Chief Financial Officer on the Monthly Statement of Investments as at 31 May 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 31 May 2025.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

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

Legislation

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

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

Financial implications

Not Applicable

Associated Risks

Not Applicable

AMANDA AVNELL
FINANCIAL PLANNING COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

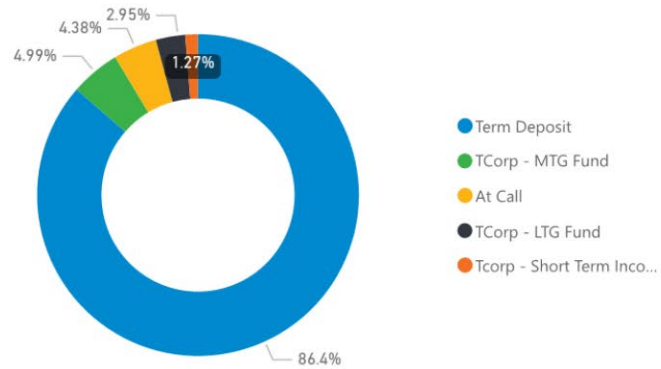
29 May 2025

Attachments: 1. Investment Report - May 2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Investments by Type

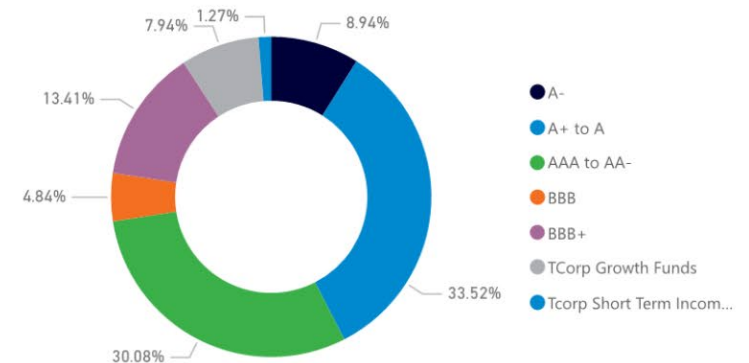


Mid-Western Regional Council Cash and Investments as at 31 May 2025

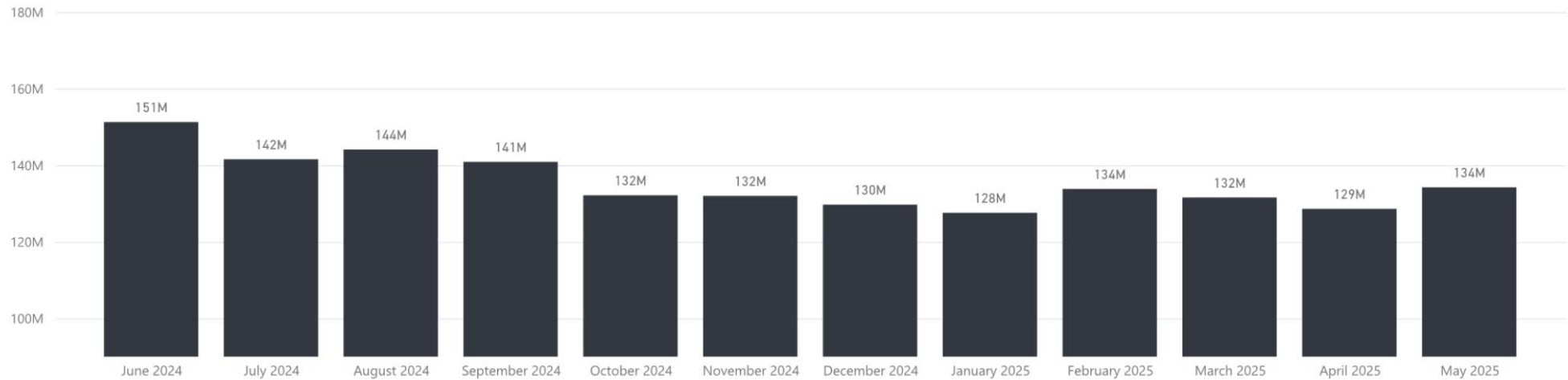
Total Investment Portfolio (\$)

134.25M

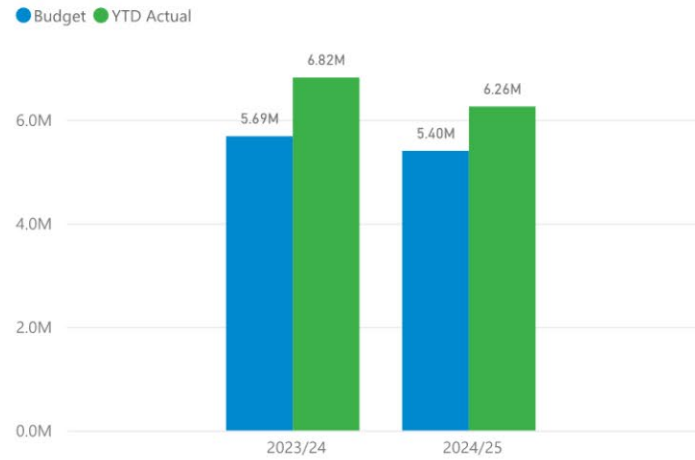
Investments by Long Term Rating



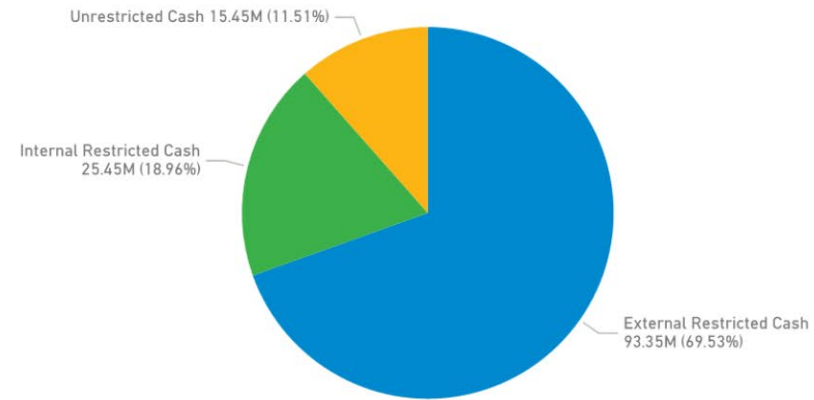
Portfolio Balance at End of Month (\$)



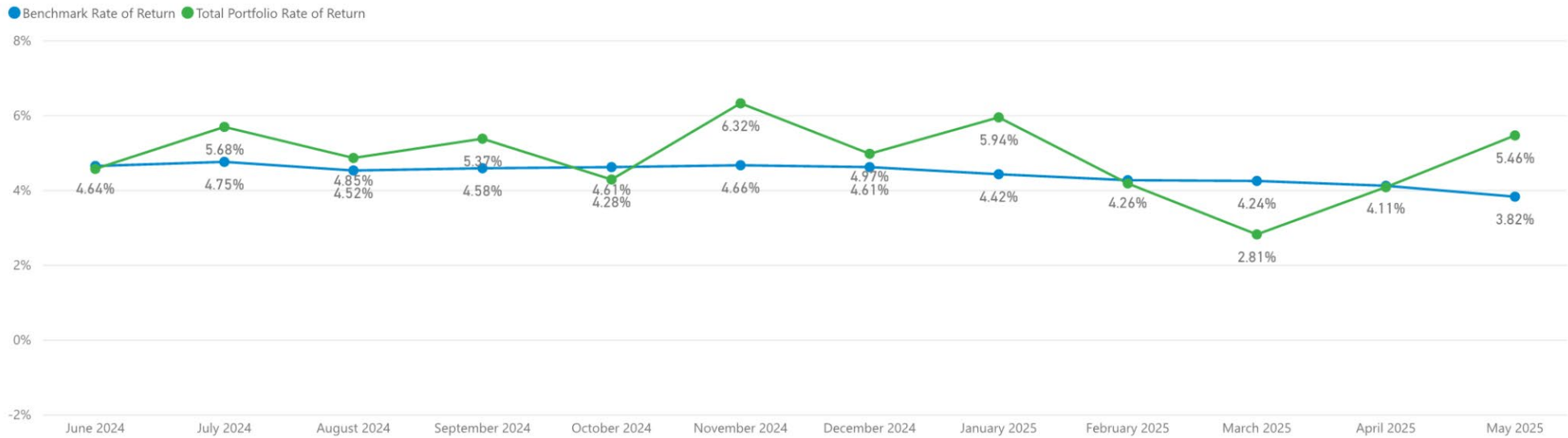
Income from Investments (\$)



Balance by Cash Category



Investment Performance



Investment Portfolio Summary

Term to Maturity	Amount	Actual	Cumulative Actual	Cumulative Minimum	Policy Compliance
Less than 3 months	\$ 50,252,478	37%	37%	20%	OK
Between 3 months and 1 year	\$ 48,000,000	36%	73%	40%	OK
Between 1 year and 2 years	\$ 16,500,000	12%	85%	50%	OK
Between 2 years and 4 years	\$ 18,500,000	14%	99%	85%	OK
More than 5 years	\$ 1,000,000	1%	100%	0%	OK
Total	\$ 134,252,478				

Long Term Rating	Institution	Policy Limit	Policy Compliance (Institution)	% of Portfolio	Amount
AA-	NAB	40%	OK	11%	\$ 15,385,754
	Westpac	40%	OK	19%	\$ 25,000,000
A	ING	20%	OK	16%	\$ 21,500,000
	Rabo Bank	20%	OK	18%	\$ 23,500,000
BBB+	Australian Unity	10%	OK	2%	\$ 3,000,000
	Bank Vic	10%	OK	6%	\$ 8,500,000
BBB	G&C Mutual	10%	OK	5%	\$ 6,500,000
	AMP	5%	OK	3%	\$ 4,000,000
	Defence Bank	5%	OK	2%	\$ 2,500,000
TCorp Growth Funds	TCorp - Long Term Growth Fund	15%	OK	3%	\$ 3,963,942
	TCorp - Medium Term Growth Fund	15%	OK	5%	\$ 6,695,637
	Tcorp - Short Term Income Fund	15%	OK	1%	\$ 1,707,144
A-	Bank Of Queensland	20%	OK	9%	\$ 12,000,000
Grand Total				100%	\$ 134,252,478

Long Term Rating Group	Credit Policy Limit	Policy Compliance (SP Group)	% of Portfolio	Amount
AAA to AA- BBB+	100%	OK	30%	\$ 40,385,754
	20%	OK	13%	\$ 18,000,000
	5%	OK	5%	\$ 6,500,000
TCorp Growth Funds	15%	OK	8%	\$ 10,659,579
Tcorp Short Term Income Fund	15%	OK	1%	\$ 1,707,144
A+ to A	50%	OK	34%	\$ 45,000,000
A-	40%	OK	9%	\$ 12,000,000
Grand Total			100%	\$ 134,252,478

Monthly Investment Portfolio Activity

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

Bank Accounts	Opening Balance	Movement	Closing Balance
NAB (At call account)	4,973,937	911,817	5,885,754
TCorp - Cash Fund	-	-	-
TCorp - Long Term Growth Fund	3,848,130	115,812	3,963,942
TCorp - Medium Term Growth Fund	6,594,426	101,211	6,695,637
TCorp - Short Term Income Fund	1,698,392	8,752	1,707,144
Total	17,114,885	1,137,593	18,252,478

The below table shows matured term deposits

Institution	Yield	Maturity Date	Principal Amount	Total Interest Amount
G&C Mutual	5.35%	7/05/2025	1,500,000	80,030
NAB	5.00%	14/05/2025	3,000,000	100,685
MyState Bank	5.37%	21/05/2025	2,000,000	109,165
Bank Vic	5.28%	28/05/2025	1,500,000	80,502
Rabo Bank	5.02%	28/05/2025	2,500,000	96,274
Total			10,500,000	466,656

The below table shows new term deposits

Institution	Yield	Maturity Date	Principal Amount	Total Interest Amount
G&C Mutual	4.36%	25/02/2026	2,500,000	87,797
Westpac	4.40%	16/05/2029	2,000,000	352,723
Defence Bank	4.35%	20/05/2026	2,500,000	108,452
Bank Vic	4.28%	19/05/2027	3,000,000	256,096
Westpac	4.15%	30/05/2029	1,000,000	166,341
Bank Vic	4.33%	11/02/2026	1,500,000	46,088
Rabo Bank	4.15%	17/05/2028	2,500,000	308,408
Total			15,000,000	1,325,905

At Call Fund and Managed Funds

Institution	Yield	Principal Amount	Term to Maturity
NAB	4.50%	\$ 5,885,754	0
TCorp - Long Term Growth Fund	3.00%	\$ 3,963,942	5
TCorp - Medium Term Growth Fund	3.00%	\$ 6,695,637	5
Tcorp - Short Term Income Fund	3.00%	\$ 1,707,144	5
Total		\$ 18,252,478	

Current Term Deposits

Institution	Yield	Principal Amount	Term to Maturity
AMP	5.02%	\$ 4,000,000	25
Australian Unity	4.30%	\$ 3,000,000	340
Bank Of Queensland	5.15%	\$ 2,000,000	11
Bank Of Queensland	5.18%	\$ 1,000,000	18
Bank Of Queensland	5.10%	\$ 2,500,000	53
Bank Of Queensland	4.95%	\$ 1,500,000	102
Bank Of Queensland	4.93%	\$ 2,000,000	130
Bank Of Queensland	4.75%	\$ 2,000,000	109
Bank Of Queensland	4.75%	\$ 1,000,000	144
Bank Vic	5.33%	\$ 2,000,000	179
Bank Vic	5.33%	\$ 2,000,000	200
Bank Vic	4.28%	\$ 3,000,000	718
Bank Vic	4.33%	\$ 1,500,000	256
Defence Bank	4.35%	\$ 2,500,000	354
G&C Mutual	5.36%	\$ 1,000,000	46
G&C Mutual	5.13%	\$ 3,000,000	88
G&C Mutual	4.36%	\$ 2,500,000	270
ING	5.40%	\$ 3,000,000	396
ING	5.18%	\$ 3,000,000	564
ING	5.28%	\$ 3,000,000	193
ING	5.40%	\$ 4,000,000	228
ING	4.75%	\$ 1,500,000	928
ING	4.77%	\$ 3,000,000	969
ING	4.63%	\$ 2,000,000	662
ING	4.60%	\$ 2,000,000	1012
NAB	5.10%	\$ 2,500,000	116
NAB	4.93%	\$ 1,000,000	144
NAB	4.80%	\$ 2,000,000	172
NAB	4.80%	\$ 1,000,000	151
NAB	4.65%	\$ 3,000,000	242
Rabo Bank	5.37%	\$ 2,500,000	4
Rabo Bank	5.37%	\$ 2,000,000	32
Rabo Bank	5.36%	\$ 2,000,000	200
Rabo Bank	5.48%	\$ 4,000,000	60
Rabo Bank	5.39%	\$ 4,000,000	74
Rabo Bank	5.35%	\$ 2,000,000	18
Rabo Bank	5.02%	\$ 2,000,000	326
Rabo Bank	5.15%	\$ 1,000,000	172
Rabo Bank	4.61%	\$ 1,500,000	1026
Rabo Bank	4.29%	\$ 2,500,000	1082
Westpac	4.88%	\$ 4,000,000	452
Westpac	5.34%	\$ 2,000,000	39
Westpac	5.15%	\$ 1,000,000	158

Institution	Yield	Principal Amount	Term to Maturity
Westpac	4.98%	\$ 2,000,000	25
Westpac	4.70%	\$ 1,500,000	592
Westpac	4.70%	\$ 2,000,000	998
Westpac	4.85%	\$ 1,000,000	1362
Westpac	4.65%	\$ 3,000,000	284
Westpac	4.55%	\$ 3,000,000	1376
Westpac	4.25%	\$ 2,500,000	340
Westpac	4.40%	\$ 2,000,000	1446
Westpac	4.15%	\$ 1,000,000	1460
Total		\$ 116,000,000	

9.8 Monthly Budget Review - May 2025

REPORT BY THE ACCOUNTANT REPORTING & ANALYSIS
TO 18 JUNE 2025 ORDINARY MEETING
GOV400098, FIN300315, GOV400113

RECOMMENDATION

That Council:

1. receive the report by the Accountant Reporting & Analysis on the Monthly Budget Review - May 2025 Budget Variations;
2. amend the 2024/25, 2025/26, 2026/27 budgets in accordance with the variations listed in the Monthly Budget Review attachment to this report; and
3. note that the General Manager used the emergency delegation conveyed to him at 3.1 of his delegation to authorise a budget of \$60,000 for refurbishment of the recycling incline conveyor.

Executive summary

This report provides Council with initial budget variations to the 2024/25, 2025/26, 2026/27 Operational Plan. Proposed budget variations to the Budget with relevant financial implications are included in the attachment. It also include 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
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Goal	An effective and efficient organisation
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Strategy	Prudently manage risks associated with all Council activities
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Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

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

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

Financial implications

The budget variations proposed will impact the below financial ratios.

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2024/25	✓	✓	✗
Future Years	—	✗	✓

Associated Risks

Not Applicable

SUMEDHA UPRETI
ACCOUNTANT REPORTING & ANALYSIS

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

2 June 2025

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

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 10: Operations

10.1 RFT 2025/32 Landfill Gas Capture System

REPORT BY THE MANAGER WASTE AND ENVIRONMENTAL SERVICES
TO 18 JUNE 2025 ORDINARY MEETING
GOV400113, F0570008

RECOMMENDATION

That Council:

1. **receive the report by the Manager Waste and Environmental Services in respect of RFT 2025/32 Landfill Gas Project for the design and installation of a landfill gas capture system for Mudgee Waste Facility;**
 2. **decline all tenders with respect to RFT 2025/32 Landfill Gas Project in accordance with clause 178 of the Local Government (General) Regulation 2021 – part 7 Tendering;**
 3. **endorse option one, the full-service option with no up-front or ongoing maintenance costs and a 25% share of the (Australian Carbon Credit Units) ACCU's as the preferred option and authorise the General Manager, or their delegate, to enter into negotiations with LGI Limited t/a Landfill Gas Industries in accordance with Clause 178(3)(e) of the Local Government (General) Regulation 2021;**
 4. **delegate authority to the General Manager to accept and finalise a contract value aligning with the requested budget for option one in respect to RFT 2025/32;**
 5. **note the reasons Council should decline all tenders and enter negotiations is that Council will need to clarify and negotiate the alternate contract documents proposed, the length of the contract, schedule of rates for additional infrastructure requested by Council and the terms for handing over infrastructure at the conclusion of the contract;**
 6. **decline to call fresh tenders assuming a satisfactory outcome can be negotiated;**
 7. **amend the 2025/26 budget to include an amount of \$100,000 for 3 phase power supply and project management services; and**
 8. **amend the 2026/27, 2027/28, 2028/29 budgets to include the operating revenue and expense as modelled in the confidential attachment 1, for the Optimistic Declining Price model.**
-

Executive summary

Council called for tenders for the Landfill Gas Project on 16th April 2025. The tender called for the design, construction and maintenance of a landfill gas capture and flaring system for Mudgee Waste Facility. The scope required respondents to provide two options, one being full service model, where the landfill gas contractor designs, builds, owns, operates and maintains the system with no upfront or ongoing costs to Council, with options for sharing the ACCU income and option two - Council engage the tenderer to design and construct the system, and would need to fund the capital works, ongoing maintenance and expansion of the system from the waste fund.

Tenders closed on 21 May 2025, with one response received from LGI Limited (LGI).

Tenders were assessed in accordance with the Procurement Plan and the Evaluation Plan.

Disclosure of Interest

Nil

Detailed report

The Mudgee Solid Waste Facility was established in 1987 following development approval being granted in mid-1984 by Mudgee Shire Council. The site was always intended for staged development as outlined in the original conditions of consent along with progressive rehabilitation as each disposal area was filled with solid waste. Current modelling indicates that filling at this site will continue until approximately 2060.

Landfill Gas is produced when waste in the landfill breaks down anaerobically, approximately 50% of landfill gas is methane. Methane is 28 times worse than carbon dioxide as a greenhouse gas. In addition, methane has an unpleasant odour; our Environment Protection Licence for the Mudgee Waste Facility requires that "The licensee must not cause or permit the emission of offensive odour beyond the boundary". A landfill gas capture system will minimise odours which will assist with licence compliance and in addition reduce Councils' carbons footprint.

Request for Tender Process

A request for tenders RFT 2025/32 for Landfill Gas Capture project at Mudgee Waste Facility was called on 16 April 2025. The scope included the following requirements:

- conduct a detailed site assessment to determine the optimal design for the LFG capture system.
- Develop a comprehensive design plan, including the layout of gas collection wells, piping, blowers, and flaring.
- Allow for the landfill gas to be collected from the whole site, including active areas and allow for expansion of the extraction system as the landfill develops.
- The tender required options regarding the ownership of the system, the Australian Carbon Credit Units (ACCU's) and the capital outlay for the system.
 - Option One Full service Model - The landfill gas contractor designs, builds, owns, operates and maintains the system. In addition, they will add on to the infrastructure to capture gas out of the new landfill cell as it expands. They register and manage the ACCU's and in some cases the landfill gas contractor will pay Council a percentage of the royalties. The risk regarding the amount of landfill gas produced compared to the capital construction costs is with the contractor.
 - Option Two - Council engage a contractor to design and construct the system, and would need to fund the capital works, ongoing maintenance and expansion of the system from the waste fund. All maintenance and analysis of how the system is

working will be at Council's cost. Council will be responsible for trading the ACCU's.

Tenders closed on 21st May 2025, with one tender being received.

The tender was assessed as being compliant with Mandatory criteria and was provided to the tender evaluation panel for independent assessment. Each panel member assessed the tender and provided scores as outlined in the evaluation plan a summary of these scores is provided in attachment two.

The tender was assessed on the following criteria:

Price	30%
Project Experience	35%
Project Methodology and Program	35%

The panel met on 29th May to discuss individual panel members scores. Panel members agreed that although only one tender was received, LGI provided a detailed and professional response demonstrating their extensive experience and project methodology.

The cost of this option one and option two over the proposed 12-year contract period is discussed in the financial implications section of this report.

Community Plan implications

Theme	Protecting Our Natural Environment
Goal	Live in a clean and environmentally sustainable way
Strategy	Consider technologies in Council's facilities, infrastructure and service delivery to reduce ecological footprint

Strategic implications

Council Strategies

Not applicable

Council Policies

Not applicable

Legislation

- POEO Act, part 5.4 Division 1 General, 129 Emission of odours from a premises licenced for scheduled activities and Part 3.4 Licence conditions, 64 failure to comply with licence conditions.
- Carbon Credits (Carbon Farming Initiative – Landfill Gas) Methodology Determination 2015 (the method)
- Carbon Credits (Carbon Farming Initiative) Act 2011
- Carbon Credits (Carbon Farming Initiative) Rule 2015

Financial implications

The basis of this tender was to provide options to Council on the ownership and maintenance of the landfill gas system. With option one being a full service where the landfill gas contractor designs, builds, owns, operates and maintains the system or option two where Council engage the

contractor to design and construct the system, and would need to fund the capital works, ongoing maintenance and expansion of the system from the waste fund.

Landfill Gas has not been extracted at Mudgee Waste Facility to date, therefore there is no site-specific data to base the expected gas projections off. Based on approximately 16 years of waste receival data and calculations by the Australian Governments NGER's calculator, the site is estimated to emit 18,428 tonnes CO₂e a year which if flared could result in 5911 to 9475 ACCU's per year.

Further confidential tender information from the LGI submission is included in attachment two, with it being concluded option one provides the best overall value for money and environmental benefit. Attachment one is modelling completed by Council confirming option one as the most viable option.

Budget Year	Operating Performance Ratio	Own Source Revenue	Building & Infrastructure Renewal
2024/25	✗	-	-
Future Years	✓	✓	✗

Associated Risks

Installing a gas capture system in Australia, especially under the revised landfill gas methods of the Australian Carbon Credit Units (ACCU) scheme by the Department of Climate Change, Energy, the Environment and Water (DCCEEW), involves several risks and considerations;

- The proposed reforms include changes to baseline proportions and crediting periods, which could affect the financial viability of projects
- ACCU market fluctuations,
- infrastructure degradation,
- historical calculation errors and general modelling and assumption errors,
- Decreasing yields from the wells over time.
- future regulatory changes from both the EPA and DCCEEW, delaying the project now could jeopardise the projects future viability due to potential legislative changes.
- Council does not have staff in house with the skills to manage the trading of ACCU's and carry out analysis of gas well performance.

KYLIE STEWART
MANAGER WASTE AND ENVIRONMENTAL SERVICES

CLAIRE CAM
ACTING DIRECTOR OPERATIONS

4 June 2025

Attachments: 1. Attachment 1 Financial Modelling. (Confidential - separately attached)
2. Attachment 2 LGI Tender Information. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 11: Community

11.1 Fixing of Annual Fees for Councillors and the Mayor

REPORT BY THE GOVERNANCE CO-ORDINATOR
TO 18 JUNE 2025 ORDINARY MEETING
GOV400113, GOV400010

RECOMMENDATION

That Council:

1. **receive the report by the Governance Co-ordinator on the Fixing of Annual Fees for Councillors and the Mayor;**
2. **fix fees for Councillors and the Mayor for the period of July 2025 to June 2026 at \$23,220 for Councillors and an additional \$50,680 for the Mayor; and**
3. **pay the Deputy Mayor a fee, to be deducted from the additional fee payable to the Mayor, calculated at a pro rata rate, for periods of 7 days or more, where the Mayor is unable to carry out the duties of Mayor, the period that the Deputy Mayor acts in the role of the Mayor.**

Executive summary

This report addresses the need for Council to fix the annual fees for Councillors and the Mayor for the period July 2025 to June 2026.

Disclosure of Interest

Nil

Detailed report

The Local Government Act 1993 provides that Council must pay an annual fee to each Councillor and to the Mayor. The Mayoral fee must be paid in addition to the fee paid to the Mayor as a Councillor. The Council may fix these fees and, if it decides to do so, the fees must be fixed in accordance with the determination of the Local Government Remuneration Tribunal. If Council does not fix a fee, it is required to pay the minimum fee determined by the Remuneration Tribunal.

The Act also provides that Council may pay the Deputy Mayor a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor, such amount to be deducted from the Mayor's annual fee.

The Act provides that the Remuneration Tribunal must make a determination in relation to fees, not later than 1 May each year. Extracts from the 2025 determination of the Remuneration Tribunal is attached. As a consequence of that remuneration, this Council has been categorised as Regional Rural, the fees applicable for the period July 2025 to June 2026 being:

- Councillor Minimum \$10,530, Maximum \$23,220.
- Mayoral (additional fee) Minimum \$22,420, Maximum \$50,680.

Community Plan implications

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

Strategic implications

Council Strategies

Community Strategic Plan

Council Policies

Councillor Expenses and Facilities Policy

Legislation

Local Government Act 1993

Financial implications

These fees have been accounted for in Council's Operational Plan 2025/26

Associated Risks

Not Applicable

ASHLEIGH MARSHALL
GOVERNANCE CO-ORDINATOR

RICHARD CUSHWAY
ACTING DIRECTOR COMMUNITY

14 May 2025

Attachments: 1. Local Government Remunderation Tribunal Annual Determination.
(separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

11.2 Local Government NSW Membership Renewal 2025/26

REPORT BY THE ACTING DIRECTOR COMMUNITY
TO 18 JUNE 2025 ORDINARY MEETING
GOV400113, A0040005

RECOMMENDATION

That Council:

1. **receive the report by the Acting Director Community on the Local Government NSW Membership Renewal 2025/26; and**
 2. **endorse the renewal of Council's membership with Local Government NSW for the 2025/26 financial year.**
-

Executive summary

This report seeks endorsement for Council to continue its membership with Local Government NSW for the 2025/26 financial year.

Disclosure of Interest

Nil

Detailed report

Local Government NSW has provided Council with an invoice for membership for the 2025/26 financial year. The cost to Council for basic membership is \$48,017.51 ex GST.

Local Government NSW have provided information on the benefits of membership. These include:

- **Advocacy representation**

Advocating and making representations to all spheres of government, industry, and business on issues of importance to local government and their communities to ensure your voice is heard

- **Learning and Development**

Best value specifically designed local government training to up-skill your staff and ensure they are kept up-to-date with the latest sector developments.

- **Professional Networking Opportunities**

Conferences, workshops and professional forums to allow you to gain mutually beneficial connections - even during the social-distancing era.

- **Grant Support**

Capacity building and development support across important local government functions to bring you resources that may otherwise not be available.

- **Industrial Relations and Workplace Support**

Representation in industrial disputes and award matters, and specialist industrial relations advice to best equip you to deal with any issues that arise.

- **Policy Advice**

Advice to Mayors, Councillors, General Managers and staff across a range of local government matters to help you to determine your best course of action.

- **Management Services**

Executive recruitment, facilitated performance reviews, salary and HR benchmarking surveys and organisation reviews to help you obtain and retain the best people for your council.

- **Legal Advice**

Advice on legal matters and policy across a wide range of areas to assist you with compliance.

- **Member Mentoring**

Access to guidance and support from highly experienced and well-regarded colleagues to become more empowered to make decisions. There are also optional Workforce Analytics Reports that Council can purchase. The cost of these reports are not included in the membership but Council can provide direction to purchase these. Information is included in the attachments.

The Executive is of the strong view that membership of Local Government NSW is a necessity and is required for Council to meet its relevant community plan objectives relating to lobbying and advocacy.

Community Plan implications

Theme	Good Government
Goal	Strong civic leadership
Strategy	Provide strong representation for the community at Regional, State and Federal levels

Strategic implications

Council Strategies

Community Strategic Plan

Council Policies

N/A

Legislation

Local Government Act 1993

Financial implications

The cost of membership is \$48,017.51 ex GST for the 2025/26 financial year. This needs to be included into the budget.

Associated Risks

A decision not to be a member of Local Government NSW could lead to the Council becoming isolated from other Councils across NSW. This may lead to the Council spending more on its own lobbying efforts, training opportunities, procurement services, and industrial legal advice.

RICHARD CUSHWAY
ACTING DIRECTOR COMMUNITY

20 May 2025

Attachments: 1. LGNSW Invoice Membership Ordinary 2025_Redacted.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



Local Government NSW

GPO Box 7003
Sydney NSW 2001

Level 8, 28 Margaret Street Sydney NSW 2000
lgnsw.org.au lgnsw@lgnsw.org.au
T 02 9242 4000 F 02 9242 4111

TAX INVOICE

Invoice Number 7457
Account 34577
Invoice Date 15/5/2025
ABN 49853913882

Bill To: Mid-Western Regional Council
PO Box 156
MUDGEES, NSW 2850
AUSTRALIA

Description: 2025-26 LGNSW Membership Subscription Fee Notice

Description	Amount (exclusive of GST)	GST Amount Amount	Amount (inclusive of GST)
Member Ordinary Fee	\$47,774.00	\$4,777.40	\$52,551.40
Membership - Aust Roads	\$243.51	\$24.35	\$267.86
Membership Invoice Sub Total:	\$48,017.51	\$4,801.75	\$52,819.26

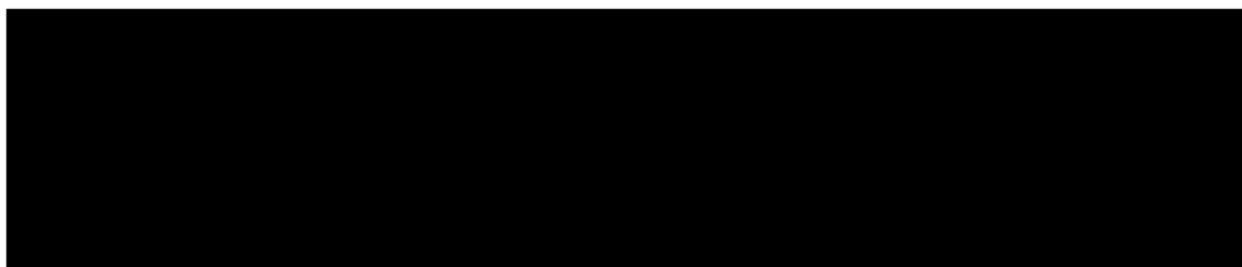
OPTIONAL Workplace Analytics Reports (see Enclosed Flyer)	\$5,250.00	\$525.00	\$5,775.00
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LGNSW General Manager Remuneration
LGNSW HR Metrics
LGNSW LG Remuneration
LGNSW Finance

Please select and pay one of the options listed below

	Total (inclusive of GST)
<input type="checkbox"/> Membership Invoice only	\$52,819.26
<input type="checkbox"/> Membership Invoice plus reports	\$58,594.26

Payment Due by: 30/6/2025



11.3 2024 Mid-Western Regional Council By-Election Costing

REPORT BY THE GOVERNANCE CO-ORDINATOR
TO 18 JUNE 2025 ORDINARY MEETING
GOV400113, GOV400104

RECOMMENDATION

That Council receive the report by the Governance Co-ordinator on the 2024 Mid-Western Regional Council By-Election Costing.

Executive summary

A motion was carried at the February 2025 Council meeting that a report be provided to Council detailing and itemising the full and complete cost of the by-election held in December 2024. This report provides the requested information.

Disclosure of Interest

Nil

Detailed report

The complete cost of the 2024 Mid-Western Regional Council By-election is as follows:

Legal Costs -	\$1127.00
Council Staff Wages -	\$280.29
Equipment Hire -	\$600.00
NSW Electoral Commission Staff Accommodation -	\$15,643.63
LG By-election Expense Recovery to NSW Electoral Commission -	\$281,666.00
Total:	\$299,316.92

All expenses are tax inclusive.

Community Plan implications

Theme	Good Government
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Goal	Strong civic leadership
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Strategy	Provide accountable and transparent decision-making for the community
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Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Local Government Act 1993

Local Government (General) Regulation 2021

Financial implications

Council had budgeted \$250k for a potential by-election.

Associated Risks

Nil

ASHLEIGH MARSHALL
GOVERNANCE CO-ORDINATOR

RICHARD CUSHWAY
ACTING DIRECTOR COMMUNITY

10 June 2025

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 12: Reports from Committees

12.1 Audit Risk and Improvement Committee Minutes - 23 May 2025

REPORT BY THE ACTING DIRECTOR COMMUNITY
TO 18 JUNE 2025 ORDINARY MEETING
GOV400105, GOV400113, COR400236

RECOMMENDATION

That Council:

1. **receive the report by the Acting Director Community on the Audit Risk and Improvement Committee Minutes - 23 May 2025; and**
2. **endorse the minutes and recommendations of the Audit Risk and Improvement Committee meeting held on 21 February 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 23 May 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 23 May 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

RICHARD CUSHWAY

ACTING DIRECTOR COMMUNITY

26 May 2025

Attachments: 1. Audit Risk and Improvement Committee Minutes - 23 May 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 23 May 2025, commencing at 9:37am and concluding at 11:08am

COMMITTEE MEMBERS PRESENT ARIC Chair J Stuart, Councillor Member K Dicker, Deputy Chair J Bentley, Independent Member E Thomas.

COUNCIL OFFICIALS PRESENT General Manager (Brad Cam) via teams, Director Corporate Services (Leonie Van Oosterum), Business Improvement Officer (Nicole Cassidy), Acting Director Community (Richard Cushway), Acting Manager Governance & Customer Services (Ashleigh Marshall), Manager People and Performance (Sharna Ross), Executive Assistant Community (Stephanie Crowe)

EXTERNAL PARTIES PRESENT

Item 1: Apologies

Council Officials - Director Operations (Julian Geddes), Chief Financial Officer (Neil Bungate), Manager Information Technology (Ian Blake), Director Development (Alina Azar), WHS and Risk Coordinator (Veronika Barry), Risk Officer (Nareeda Endacott)

External Parties – Audit Leader – External Audit, NSW Audit Office (Cassie Malone), External Audit, NSW Audit Office (Desmond Quach), Internal Auditor – Crowe (Amir Mousa)

Item 2: Disclosure of Interest

There were no disclosures of interest

Item 3: Confirmation of Minutes

18/25 MOTION: Bentley / Thomas

That the Minutes of the previous ARIC Meeting held on 21 February 2025 be taken as read and confirmed.

The motion was carried with the Committee Members voting unanimously.

Item 4: Matters in Progress

SUBJECT	MEETING DATE	RESOLUTION & NO.	ACTION
Legislative Compliance Breaches	23/02/2024	<p>08/24 MOTION: Bentley / Dicker</p> <p>That the Audit, Risk, and Improvement Committee note:</p> <ol style="list-style-type: none"> two legislative breaches have been added to the register; and six legislative breaches previously reported remain open. <p>The Director of Community noted since the report was written two of the breaches have since closed – the Public Interest Disclosure policy is now available on the intranet; and the privacy breach – the action to write to the members of the public affected has been completed. Discussion also took place regarding the requirement for Council to have a performance review panel for the General Manager in place, and the requirement for Council to have a register for development consents and certificates resulting in the following action.</p> <p><u>Action:</u> Staff will bring more information regarding the register for development consents and certificates from the Development department back to the committee.</p>	<p>28 Feb 2024 After discussion on the legislative compliance breaches in item 6.3 and the requirement for Council to have a register for development consents and certificates it was requested that Council staff bring more information regarding this from the Development Department back to the committee. Ashleigh Marshall has been emailed 28.2.24 to follow up with the relevant Development staff and bring back the information requested to the committee at the next ARIC meeting in May.</p> <p>22 Apr 2024 Email sent to Ashleigh Marshall to get an update on her follow up with Development staff for information requested by the Committee.</p> <p>22 Apr 2024 Ashleigh has requested an update from Director of Development, waiting on response. Lindsay Dunston has met with IT to reopen the DA register, but the last meeting was cancelled. She will attempt to follow up again with staff.</p> <p>03 May 2024 Council's Planning team are currently in discussion with the IT Team and are looking to establish a DA register utilising TechnologyOne and the existing online DA tracker. TechnologyOne will need to be engaged to enable the upload of</p>

		<p>documents as part of the DA process rather than as a separate process. Staff will also need to ensure that they are redacting any personal or copyrighted information.</p> <p>27 May 2024 At the ARIC Meeting 24 May 2024 the Chief Financial Officer provided an update that each Council is unique and TechOne needs to be customised, technical consultants have come to help, and updates have been made after staff testing was done and is now back with planning staff for more testing but there is conflict issues for time for staff at the moment.</p> <p>25 Feb 2025 At the 21 February 2025 ARIC meeting, the Deputy Chair asked for an update. The Chief Financial Officer commented that the register is now on Council's website, the module in TechOne is complete, they have contacted the Planning Portal to complete the non-compliance, and TechOne support has been requested to help run a report/spreadsheet instead of completing manually. Overall have made good progress since last quarter and nearly complete the legislative breach and making it more efficient is ongoing.</p> <p>05 May 2025 At the 21 February 2025 ARIC meeting, the Deputy Chair asked for an update. The Chief Financial Officer commented that the register is now on Council's website, the module in TechOne is complete, they have</p>
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			<p>contacted the Planning Portal to complete the non-compliance, and TechOne support has been requested to help run a report/spreadsheet instead of completing manually. Overall have made good progress since last quarter and nearly complete the legislative breach and making it more efficient is ongoing.</p> <p>12 May 2025 Statutory Planning has advised that the Development Application register is still in the testing phase with a few issues to resolve. The TechnologyOne consultant is working on a list of issues that was sent on 15 April 2025. Once the changes have been made by the consultant, another round of testing will take place. The Manager, Statutory Planning believes we are currently at 70-80% complete.</p>
Work Health and Safety Reports	24/05/2024	<p>31/24 MOTION: Bentley / Dicker</p> <p>That the Audit, Risk, and Improvement Committee note the WHS Reports for February 2024, March 2024, and April 2024.</p> <p>Councillor Dicker asked for some clarification regarding one of the incidents in the March report and the WHS and Risk Coordinator explained the Community Services staff member had reported this incident. The observer Emma Thomas asked if there was capacity to compare trends over a year. The WHS and Risk</p>	<p>27 May 2024 WHS incidents to be reported year on end - WHS and Risk Coordinator.</p> <p>17 Jun 2024 WHS incidents to be reported year on end - WHS and Risk Coordinator.</p> <p>20 Jun 2024 Target date changed by Christie Holt from 07 June 2024 to 23 August 2024 - next ARIC meeting date</p> <p>20 Jun 2024 Director Community suggested to WHS & Risk Coordinator that she start collecting the data from July 1st to give some time over the next 12 months to tally</p>

		<p>Coordinator commented that this is planned for the future and is part of Work Cover Insurance.</p> <p>Action: WHS incidents to be reported year on end.</p>	<p>up the data from 2023/24 ready to be able to compare at the end of the 2024/25 year as the Committee requested this information to be able to compare year on year.</p> <p>20 Jun 2024 Target date changed by Christie Holt from 23 August 2024 to 30 June 2025 - Start collecting data from 1 July 2024 over the next 12 months to tally up data from 2023/24 to be able to compare at the end of the 2024/25 year.</p> <p>28 Aug 2024 The WHS & Risk Coordinator confirmed at the 23 August 2024 meeting that she had noted from last meeting and year on reporting for WHS incidents will start from July 2024.</p> <p>25 Nov 2024 EOFY report used for insurers to be sent to ARIC members.</p> <p>27 Nov 2024 At the ARIC Meeting on 22 November 2024 Leonie said that the EOFY report used for the insurance company could be shared with the Committee so they could see the year on year comparison. Could you please liaise with Leonie about sending this or forward to myself and I can send to the Committee. Thanks, Christie.</p> <p>23 Jan 2025 In the recently finalised four year ARIC Strategic Work Plan the WHS reports, including this insurance company report showing year on year comparison will now be presented to the committee annually - next</p>
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			<p>ARIC meeting 21 November 2025.</p> <p>23 Jan 2025 Target date changed by Christie Gray from 30 June 2025 to 21 November 2025 - In the recently finalised four year ARIC Strategic Work Plan the WHS reports, including this insurance company report showing year on year comparison will now be presented to the committee annually - next ARIC Meeting 21 November 2025</p> <p>12 May 2025 RECOMMENDED FOR COMPLETION</p>
Cyber Security Report	23/08/2024	<p>49/24 MOTION: Bentley / Dicker</p> <p>That the Audit, Risk, and Improvement Committee receive the report from the IT Cyber Security Engineer on the cyber improvement program.</p> <p>The Deputy Chair commented on the phishing spike and that it is a scary scenario we will never get ahead of and is a herendous area to get around, and noted that the report is very detailed and commended the Manager Information Technology and Cyber Security Engineer for trying to get ahead and the quality work.</p> <p>The Cyber Security Engineer commented that it is a difficult report and would welcome feedback. The Director Corporate Services suggested moving the notable items to the top of the report.</p> <p>Councillor Dicker noted that she can see more moving to</p>	<p>28 Aug 2024 23 August 2024 ARIC meeting - The Director Corporate Services suggested that the notable incidents be moved to the top of the report for next reporting period. It was also agreed that this report will be brought to ARIC annually moving forward with key indicators to reflect how we are going with risk</p> <p>28 Aug 2024 Target date changed by Christie Holt from 06 September 2024 to 22 August 2025 - 23 August 2024 ARIC meeting - The Director Corporate Services suggested that the notable incidents be moved to the top of the report for next reporting period. It was also agreed that this report will be brought to ARIC annually moving forward with key indicators to reflect how we are going with risk</p> <p>28 Aug 2024</p>

	<p>green, and asked whether more budget is required or manpower.</p> <p>The Manager Information Technology commented that it is mostly around processes and procedures and overheads. The IT Department has increased by two staff last financial year and notes we have our head above water to provide a level of service to all areas of Council and administration overheads are noted to make IT layout of staff more efficient.</p> <p>The Chair asked how much impact the Crowd Strike incident had.</p> <p>The Cyber Security Engineer commented that he was on leave when the incident occurred, but noted specific incidents in Water and Sewer.</p> <p>The Manager Information Technology commented that three of his direct reports were on leave at the time and had only himself and two service staff and that the impact was very quick and within 15-20 minutes had identified it was a result of the Crowd Strike update. They notified the Director Corporate Services for communications, and used resources to problem solve to get communications back, e.g. reservoir levels and sewage pumping stations, and ensure were up and running as priority. Approximately 1 in 3 council devices were affected and had to individually go into each to fix.</p> <p>Councillor Dicker asked if processes and procedures came into affect.</p> <p>The Director Corporate Services confirmed that the incident response procedure flagged to have conversations with the WHS & Risk</p>	<p>23 August 2024 ARIC meeting - The Director Corporate Services suggested that the notable incidents be moved to the top of the report for next reporting period. It was also agreed that this report will be brought to ARIC annually moving forward with key indicators to reflect how we are going with risk.</p> <p>25 Nov 2024 Next report due August 2025</p> <p>12 May 2025 The report was due in May however needs to be deferred to August due to staff capacity and resourcing issues.</p>
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	<p>Coordinator re BCP hence why it has come to Executive before it is complete – ticking off what came up from this event especially water and sewer, and does it address catastrophic outages of non-critical areas.</p> <p>The independent Committee member, Emma, asked if the incident resulted in any amendments to the draft.</p> <p>The WHS & Risk Coordinator confirmed that it did not as they had already added incidents with multiple area outages.</p> <p>The Chair noted that in the notables that IntraMaps went down twice.</p> <p>The Manager Information Technology commented that this is now a cloud application and have noted with the service delivery manager that the TechOne app since moved to a cloud app reliability and availability has severely decreased and have escalated to the service provider that the intercommunications processes changes to the portal having a negative impact and this is a technical issue on their end.</p> <p>The independent Committee member, Emma, asked if the 1000 in May or 31 August was an anomaly.</p> <p>The Cyber Security Engineer commented that this was aligned with the EOFY due to Council email addresses and vendors trying to sell and shows that filtering is working, and if in the next reporting it increases it means the filtering is continuing to work.</p> <p>The Chair asked if in the report if the text colour can be changed for the red background to make it easier to read.</p>	
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		<p>The independent Committee member, Emma, asked how we feel about the numbers in the vulnerability trends.</p> <p>The Cyber Security Engineer commented that water and sewer is impacting these critical vulnerabilities and that key assets in the service delivery statements highlighted vulnerable critical functions of the business.</p> <p>The Deputy Chair asked the Manager Information Technology if he has enough resources.</p> <p>The Manager Information Technology commented that where there is a skills gap is industrial cybersecurity, and that critical services are significant risk to Council and are ones generally targeted more. The Cyber Security Engineer has certification and training in software and looking at now what the gap looks like and cybersecurity recomunications and most responsive solutions and shortcomings with scope he can look at as part of his role.</p>	
Legislative Compliance	22/11/2024	<p>60/24</p> <p>MOTION: Stuart / Bentley</p> <p>That the Audit, Risk, and Improvement Committee note:</p> <p>Five legislative breaches previously reported remain open.</p> <p>The Governance Coordinator noted an update since the report date, the Cemeteries Administration Officer now has a licence and has the conditions we need to abide by and has been working on new contracts using the model contract to resolve the</p>	<p>25 Nov 2024</p> <p>Cemeteries register to be updated to ensure compliance as per the view of the Committee and management at the 22 November 2024 ARIC Meeting. Management to determine if action of TechOne would be beneficial to replace carbon copy cemetery permit books.</p> <p>27 Nov 2024</p> <p>Cemeteries register to be updated to ensure compliance as per the view of the Committee and management at the 22 November 2024 ARIC Meeting. Management to</p>

		<p>breaches. Advice was sought from the Committee regarding the Cemeteries register, the Cemeteries Officer would like the Electronic Records Management system to be classified as our register, information will be captured on forms and filed in ELO, and currently carbon copy books are used for cemetery permits. The Chair, Independent Member, and Director Corporate Services all agreed that all needs to be recorded in one register to be compliant and for access efficiency. It was noted that we are making progress on the other breaches and the register of contributions can be published very soon, and the last round of testing for water meter connections will be complete by the end of the calendar year.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Cemeteries Register to be updated by Cemeteries Administration Officer to ensure compliance. 2. Management to determine if action of TechOne is beneficial. 	<p>determine if action of TechOne would be beneficial to replace carbon copy cemetery permit books.</p> <p>23 Jan 2025 Hi Ashleigh, Just wondering if you have had any more updates on this one regarding replacing the carbon copy books and using TechOne for permits for the cemeteries.</p> <p>23 Jan 2025 There is a meeting scheduled with TechOne on the 10th February to enquire about their Cemeteries module. At this stage the carbon copy permit books are still being used. , There has been no action on the Cemetery register.</p> <p>23 Jan 2025 Target date changed by Christie Gray from 06 December 2024 to 23 May 2025 - meeting with TechOne scheduled for 10 Feb to discuss Cemeteries module</p> <p>25 Feb 2025 Update from the 21 February 2025 ARIC meeting - had a meeting with TechOne for a demonstration of the module last week and looks good and meets the requirements of the register. The Manager Information Technology added that this was part of a demonstration of part of the full TechOne suites and the Cemeteries module is part of the road map over the next two years. Can be additional module ahead of the time but public mapping system is required which will require more data input for administration staff and the GIS staff putting more layers</p>
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		<p>in the mapping system and ask if the Committee has any suggestions and he can bring to the next ARIC meeting. The Governance Coordinator added that Governance is looking at assisting the Cemeteries Officer for resourcing and with regards to being public facing, looking at putting a pdf on the website and if the public come in, they will be able to view also.</p> <p>05 May 2025</p> <p>The register has now been updated to allow for the additional requirements. Forms still require alteration for Council to start capturing the required information. I have not received any feedback from Recreation as to when the forms will be adopted, or when the cemetery contracts will be implemented which will replace our existing permits which are currently not compliant. We have started pulling a monthly report from our GIS system which has all information from the register. This is in the form of a an excel spread sheet which will be converted to PDF and published monthly on Council's website. We are still fine tuning the information that will be available (redacting some personal information in accordance with the GIPA Act that we believe is not in the public interest to release). Once this has been finalised the register will be uploaded to the website, and available on request at any Council office for real time information. The updated forms and cemetery contracts are in final draft</p>
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			and will be reviewed by the Manager, Recreation Services.
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><u>Actions:</u> 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 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	10/25 MOTION: Bentley / Thomas That the Audit, Risk and Improvement Committee note the progress on the Business Improvement action items. 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.	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. 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 12 May 2025 Target date changed to August 2025
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Matters In Progress

Mover - Bentley / Seconder – Thomas

COR400236

RECOMMENDATION

That Minute no. [31/24](#) be noted as completed.

The Committee Members voting unanimously.

The Deputy Chair asked for an update on the cemeteries register. Acting Customer Services & Governance discussed the internal process on GIS mapping (Intramaps). Currently waiting on approval to publish a current PDF version, noting for privacy the reservation information will be kept confidential. Discussion around making it more user-friendly with Independent member suggesting a search/find bar at the top of the spreadsheet. The new register needs to ensuring all required fields are captured on the new form. We are in the final stages of producing these forms, which will resolve the breach.

Item 5: Audit

5.1 INTERNAL AUDIT PROGRAM STATUS REPORT

COR400236, COR400236

19/25 MOTION: Thomas / Stuart

That the Audit, Risk, and Improvement Committee receive the Crowe Internal Audit Program Status Report.

The Internal Auditors were not present for the meeting and the Acting Director Community noted that the Employee Performance Management process review report is still being finalised and will be presented at the August meeting, as the deadlines were not met by Auditors in time for May meeting. Discussion was had around Auditors contract ending in June 2025 and Acting Director Community recommended an extension for another 12 months, which would align closer to the committee members end of terms. ADC to arrange letter of extension and report back to ARIC at next meeting with proposed 12 month audit program (2025/6).

Independent Member wanted to congratulate the extended leadership team for their work to achieve the 'Civic Risk' Risk Management Award for the Enterprise Risk Management Framework 2.0.

The motion was carried with the Committee Members voting unanimously.

Item 6: Risk

6.1 LEGISLATIVE COMPLIANCE

COR400236, GOV400047

20/25

MOTION: Bentley / Thomas

That the Audit, Risk, and Improvement Committee note:

- 1. There has been one new legislative breach reported since the February 2025 meeting**
- 2. Three legislative breaches have been closed**
- 3. Three legislative breaches remain open.**

The Acting Manager, Customer Services & Governance, noted the following (1) that the contributions register is now available on the website, (2) Cemeteries breach was discussed earlier in matters in progress, (3) Manager Statutory Planning advised that the DA register is 70-80% complete, and (4) WHS coordinator advised that the risk assessment is underway.

The motion was carried with the Committee Members voting unanimously.

6.2 FRAUD AND CORRUPTION BREACH REGISTER

COR400236, COR400236

21/25

MOTION: Thomas / Bentley

That the Audit, Risk, and Improvement Committee note that there were no alleged fraud/corruption incidents since the last ARIC meeting.

Director Corporate Services advised that most historical breaches have now been closed out. Noted by Committee.

The motion was carried with the Committee Members voting unanimously.

6.3 PROCUREMENT COMPLIANCE BREACH REGISTER

COR400236, FIN300155

22/25

MOTION: Bentley / Thomas

That the Audit, Risk, and Improvement Committee note that there were four (4) reportable procurement incidents since the last ARIC meeting.

Director Corporate Services noted an error that needed correction. The no. of reportable breaches in the recommendation should read 2, not 4.. The wording used for one of the breaches was discussed relating to 'workplace culture' and DCS advised that it was more a 'lack of training' than a 'cultural' issue.

The motion was carried with the Committee Members voting unanimously.

6.4 GOVERNANCE HEALTH CHECK UPDATE

COR400236, COR400236

23/25

MOTION: Bentley / Thomas

That the Audit, Risk and Improvement Committee receive the report on the Governance Health Check Update and take note of the report.

Acting Manager Customer Services & Governance noted that since the recommendations from the Government Health Check came out 6 months ago, some of the top 10 items have been completed, including the Conflicts of Interest Register (95% completed), which will be updated every 6 months moving forward, and noted the upcoming Code of Conduct training for all staff. The committee then discussed the resourcing challenges to action the 87 recommendations and the balance between compliance objectives, the resourcing to achieve this whilst continuing to meet our operational and service commitments, and ensuring these are completed in the most efficient way.

The motion was carried with the Committee Members voting unanimously.

Item 7: Improvement

7.1 DELIVERY PROGRAM 2022/26 SIX MONTHLY PROGRESS REPORT

COR400236, COR400601

24/25

MOTION: Bentley / Thomas

That the Audit, Risk, and Improvement Committee received the report by Business Improvement Officer on the Delivery Program 2022/26 Six Monthly Progress Report.

Committee noted the progress report of the Delivery Program 2022/6, and Committee member (JB) queried the Doctors for Regions and incentives around this program, and the GM provided an update on its progress.

Committee member (JS) asked GM regarding project for Housing Crisis Accommodation action, that it noted that it was 'not progressing' whereas GM advised it was. Action to be updated.

The committee was introduced to the new Business Improvement Officer (Nicole Cassidy).

The motion was carried with the Committee Members voting unanimously.

**7.2 ROAD ASSET MANAGEMENT IN LOCAL GOVERNMENT -
NSW AO PERFORMANCE AUDIT**

COR400236, COR400236

25/25

MOTION: Bentley / Thomas

That the Audit, Risk and Improvement Committee:

- 1. note the NSWAO Performance Audit and the practices of MWRC against the key observations and lessons learnt; and**
- 2. endorse the recommended actions in the report to be included in the Action Update Reports for monitoring.**

Business Improvement Officer discussed how Council's practices have been compared with the recommended performance practices and that 3 actions will be implemented over 3 years. Discussion was around disaster recovery management and putting in place an emergency situation procedure and DCS advised that we have some systems already in place, including the Business Continuity Plan (BCP). The chair noted how well Council responded to previous disasters in previous years.

The motion was carried with the Committee Members voting unanimously.

7.3 AUDIT OFFICE'S REPORT ON LOCAL GOVERNMENT 2024

COR400236, FIN300446

26/25

MOTION: Dicker / Bentley

That the Audit, Risk and Improvement Committee note the NSW Audit Office's Report on Local Government 2024 and the comparison of the results and themes to Mid-Western Regional Council.

The Committee discussed the report and findings. The DCS mentioned that the CFO's view was that items to raise were at industry level and there was non-adjusted corrections. Further discussion on the infrastructure renewals benchmarking and the ratios can be deceptive (e.g.) when looking at Council's 30-year plan for water treatment facilities, ratios and targets. The committee congratulated the CFO for this valuable tool.

The motion was carried with the Committee Members voting unanimously.

Item 8: General Business

8.1 BUSINESS IMPROVEMENT UPDATE

COR400236, COR400236

27/25

MOTION: Bentley / Stuart

That the Audit, Risk and Improvement Committee note the progress of the Business Improvement program.

Business Improvement Officer noted the delivery and operational plan has come off exhibition and is going to the 28 May Extraordinary Council Meeting, and only received a few submissions.

The Committee then discussed the first Service Delivery Review on Parks and Gardens and noted that we are a little ahead of other Councils in our progress to date.

Discussion on the review of aquatic centres, maintenance of existing facilities, and pool usage.

The motion was carried with the Committee Members voting unanimously.

Committee members JB and JS reminded Council Officers about their upcoming end of terms and discussed the plan for transitioning incoming committee members. It was suggested by Independent member ET for some overlap of 6-12 months for each member, potentially staggered to ensure sufficient time to onboard and develop understanding of role and Council. ACS acknowledged this and advised that there is a set budget for ARIC and a request will need to go before Council to approve an overlap for training the new members.

Item 9: Closure

There being no further business the meeting concluded at 11:08am.

The next Audit, Risk and Improvement Committee will be held on the Friday, 22 August 2025 at Council Chambers, 86 Market Street, Mudgee.

12.2 Local Traffic Committee Meeting Minutes - May 2025

REPORT BY THE ADMINISTRATION ASSISTANT - INFRASTRUCTURE PLANNING
TO 18 JUNE 2025 ORDINARY MEETING
GOV400105, A0100009, GOV400113

RECOMMENDATION

That Council receive the report by the Administration Assistant - Infrastructure Planning on the Local Traffic Committee Meeting Minutes - May 2025.

Executive summary

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

Disclosure of Interest

Nil

Detailed report

The Local Traffic Committee meeting was held on Friday, 16th May 2025.

Two event reports were considered:

- *2025 Mudgee Running Festival*
- *Flavours of Mudgee 2025*

One traffic report was considered.

- Local Traffic Committee Terms of Reference

General Business items included:

- SI0035/2025 & SI00125/2025 – supplementary plates for Wenonah Aged Care Units and Gulgong Pre-School
- RD0822/2025 – Accessible parking bay at Mudgee Pre-school
- Request for accessible parking bay in Denison St Mudgee
- Request for the location of current accessible parking bay McDonald St Kandos to be investigated
- Request for IGA Kandos parking concerns to be investigated
- Percy Knott reserve rest area – Traffic management
- Request for accessible parking at Liberty Swing Robertson Park Mudgee

Full discussion notes are included in the attached report.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

JACQUALYN PERRING
ADMINISTRATION ASSISTANT -
INFRASTRUCTURE PLANNING

CLAIRE CAM
ACTING DIRECTOR OPERATIONS

27 May 2025

Attachments: 1. MINUTE - Local Traffic Committee meeting - 16.5.2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Mid-Western Regional Council

Date: 16 May 2025

Minutes of the Local Traffic Committee

Held at the Operations Meeting Room, 54 Depot Road Mudgee
on 16 May 2025.

Present	Peter Wormald, Garry McGovern (NSW Police), Thomas Worley (TfNSW), Samantha Cecchini (MWRC), Phillip Cooper (Ogdens Coaches), Clr Cornish, Lisa Cartmell (MWRC)
Apologies	Julian Geddes (MWRC), Don Cottey (MWRC), Cr Alex Karavas, Mark Fehon (NSW Police), Simon Fogerty (NSW Police), Nathan Murphy (TfNSW),
Secretary	Jackie Perring (MWRC)

The LTC meeting commenced at 9:43am.

ACKNOWLEDGEMENT OF COUNTRY

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

MINUTES OF PREVIOUS MEETING

RECOMMENDATION

That the Minutes of the previous Local Traffic Committee held on 17 April 2025 be taken as read and confirmed.

RESOLUTION

The Minutes of the previous Local Traffic Committee held on 17 April 2025 were confirmed.



MATTERS IN PROGRESS – APRIL 2025

SUBJECT	RES NO. & DATE	CLOSE	ACTION
CAERLON BUS PICK UP	FEB2021-1		<p>15/3 STILL IN PROGRESS, EXPECTATIONS ARE THAT THIS IS A 2 YEAR PROCESS. ADDITIONAL ROAD TO BE ADDED BY COUNCIL.</p> <p>19/4 THE HONE CREEK DRIVE EXTENSION TO FAIRYDALE LANE WILL NOT BE COMPLETED UNTIL 2026. IN THE MEANTIME A TEMPORARY BUS TURN AROUND WITHIN CAERLEON ESTATE WILL BE PROVIDED BY THE DEVELOPER WITH THE CONSTRUCTION OF FUTURE STAGES OF THE SUBDIVISION.</p> <p>13/6/2024 – Don has visited site and has met with Ogdens. To be discussed in General Business</p> <p>21/6/2024 – Don & Sammy to speak to Ogdens & Dept of Transport as to what can be done. Tentative barrier may be erected. Stage 14 of Caerleon will include a roundabout at entrance to estate</p> <p>10/7/2024 – TfNSW email changing speed zone to 50km past Hone Creek entrance to Caerleon Estate.</p> <p>16/12/2024 – Signage installed – TfNSW to review 100 sign location</p> <p>21/2/2025 – Advice by TfNSW that additional signage would be installed at the end of March. There will be cameras going up at the intersection of Castlereagh Highway and Hill End Rd to observe driver behaviour for four weeks.</p> <p>7/5/2025 – Further requests from the public requesting bus shelter and barriers to protect children.</p> <p>8/5/2025 – Other options for Bus stop location have been investigated with no success. Request for Developer to add Bus turning back in next stage of development.</p> <p>16/5/2025 – Many avenues have been looked at with no solution. Possible funding available but as the bus stop is informal, it would be unlikely to be approved. The only viable solution is for the developer to put in a turning bay at the end of the current stage. Developer to be approached and advised of the urgency of this matter.</p>



MATTERS IN PROGRESS – APRIL 2025

SUBJECT	RES NO. & DATE	CLOSE	ACTION
MEARES ST SPEEDING			<p>Various complaints re speeding on Meares St and entrance exit to Hospital car park. Samantha Cecchini would like to propose that we do a road study at multiple locations (including Robertson Rd due to other complaints) to identify any speeding trends</p> <p>21/6/2024 – Road study being undertaken Meares & Robertson Rds. Results will be brought to next meeting. 9/8/2024 – Road study results in General Business for LTC meeting 16/8/2024. 19/8/2024 – Concept design to be drawn and supplied to next meeting 22/1/2025 – Request sent to TfNSW for assistance with funding for concept design 16/5/2025 – TfNSW are still assessing funding options.</p>
Concerns for speeding on Mayne St Gulgong	February 2025 Meeting		<p>Concerns have been raised about the speed limit on Mayne Street Gulgong after two near accidents. Primarily a policing issue, however Council are working with TfNSW to consider the area being a High Pedestrian Area. Action: Further investigation required – MWRC recommend closure of this request.</p>
South Side Shopping Plaza parking	April 2025 Meeting		<p>Request for review of South Side Shopping plaza parking. 8/5/2025 – No further traffic calming devices will be installed until a review of the precinct has taken place. 16/5/2025 - This request will remain on hold until the completion of the Mudgee traffic study. Council approved a budget to conduct a traffic study in Mudgee 19 March 2025.</p>

PAST EVENT DEBRIEF

EVENT	
Mudgee ANZAC Day	Secretary declared a conflict of interest as a member of the Mudgee RSL Sub branch. NSW Police advised no issue with event.
Gulgong ANZAC Day	Secretary declared a conflict of interest as a member of the Mudgee RSL Sub branch. NSW Police advised no issue with event.
Mudgee Classic	NSW Police advised no issue with event. It was run well, cyclists were happy, communication was good. It's getting better every year.



CALENDAR OF EVENTS

2025		
MONTH	DATE	COMMENTS
JANUARY		
Mudgee Tri Club club race day 2024/2025 season	19/1/2025	Acceptance by LTC emailed 30/8/2024 - MWRC Min256/24 giving approval emailed 21/10/2024
FEBRUARY		
Mudgee Tri Club club race day 2024/2025 season	16/2/2025	Acceptance by LTC emailed 30/8/2024 - MWRC Min256/24 giving approval emailed 21/10/2024
Charity Shield – South Sydney v St George Dragons	22/2/2025	Acceptance of Glen Willow Major Events Traffic and Pedestrian management plan 2025-2026 by LTC emailed 19/12/2024 – Going to Feb Council meeting.
MARCH		
Tour de Cure Westpac Cycling Tour	8-11 March 2025	Acceptance by LTC emailed 10/1/2025. Ratification by LTC emailed 25/2/2025. MWRC Min86/25 19/3/2025 giving approval emailed 25/3/2025.
Can Cruise	15/3/2025	Letter of support by LTC emailed 25/2/2025. MWRC Min86/25 dated 19/3/2025 giving approval emailed 25/3/2025. Approval not required.
Mudgee Tri Club club race day 2024/2025 season	16/3/2025	Acceptance by LTC emailed 30/8/2024 - MWRC Min256/24 giving approval emailed 21/10/2024
Dubbo Black Dog Ride	16/3/2025	Approval not required
APRIL		
Mudgee Tri Club club race day 2024/2025 season	6/4/2025	Acceptance by LTC emailed 30/8/2024 - MWRC Min256/24 giving approval emailed 21/10/2024
Mudgee ANZAC Day	25/4/2025	Acceptance by LTC emailed 25/2/2025. MWRC Min86/25 dated 19/3/2025 giving approval emailed 25/3/2025.
Gulgong ANZAC Day	25/4/2025	Acceptance by LTC emailed 25/2/2025. MWRC Min86/25 dated 19/3/2025 giving approval emailed 25/3/2025.



MAY		
Mudgee Classic 2025	3-4/5/2025	Acceptance by LTC emailed 16/12/2024 - MWRC Min46/25 giving approval emailed 26/2/2025
JUNE		
Henry Lawson Heritage Festival 2025	7/6/2025	Acceptance by LTC emailed 17/4/25. To go to May Council meeting
JULY		
Mudgee Small Farm Field Days" Friday and Saturday,	11-12/7/2025	Acceptance by LTC emailed 2/4/2024. MWRC Min106/25 giving approval emailed 22/4/2025
AUGUST		
NRL Premiership Penrith Panthers v Canberra Raiders	22/8/2024 6pm kick off	Acceptance of Glen Willow Major Events Traffic and Pedestrian management plan 2025-2026 by LTC emailed 19/12/2024 – MWRC Min46/25 giving approval emailed 26/2/2025
MUDGEES BIKE RIDE "MARY'S MAYHEM"	2-3/8/2025	Acceptance by LTC emailed 17/4/25. To go to May Council meeting
Mudgee running festival event	16.5.2025	Report to go to May LTC meeting.
SEPTEMBER		
The Central West Charity Tractor Trek	September 2025	Acceptance by LTC emailed 19/12/2024 – MWRC Min46/25 giving approval emailed 26/2/2025
2025 Mudgee High School Year 12 Rainbow Day		
2025 Flavours of Mudgee street festival	27/9/2025	Report to go to May LTC meeting.
OCTOBER		
NOVEMBER		
Rylstone Street Feast	1/11/2025	Acceptance by LTC emailed 17/4/25. To go to May Council meeting
DECEMBER		
Mudgee Cup		
Mudgee Showground Carols		

Red = Unapproved

Green = Approved

Orange – Approval not required



25/014 GENERAL BUSINESS

RECORDING OF MEETINGS

Members were advised that the Local Traffic Committee Meetings will be recorded from next meeting for administration purposes only (minute taking and training) unless anyone had any objections. Members were advised that the recordings will not be made public. They are only kept for three months and that members could view the meetings using the Teams meeting link. There were no objections.

CHANGE TO CONDITIONS OF APPROVAL FOR EVENTS REGARDING ADVERTISING

Members were advised that there have been several requests by organisers to change the conditions regarding advertising of events as organisers did not want to advertise in the Local Paper as they believed it did not reach many people. The condition was requested to be changed to give organisers the choice to use local papers, radio and / or social media. The request to change the condition was approved by Executive at their meeting held 13/4/2025.

Under Part 2, Division 1, section 5 of the Road Authority 2018,

(1) A roads authority must give at least 7 days notice of its intention to close a public road in the exercise of its functions under Part 8 of the Act:

- (a) by means of a notice published in a local newspaper or on the roads authority's website, and
- (b) by means of conspicuous notices erected along the road.

(2) No such notice is necessary in the case of an emergency.

As all road closures are advertised on Councils web page this requirement is being met.

SI0035/2025 AND SI0125/2025 – SUPPLEMENTARY PLATES FOR WENONAH AGED CARE UNITS AND GULGONG PRE-SCHOOL

A quote was received for the Pedestrian signs, poles, AGED blade and PRESCHOOL blade regarding SI0035/2025 and SI0125/2025. The quote was for \$4958 which includes:



8 x W6-1 Pedestrian (Symbolic) plus poles.



3 x W8-24 Preschool Size B.

and



5 x W8-18 Aged Size B.

With there currently not being a budget to purchase and install these signs these would need to be a Community Plan Proposal (CPP).

Approximate locations.



Recommendation: Submit a Community Plan Proposal for this signage to be installed in the future.

Resolution: Secretary to contact customer and advise that the Local Traffic Committee has investigated signage and found what might be suitable however there is currently no funding for signage available, their best available avenue is to put in a submission for the Community Plan Proposal (CPP) or fund the signage themselves.

RD0822/2025 – ACCESSABLE PARKING BAY AT MUDGEES PRE-SCHOOL

After further consultation with MWRC staff, this issue is being re-submitted with a request that Option 1 from the Engineers report be accepted. This has the accessible parking bay at the existing pram ramp at the gate of the Mudgees Pre-School. Option 2 would require a pram ramp to be installed and there were concerns regarding childrens safety due to the proximity of the corner of Perry Street.

Recommendation – That Option 1 be approved for the re-instatement of an Accessible Parking Bay in Lovejoy Street outside Mudgees Preschool.



Resolution: Members all agreed to reinstate the accessible parking bay back where it was (Option 1) near the existing pram ramp and the gate to the pre-school. Works request to be raised to have signage and linemarking installed subject to Councils approval at the June 2025 meeting.

REQUEST FOR ACCESSIBLE PARKING BAY IN DENISON STREET MUDGEES

Denison Street, Mudgee (Disabled Parking near Mudgee Public School) – The Works Department has received multiple requests regarding sealing an area of the road shoulder following the removal of a tree by P&G several years ago. These works are already programmed for completion in the coming weeks, and customers have been informed. However, one customer has also requested that this location be considered for a disabled parking bay. The spot is directly in front of the assisted learning demountable, and currently, children with disabilities must walk through the school from the existing disabled bay.

For notification purposes only. Action to be taken under Councils delegation.

REQUEST FOR THE LOCATION OF CURRENT ACCESSIBLE PARKING BAY MCDONALD STREET KANDOS TO BE INVESTIGATED

An employee of the Kandos IGA has suggested that the disabled access parking (on McDonald St) isn't in a great spot as is up a hill and additionally further from the front door than is necessary.

For notification purposes only. Action to be taken under Councils delegation.

REQUEST FOR IGA KANDOS PARKING CONCERNS TO BE INVESTIGATED

An employee of the Kandos IGA has also raised concerns to IGA management that IGA employees are not utilising the rear car park. They have requested a letter from Council to Management to have workers park in the provided car park to free up parking spaces for customers.

For notification purposes only. Action to be taken under Councils delegation.

PERCY KNOTT RESERVE REST AREA - TRAFFIC MANAGEMENT

The management of traffic ingress and egress to the reserve have been reviewed in light of design standards.

SOUTHERN DRIVEWAY

The southern entrance is suitable for entry for north bound traffic.

The entrance is not suitable for exiting traffic because of limited sight distance.

The entry/ exit should be signposted accordingly. (no exit)

NORTHERN DRIVEWAY

Is suitable for northbound traffic exiting the reserve.

The sight distance for vehicles wishing to make a south bound turn is inadequate.

The driveway should be signposted accordingly.

For notification purposes only. Works to be undertaken under Councils delegation.



REQUEST FOR ACCESSIBLE PARKING AT LIBERTY SWING, ROBERTSON PARK MUDGEES

For notification purposes only. Works to be undertaken under Councils delegation.

GENERAL BUSINESS RAISED AT MEETING

Safety concerns re heavy horse and cart in closed road during Henry Lawson Festival. Concerns to be passed to organiser of Henry Lawson Festival.

Action: Secretary to forward concerns to Henry Lawson Festival organiser for them to address.

Clr Cornish requested for road curve/corner warning sign on the Northern entrance to Pyramul to avoid issues with road camber causing vehicles to veer to the wrong side of the road when going at posted speed limit.

Action: *Works request to be raised to have signage installed subject to Councils approval at the June 2025 meeting.*

NSW Police advised that they would like to see traffic lights at the Horatio / Church Street intersection and Horatio / Douro Street intersection to alleviate traffic issues they see. Advised that Council is undertaking a Mudgee Traffic Study and this will be looked at as part of that.

LTC members advised that Wine, Wings and Wheels has been postponed again until 1 June 2025.



25/015 2025 MUDGEES RUNNING FESTIVAL

RECOMMENDATION

That the Local Traffic Committee endorse the event – “2025 Mudgee Running festival” 17th August 2025, and classify as a Class 2 event under the “Guide to Traffic and Transport Management for Special Events Version 3.4” and proceed with the following conditions:

- a) A Special Events Transport Management Plan (TMP), is to be prepared in accordance with the Guide to Traffic and Transport Management for Special Events Version 3.4 and submitted to and approved by Council prior to the event;
- b) Events are to be undertaken in accordance with the requirements of the NSW Police Force with their approval documentation forwarded to Council for notation;
- c) Controlling noise as required by the Protection of The Environment Operations (Noise Control) Regulation 2000;
- d) Reimbursing Council for the cost of damage repairs;
- e) Complying with any of Council’s Law Enforcement Officers’ reasonable directives;
- f) Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;
- g) the qualification of the person creating the Traffic Guidance Scheme must be a holder of the Prepare a Work Zone Traffic Management Plan or superseded Select and Modify Certificate or the Design and Audit Certificate which has not expired;
- h) Any person directing traffic on a public road is required to possess an appropriate traffic controller’s certificate;
- i) Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$20 million. Such a policy is to list Council, TRANSPORT FOR NSW and NSW Police as Interested Parties;
- j) The event convener is to consult with all affected businesses and residents adjacent to the proposed closure, in writing, indicating the period during which their accesses will be affected;
- k) Maintain a four-metre wide emergency vehicle lane;
- l) Advertise the proposed event in local newspapers, local radio stations or social media with relevant information at least two weeks prior to the date;
- m) The organiser is to debrief with Council and Police with all traffic control documentation and controls tabled for review.
- n) Traffic Guidance Schemes are prepared in accordance with TRANSPORT FOR NSW Traffic Control at Worksites Manual.

MOTION:

That the above recommendation be accepted and approved.

RESOLUTION:

The event, 2025 Mudgee Running festival, was accepted and approved with amended condition l, subject to Councils approval at the June 2025 meeting.



25/018 2025 FLAVOURS OF MUDGEES

RECOMMENDATION

T That the Local Traffic Committee approve the event “Flavours of Mudgee Street Festival 2025” – 27th September 2025 and that it be classified as a Class 2 event under the “Guide to Traffic and Transport Management for Special Events Version 3.5” and proceeds with the following conditions:

- A. A Special Events Transport Management Plan (TMP), is to be prepared in accordance with the Guide to Traffic and Transport Management for Special Events Version 3.4 and submitted to and approved by Council prior to the event;
- B. Events are to be undertaken in accordance with the requirements of the NSW Police Force with their approval documentation forwarded to Council for notation;
- C. Controlling noise as required by the Protection Of The Environment Operations (Noise Control) Regulation 2000;
- D. Reimbursing Council for the cost of damage repairs;
- E. Complying with any of Council’s Law Enforcement Officers’ reasonable directives;
- F. Maintain areas in a clean and tidy condition. No obstructions are to be left on the roadways or footpaths;
- G. the qualification of the person creating the Traffic Guidance Scheme must be a holder of the Prepare a Work Zone Traffic Management Plan or superseded Select and Modify Certificate or the Design and Audit Certificate which has not expired;
- H. Any person directing traffic on a public road is required to possess an appropriate traffic controller’s certificate;
- I. Council must be provided with a current copy of a public liability insurance policy in the amount of at least \$20 million. Such a policy is to list Council, TRANSPORT FOR NSW and NSW Police as Interested Parties;
- J. The event convener is to consult with all affected business and residents adjacent to the proposed closure, in writing, indicating the period during which their access will be affected;
- K. Maintain a four-metre wide emergency vehicle lane;
- L. Advertise the proposed event in local newspapers, local radio stations or social media with relevant information at least two weeks prior to the date;
- M. The organiser is to debrief with Council and Police with all traffic control documentation and controls tabled for review.
- N. Traffic Guidance Schemes are prepared in accordance with TRANSPORT FOR NSW Traffic Control at Worksites Manual.

MOTION:

That the above recommendation be accepted and approved.

RESOLUTION:

The event, Flavours of Mudgee Street Festival 2025, was accepted and approved with amended condition I, subject to Councils approval at the June 2025 meeting.



25/016 LOCAL TRAFFIC COMMITTEE TERMS OF REFERENCE

RECOMMENDATION

That the Local Traffic Committee Review and comment on the attached Draft Terms of Rerence.

MOTION:

That the above recommendation be accepted and approved.

Changes were recommended by TfNSW so this will be changed and re-submitted to LTC for review and comment.

CLOSURE

There being no further business the meeting concluded at 11.13.

Item 13: Urgent Business Without Notice

URGENT BUSINESS WITHOUT NOTICE

As provided by Clauses 19 & 20 of Council's Code of Meeting Practice (Clause 14 LGMR).

GIVING NOTICE OF BUSINESS

19. (1) The Council must not transact business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business in writing at least two (2) days prior to the day on which the agenda and business paper is prepared and delivered to Councillors; and
 - (b) unless notice of the business has been sent to the Councillors in accordance with Clause 6 of this Code. (see Section 367 LGA & Clause 14(1) LGMR)
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
- (a) is already before, or directly relates to a matter that is already before the Council (see Clause 14(2)(a) LGMR); or
 - (b) is the election of a chairperson to preside at the meeting as provided by Clause 12(1) (see Clause 14(2)(b) LGMR); or
 - (c) is a matter or topic put to the meeting by the chairperson in accordance with Clause 21 (see Clause 14(2)(c) LGMR); or
 - (d) is a motion for the adoption of recommendations of a committee of the Council; (see Clause 14(2)(d) LGMR); or
 - (e) relates to reports from officers, which in the opinion of the Chairperson or the General Manager are urgent;
 - (f) relates to reports from officers placed on the business paper pursuant to a decision of a committee that additional information be provided to the Council in relation to a matter before the Committee; and
 - (g) relates to urgent administrative or procedural matters that are raised by the Mayor or General Manager.

BUSINESS WITHOUT NOTICE

20. (1) Despite Clause 19 of this Code, business may be transacted at a meeting of the Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency. Such a motion can be moved without notice. (see Clause 14(3) LGMR)
- (2) Despite Clause 30 of this Code, only the mover of a motion referred to in subclause (1) can speak to the motion before it is put. (see Clause 14(4) LGMR)

Item 14: Confidential Session

Nil