



****PUBLIC COPY****

Business Papers 2025

MID-WESTERN REGIONAL COUNCIL

ORDINARY MEETING
WEDNESDAY 16 JULY 2025

*A prosperous and progressive
community we proudly call home*





PO BOX 156
MUDGEE NSW 2850

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

Ph: 1300 765 002 or (02) 6378 2850
Fax: (02) 6378 2815
Email: council@midwestern.nsw.gov.au

9 July 2025

Dear Councillor,

MEETING NOTICE
Ordinary Meeting
16 JULY 2025
Public Forum at 5:30pm
Council Meeting commencing at conclusion of Public Forum

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

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

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

Yours faithfully

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

BRAD CAM
GENERAL MANAGER

AGENDA

Acknowledgement of Country	7
Item 1: Apologies.....	7
Item 2: Disclosure of Interest.....	7
Item 3: Confirmation of Minutes.....	7
3.1 Minutes of Ordinary Meeting held on 18 June 2025	7
Item 4: Matters in Progress	8
Item 5: Mayoral Minute	9
Nil	
Item 6: Notices of Motion or Rescission.....	10
6.1 Communication Towers.....	10
6.2 David Lang Artwork.....	11
6.3 Discount for Local Hire of Training Camp of Excellence	12
Item 7: Office of the General Manager	13
7.1 Policy Review - Code of Conduct	13
7.2 Policy Review - Code of Meeting Practice	15
7.3 2025 Christmas Shutdown	17
Item 8: Development	19
8.1 Planning Proposal - 23 Hill End Road, Caerleon	19
8.2 Planning Proposal - Reclassification of Public Land	29
8.3 Planning Proposal - Henry Lawson Drive, Gulgong - Post Exhibition	36
8.4 Tallawang Solar Farm and Battery Energy Storage System (BESS) Voluntary Planning Agreement - Post Exhibition	41
8.5 2025 Monthly Development Applications Processing and Determined - June	48
Item 9: Corporate Services.....	56

9.1	Capital Expenditure Review: Key Worker Housing Initiative	56
9.2	RFT 2024/128 - Project Management Services Prequalified Panel Tender	60
9.3	Draft Long Term Financial Plan 2025/26-2034/35	65
9.4	New and Amended Fees and Charges 2025/26	68
9.5	Community Grants Program - July 2025	75
9.6	Policy Review - Risk Management	83
9.7	Policy Review - Sustainable Procurement and Contracts Policy.....	87
9.8	Naming of a new road in a subdivision off Lower Piambong Road, Menah.....	103
9.9	Application to Close and Purchase Council Road Reserve off Rocky Waterhole Road	113
9.10	Monthly Budget Review - July 2025 Budget Variations	117
9.11	Monthly Statement of Investments as at 30 June 2025	124
9.12	Policy Review - Purchase Cards	132
Item 10:	Operations.....	144
10.1	Policy Review - Water Pipes Across and Along Roads	144
Item 11:	Community	150
	Nil	
Item 12:	Reports from Committees.....	151
	Nil	
Item 13:	Urgent Business Without Notice	152
Item 14:	Confidential Session.....	154
14.1	Purchase of Land for Road Opening - Pyramul Road.....	158
14.2	Additional Report - Purchase of Commercial Property	161
Item 15:	Urgent Confidential Business Without Notice	165
Item 16:	Open Council.....	165
Item 17:	Closure.....	165

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 18 June 2025

Council Decision:

That the Minutes of the Ordinary Meeting held on 18 June 2025 be taken as read and confirmed.

The Minutes of the Ordinary Meeting are separately attached.

Item 4: Matters in Progress

SUBJECT	RESOLUTION NO. & DATE	RESOLUTION	ACTION
Investigation of Garbage collection service at Queen's Pinch Waste Transfer Station	Res. 66/20 Ordinary Meeting 18/03/2020	Staff investigate the feasibility of replacing the Waste Transfer Station on Queen's Pinch Rd with a garbage collection service.	To be reported to Council at a future meeting.
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.	Reported to 18 June 2025 Council meeting. <u>Recommended for completion</u>

Item 5: Mayoral Minute

Nil

Item 6: Notices of Motion or Rescission

6.1 Communication Towers

NOTICE OF MOTION LISTED BY CR PERCY THOMPSON
TO 16 JULY 2025 ORDINARY MEETING
GOV400113,

MOTION

That Council ask Federal Member, Andrew Gee MP, to contact the now Communications Minister to have the towers that were put in at Goolma, Rylstone and Yarrawonga, put in an appropriate place on a high hill so that they reach the full district.

Background

The tower at Goolma, near the Catholic Church, only reaches eight houses. The tower at Rylstone only reaches a few houses and the Yarrawonga tower is in a gully and doesn't service the surrounding area. These towers need to be placed in appropriate locations to service community needs of having mobile phone towers that work. The people need to be able to ring triple zero (000), this can save a lot of lives.

Officer's comments

Provisions of communications infrastructure is not the responsibility of Council. However, Council continues to lobby for improved mobile phone connectivity across the region. The Mid-Western Digital Plan, developed in partnership with Mid-Western Regional Council, Telstra, and NBN identifies priority areas for improved connectivity including Rylstone and Yarrawonga.

Council will write to Telstra requesting the mobile coverage in the area to be improved and write to our Local Federal Member for support.

6.2 David Lang Artwork

NOTICE OF MOTION LISTED BY CR PERCY THOMPSON
TO 16 JULY 2025 ORDINARY MEETING
GOV400113,

MOTION

That Council negotiate with David Lang the idea of keeping the artwork that was displayed at the last Council meeting in our Council area.

Background

A number of artists and other people in our community have contacted me suggesting this artwork should stay in our region.

Officer's comments

Preliminary discussions have been held with Mr Lang.

It is noted that Council has an Art Collection Policy. This includes guidelines for the selection of works to be purchased, including the following:

Whilst the Mudgee Arts Precinct is not intended to be an acquisitive facility, Council may from time to time consider works (whether commissioned, purchased, acquired or gifted) as appropriate for inclusion in the collection having regards to the following factors:

- The work shows aesthetic merit, quality and skill.
- The work shows competence in the use of materials.
- The work will fill a gap or build upon strengths within the existing collection.
- There is an appropriate Council location for the work to be displayed or stored.
- Council has an existing, and anticipates an ongoing, budget suitable for the storage, maintenance, conservation, security and insurance of the work.

Other factors

- The work and/or artist may emphasise some regional reference.
- The work collected may be of regional, national and/or international significance.
- Selection should also consider the value of proposed work in relation to the existing collection.
- The work must be able to prove a valid title or authorship.

If Council was of mind to consider purchasing these works, then the policy also requires process and documentation around other selection considerations prior to any agreement.

A budget would also need to be provided to cover any related costs.

6.3 Discount for Local Hire of Training Camp of Excellence

NOTICE OF MOTION LISTED BY CR ROD PRYOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400113,

MOTION

That Council provides a discount of at least 50% for the hire of facilities at the Training Camp of Excellence to local community and sporting groups.

Background

Considering that the facility was built with a combination of Council money and funds obtained in the community's name. Funds such as the Federal Government "Local Roads and Infrastructure Fund; which states the funding is for amenities that "are generally accessible to the public at large" and examples of such amenities are parks, playgrounds, footpaths and roads, which are publicly accessible and they are open to all members of the public, it seems only fair that the community is spared from paying the full rate to use this facility and are offered at least a 50% discount.

Officer's comments

The business case for the Mudgee Team Training Village does not currently consider discounts for community groups. Modelling for such discounts would need to be undertaken to consider financial implications and reduction in income which may impact Council's ability to finance other activities for the community benefit.

It is also important to note that the facility is not designed to undercut or encroach on any current local business operators that currently offer such services to the community such as local gyms, recover centres or seminar/conference spaces.

Item 7: Office of the General Manager

7.1 Policy Review - Code of Conduct

REPORT BY THE GOVERNANCE CO-ORDINATOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, GOV400008

RECOMMENDATION

That Council:

1. **receive the report by the Governance Co-ordinator on the Policy Review - Code of Conduct;**
 2. **place the Code of Conduct on public exhibition for 28 days; and**
 3. **adopt the Code of Conduct if no submissions are received.**
-

Executive summary

Under section 440 of the *Local Government Act 1993*, Councils are required to review and adopt a Code of Conduct based on the Model Code of Conduct within 12 months of the beginning of each new Council term.

Disclosure of Interest

Nil

Detailed report

The Office of Local Government (OLG) is presently undertaking a comprehensive review of the Model Code of Conduct for Local Councils in New South Wales. As part of this process, the OLG invited councils and other stakeholders to make submissions to inform potential amendments and updates to the current Model Code.

A significant number of submissions were received by the OLG during this consultation period. Due to the volume and complexity of the feedback, the OLG has advised that the finalisation of the revised Model Code of Conduct has been delayed.

In the interim, and to ensure ongoing compliance with the Local Government (General) Regulation 2021, the OLG has issued advice recommending that Councils readopt their existing Codes of Conduct. This is to satisfy the requirement under clause 440 of the Regulation, which stipulates that each council must adopt a Code of Conduct that incorporates the provisions of the current Model Code.

Council's current Code of Conduct was previously adopted in alignment with the existing Model Code issued by the OLG. As a matter of good governance, the existing Code has been reviewed to

ensure that it remains consistent with all relevant and current legislation with no amendments proposed.

Once the OLG finalises and issues the revised Model Code of Conduct, a revised Code of Conduct will be brought forward.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Interactions Between Councillors and Staff
Records Management Policy
Work Health and Safety Policy
Workplace Bullying Policy
Electronic Telecommunications – Acceptable Use Policy
Social Media Policy
Media Policy
Public Interest Disclosure Policy
Privacy Management Plan

Legislation

Local Government Act 1993
Local Government (General) Regulation 2021

Financial implications

Not Applicable

Associated Risks

Not reviewing and adopting a Code of Conduct within the required timeframe would be a breach of the Local Government Act.

ASHLEIGH MARSHALL
GOVERNANCE CO-ORDINATOR

SIMON JONES
DIRECTOR COMMUNITY

23 June 2025

Attachments: 1. Code of Conduct - Draft. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

7.2 Policy Review - Code of Meeting Practice

REPORT BY THE GOVERNANCE CO-ORDINATOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, GOV400009

RECOMMENDATION

That Council:

- 1. receive the report by the Governance Co-ordinator on the Policy Review - Code of Meeting Practice;**
- 2. place the Code of Meeting Practice on public exhibition for 28 days and allow for a submission period of 42 days; and**
- 3. adopt the Code of Meeting Practice if no submissions are received.**

Executive summary

Under section 360 of the *Local Government Act 1993*, Councils are required to review and adopt a Code of Meeting Practice based on the Model Code of Meeting Practice within 12 months of the beginning of each new Council term.

Disclosure of Interest

Nil

Detailed report

The Office of Local Government is currently undertaking a review of the Model Code of Meeting Practice and has invited councils and stakeholders to make submissions regarding proposed amendments. The review has generated a high volume of submissions, many of which raise complex issues. As a result, the OLG has advised that the finalisation of the revised Model Code has been delayed.

In the interim, the OLG has recommended that Councils readopt their current Code of Meeting Practice to ensure continued compliance with legislative requirements, pending the release of the updated Model Code.

A review of the existing Code of Meeting Practice has been undertaken to confirm its alignment with current legislation. This review has found that the document remains accurate and reflects all relevant legislative references as they currently stand.

Once the revised Model Code of Meeting Practice is released by the OLG, Council will be required to undertake a further review of its adopted Code to ensure consistency with the new Model.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Code of Conduct

Legislation

Local Government Act 1993

Local Government (General) Regulation 2021

Financial implications

Not Applicable

Associated Risks

Not reviewing the Code of Meeting Practice within the required timeframes will result in a legislative compliance breach of the Local Government Act.

ASHLEIGH MARSHALL
GOVERNANCE CO-ORDINATOR

SIMON JONES
DIRECTOR COMMUNITY

23 June 2025

Attachments: 1. Code of Meeting Practice. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

7.3 2025 Christmas Shutdown

REPORT BY THE DIRECTOR COMMUNITY
TO 16 JULY 2025 ORDINARY MEETING
GOV400103, A0260003

RECOMMENDATION

That Council:

1. **receive the report by the Director Community on the 2025 Christmas Shutdown; and**
2. **note that administrative centres, works depots, and libraries will close for the Christmas holidays from Close of Business on Tuesday 23 December 2025, returning on Monday 5 January 2026.**

Executive summary

Council traditionally closes its administrative centres, works depots and libraries for the Christmas Holidays. This report recommends the closure for the 2025 Christmas/New Year period.

Disclosure of Interest

Nil

Detailed report

Past practice has been for Council's workforce to take leave over the Christmas/New Year period. This is traditionally a quieter period for Council services and thus provides a good opportunity for staff to take annual leave and also reduce Council's leave balance. Christmas Day falls on a Thursday, Boxing Day on a Friday, and New Year's Day on Thursday 1 January. These days are gazetted as public holidays. All other business days (five in total) will be treated as annual leave.

Please note that, as always, skeleton staff crews and on call staff will remain on duty and available during this period to deal with required maintenance or issues that arise. Other facilities such as swimming pools and waste transfer stations will continue to operate as per their regular schedules.

Community Plan implications

Theme	Good Government
Goal	An effective and efficient organisation
Strategy	Pursue efficiencies, ongoing business improvement and customer focused service delivery

Strategic implications

Council Strategies

Under the Local Government Award, appropriate notice needs to be provided to Council employees of any periods of forced leave. The Christmas and New Year period includes five days

of regular annual leave for staff in administration centres, works depots and libraries. Some staff will still be available over this period for required or emergency works.

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

SIMON JONES
DIRECTOR COMMUNITY

1 May 2025

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 8: Development

8.1 Planning Proposal - 23 Hill End Road, Caerleon

REPORT BY THE MANAGER STRATEGIC PLANNING
TO 16 JULY 2025 ORDINARY MEETING
GOV400105, LAN900197

RECOMMENDATION

That Council:

1. **receive the report by the Manager Strategic Planning and Trainee Town Planner on the Planning Proposal at 23 Hill End Road, Lot 1 DP 706730, to rezone from RU1 Primary Production to R1 General Residential and reduce the minimum lot size from 100ha to 600m²;**
 2. **provide initial support for the Planning Proposal to amend *Mid-Western Regional Local Environmental Plan 2012* and submit to the NSW Department of Planning, Housing and Infrastructure via the NSW Planning Portal seeking a Gateway Determination, in accordance with Section 3.34 of the *Environmental Planning and Assessment Act 1979*; and**
 3. **undertake community consultation as outlined in any future approved Gateway determination.**
-

Executive summary

A Planning Proposal has been submitted to Mid-Western Regional Council seeking an amendment to the *Mid-Western Regional Local Environmental Plan 2012* (LEP) to rezone Lot 1, DP 706730 otherwise known as 23 Hill End Road, Caerleon or 'Balli High'.

The Planning Proposal has been prepared by Atlas Environment and Planning on behalf of the landowner/proponent.

The intended outcome of the Planning Proposal is to provide additional R1 General Residential land. A preliminary concept subdivision plan has been prepared to demonstrate the lot layout that could potentially be achieved on site if the Planning Proposal is supported. The proponent intends to rezone and subdivide the site into two initial residential lots, with plans to sell the 6.72ha development lot. The development lot has an estimated potential yield of 40 to 50 R1 General Residential lots with a 600m² Minimum Lot Size. Supporting information detailing this is provided in Attachments 3 and 4 of this report.

The subject site is located within the Urban Release Area M21 which is identified within the Urban Release Strategy 2023 Update (URS 2023). Accordingly, the Planning Proposal is consistent with the URS 2023. The site is also identified and is consistent with the Mid-Western Region Housing Strategy. Further, the Planning Proposal is generally consistent with the relevant State and Regional strategic plans and strategies.

The minimum lot size for M21 stipulated in the URS 2023 is 600m². Following staffs' assessment of the Planning Proposal, it is recommended the minimum lot size be decreased from 100 hectares to 600m². Council staff are satisfied with the justification provided for the proposed reduction and rezoning, noting the proposals alignment to the relevant strategic documents.

The Planning Proposal (provided as Attachment 1) has been prepared in accordance with the structure outlined in the NSW Department Planning, Housing and Infrastructure (DPHI) *Local Environmental Plan Making Guideline* (August 2023). The report outlines the context, intended outcomes, explanation of provisions and justification for the Planning Proposal.

The staff recommendation is to provide initial support for the Planning Proposal and forward it to the DPHI with a request for a Gateway Determination to allow for community consultation to be undertaken. If the staff recommendation is supported, the Planning Proposal along with the Council resolution will be forwarded to the DPHI for their assessment.

Disclosure of Interest

Nil

Detailed report

Planning Proposals

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

The Gateway Process

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

Gateway Timeline

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

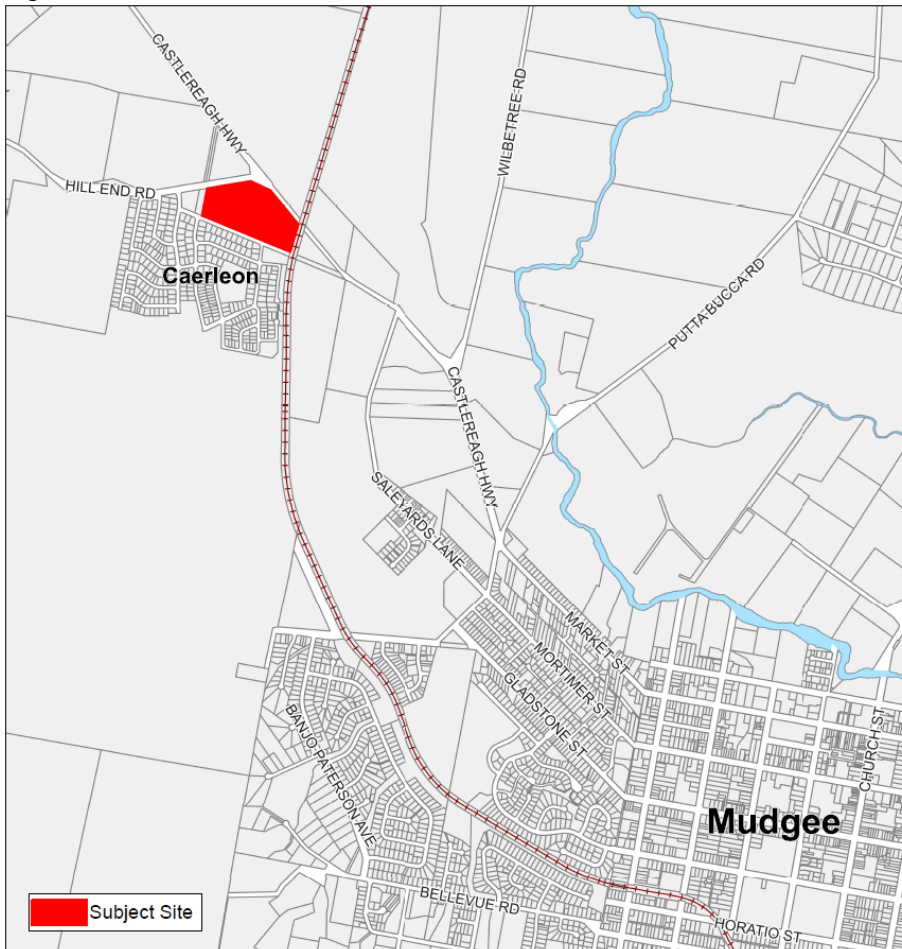
Stage	Completed	Comment
Preparation of a Planning Proposal		
Planning Proposal prepared by Proponent and submitted to Council	✓	May 2025
Council Decision to Support Proposal	(in progress)	The Planning Proposal is being reported to the July 2025 meeting for Council's decision.
Issue of Gateway Determination		
Council Requests Gateway Determination		
DPHI Issues Gateway Determination		
Gateway Conditions Satisfied		
Consultation		
Consultation with Relevant Agencies		
Public Exhibition		
Post-Exhibition Report to Council		
Finalisation of the Planning Proposal		
Council Exercises Delegation to Prepare LEP		
Draft LEP by Parliamentary Council		
Opinion Issued and LEP Made		

PROPOSAL CONTEXT

The Planning Proposal seeks to rezone the site from RU1 Primary Production to R1 General Residential (LZN_006) and reduce the Minimum Lot Size from 100 hectares to 600m².

Figure 1 below demonstrates the area subject to the Planning Proposal. Access to the site would be provided off Hill End Road. Given the proximity to the Castlereagh Highway (State Road) and Hill End Road (Regional Road), a referral to the Transport for NSW will be sought as part of the Gateway request.

Figure 1 – Location Plan



Source: MWRC

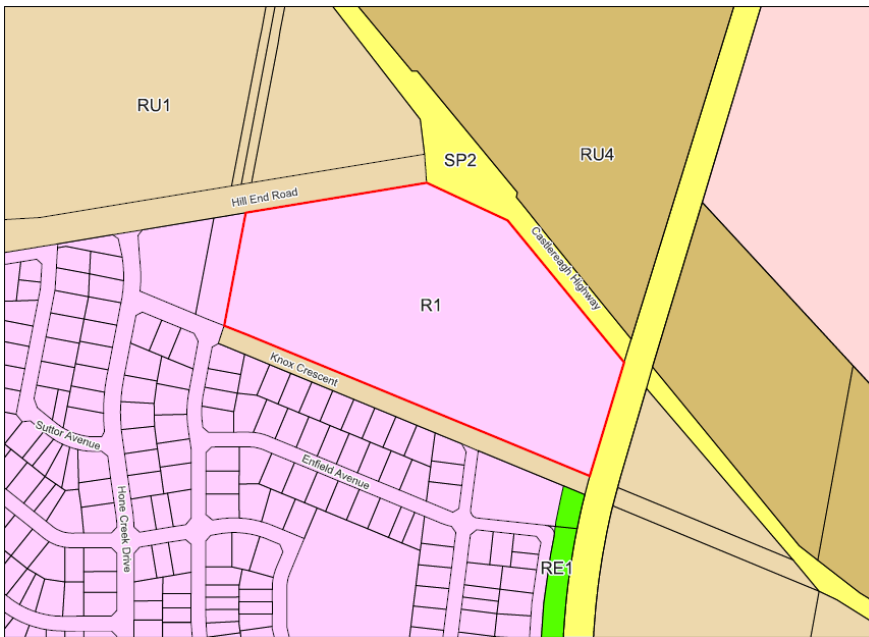
Figure 2 on the following page highlights the relation with the Mid-Western Urban Release Strategy 2023 Update, which identifies Lot 1 DP 706730 as part of the urban release area (URA) M21. The strategy recommends a reduction in minimum lot size from RU1-Primary Production to R1-General Residential with a minimum lot size of 600m².

Figure 3 below highlight the existing and proposed land use zoning pulled from the Planning Proposal.

This map shows a section of the Hill End Road area. The central feature is a large, light brown polygon labeled 'RU1', which is outlined in red. To the north of this polygon is a yellow area labeled 'SP2'. To the northeast is a light pink area labeled 'RU4'. To the south of the 'RU1' polygon is a green area labeled 'RE1'. To the southwest of the 'RU1' polygon is a light purple area labeled 'R1'. The map includes several roads: 'Hill End Road' runs horizontally across the top; 'Caulfield Highway' runs diagonally from the top right towards the bottom right; 'Knox Crescent' runs diagonally from the 'RU1' polygon towards the 'R1' area; 'Enfield Avenue' runs horizontally across the 'R1' area; 'Sutton Avenue' runs horizontally across the 'R1' area; and 'Horn Creek Drive' runs vertically along the left edge of the 'R1' area. The 'RU1' polygon is bordered by 'Hill End Road' to the north, 'Caulfield Highway' to the east, 'Knox Crescent' to the south, and 'Sutton Avenue' to the west.

Source: MWRC

Image 2 – Proposed Land Use Zoning

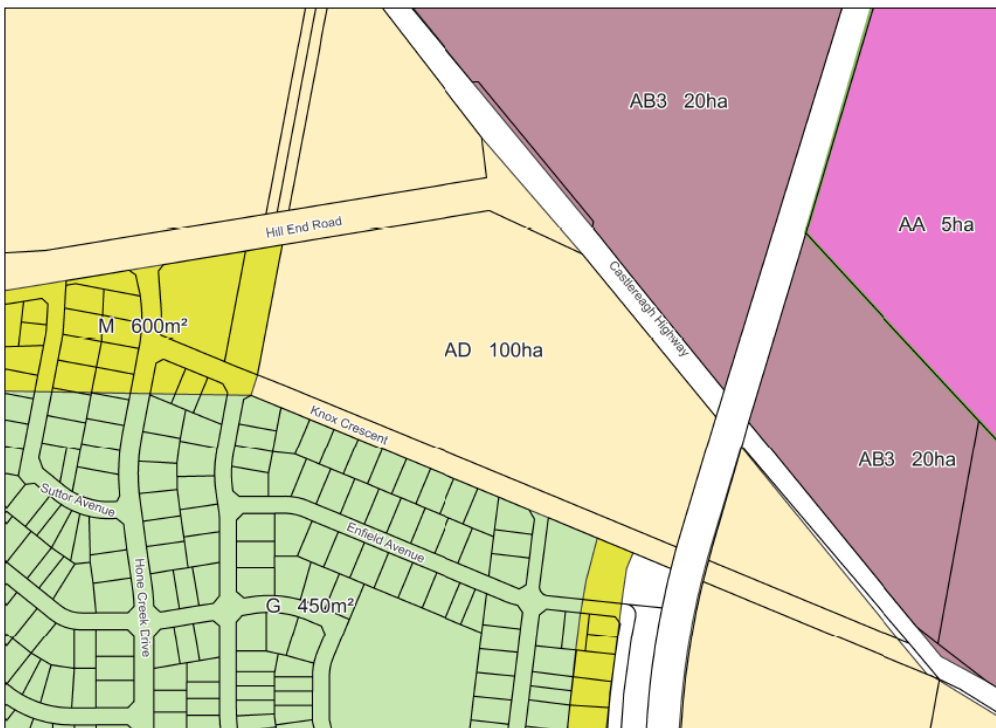


Source: MWRC

The maps below highlight the existing and proposed minimum lot size.

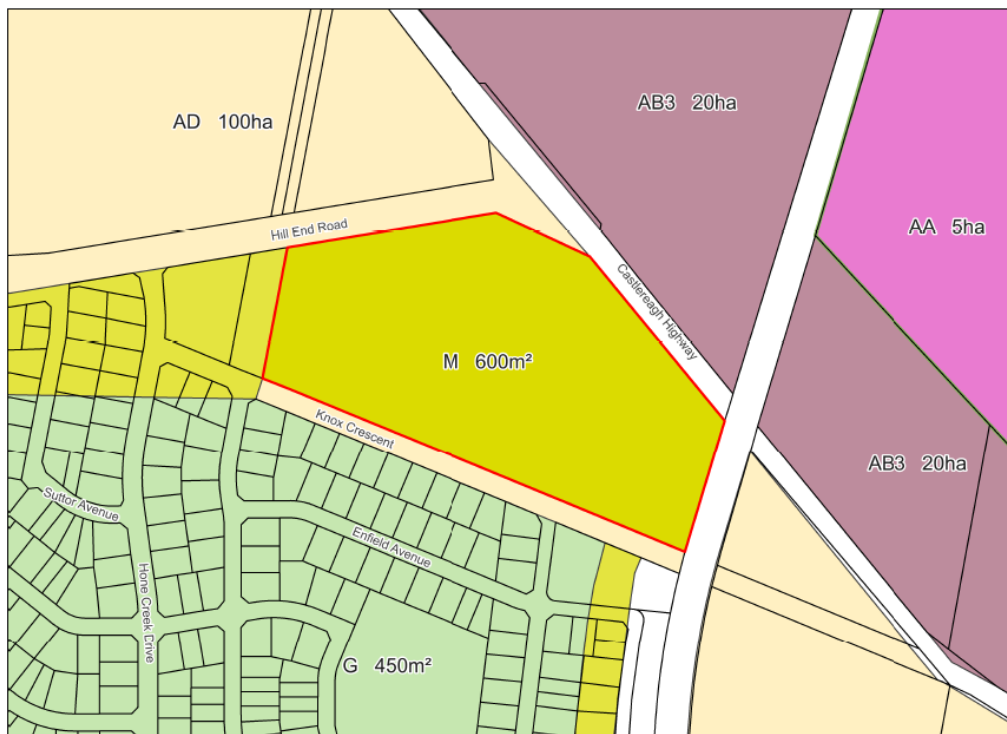
Figure 4

Image 1 – Existing Minimum Lot Size



Source: MWRC

Image 2 – Proposed Minimum Lot Size



Source: MWRC

INTENDED OUTCOMES

The intended outcomes of the Planning Proposal are to:

- Amend the Land Use Zone Map to rezone the site from RU1 Primary Production to R1 General Residential, and
- amend the Lot Size Map from 100 hectares to 600m².

EXPLANATION OF PROVISIONS

The Planning Proposal details how the objectives and intended outcomes will be achieved by:

1. Amending the zoning from RU1 Primary Production to R5 Large Lot Residential as indicated on LZN_006 and amend the Lot Size Map from 100 hectares to 600m² on LSZ_005E.

Note: this report refers to amending the above PDF maps (LZN_006 and LSZ_005E), however Council is in the process of converting these to digital maps. As a result, the PDF maps may be made redundant prior to the request of Gateway.

The Planning Proposal is a map only amendment. Maps submitted to the Department post Gateway determination will be consistent with the Department's *Standard Technical Requirements for Spatial Datasets and Maps*.

JUSTIFICATION

The DPHI *Local Environmental Plan Making Guideline* (August 2023) outlines questions to consider when demonstrating the justification. The questions most pertinent in consideration of this Planning Proposal are discussed below.

Is the planning proposal a result of an endorsed local strategic planning statement, strategic study or report?

Yes. The Planning Proposal for 23 Hill End Road, Caerleon (Lot 1 DP 706730) is generally consistent with the strategic direction set out in several endorsed planning documents, including the Mid-Western Regional Local Strategic Planning Statement (LSPS) - *Our Place 2040*, the Mudgee and Gulgong Urban Release Strategy 2023 Update, the Central West and Orana Regional Plan 2041 and the Mid-Western Regional Housing Strategy 2025.

The LSPS identifies the subject land as part of a key entry corridor to Mudgee and outlines Planning Priority 2, which seeks to promote diverse, adaptable, and affordable housing options. The LSPS also references the Urban Release Strategy as a guiding document for the timing and location of future residential development.

The site is identified within Mid-Western Regional Housing Strategy 2025, and has the potential to bring 40 – 50 R1 General Residential Lots with a MLS of 600m² to market. Further, the subject landforms part of Urban Release Area M21 as identified in the 2023 Update to the Mudgee and Gulgong Urban Release Strategy, which recommends that Council consider rezoning the area to R1 General Residential in the mid to late 2020s. The timing of this proposal is considered consistent with that recommendation, and the supporting documentation provides a staged development concept that responds to the Strategy's intent to manage housing supply and land use constraints.

Additionally, the proposal broadly aligns with the Central West and Orana Regional Plan 2041, particularly Objective 13, which encourages the provision of well-located housing in areas capable of supporting infrastructure and responding to demand.

The proposal demonstrates a level of strategic merit and is positioned to support key regional and local planning objectives, subject to further detailed assessment through the Gateway and public consultation processes.

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

A Planning Proposal is the best means of achieving the objectives and intended outcomes, since the proposal involves rezoning the site and amending the minimum lot size, subsequently resulting in required amendments to the Land Use Zone Map and the Lot Size Map contained within the MWRCLEP.

Is the planning proposal consistent with applicable State Environmental Planning Policies and Ministerial Directions (Section 9.1 Directions)?

The Planning Proposal is generally consistent with the applicable Ministerial Directions and State Environmental Planning Policies. These have been addressed in the submitted Planning Proposal.

Is there any likelihood that critical habitat or threatened species, populations or ecological communities or their habitats, will be adversely affected because of the proposal?

Based on the information provided in the Planning Proposal, there does not appear to be any significant likelihood that critical habitat, threatened species, populations, or ecological communities or their habitats will be adversely affected as a result of the proposal. The subject land is not mapped on the NSW Biodiversity Values Map nor identified on the Terrestrial Biodiversity Map under the Mid-Western Regional Local Environmental Plan 2012. It is largely cleared and has been historically used for grazing, with no known presence of native vegetation or mapped native plant community types.

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

The Planning Proposal appears to have adequately considered the potential social and economic effects of the intended rezoning. From a social perspective, the proposal supports the strategic objective of increasing housing supply and diversity within proximity to existing urban services in Mudgee. By facilitating future residential development in an area already identified for growth, the proposal may contribute to addressing housing demand and improving affordability, consistent with Council's broader strategic goals.

Economically, the proposal is unlikely to generate significant adverse impacts. It does not displace any existing intensive agricultural or employment-generating land uses, and the existing home-based business previously operating on the site has ceased.

What are the views of state and federal public authorities and government agencies consulted in order to inform the Gateway determination?

The views of authorities and government agencies will be sought post Gateway. The Gateway determination will stipulate which authorities or government agencies are required to consult with.

Water & Sewer Servicing

Council is currently undertaking water and sewer strategic planning. The proponent has been advised that the site is flagged to come online within a 10 - 20-year timeframe, accordingly, as Council is currently looking at the whole of catchment (which includes various developers), intine Council will be in a position to facilitate discussion with the developer regarding efficiently servicing the site within the whole of catchment.

There are multiple developers within this catchment. Council is planning to extend distribution works to the west in 2026, which will be required for the ongoing development of the catchment. However, the extent of the 2026 extension of distributions works is currently to the vicinity of Fairydale Lane.

Council can currently accommodate the proposed stage 1, the two lot subdivision.

Community Consultation

Community consultation has not been carried out prior to the preparation of the Planning Proposal.

The Planning Proposal is considered 'standard' in accordance with the Department's *Local Environmental Plan Making Guideline* (August 2023) and requires a minimum public exhibition period of 20 days.

Public exhibition will be undertaken in accordance with any issued Gateway Determination and Council policy.

Recommended Gateway conditions

It is recommended that, at a minimum, the following conditions are imposed by DPHI as conditions of their Gateway Determination:

- a) A referral to Transport for NSW
- b) A referral to UGL Regional Linx (as manager of the Country Regional Network)

Conclusion and Next Steps

The purpose of this report is to provide Council's initial assessment of the Planning Proposal lodged in relation to the subject site to determine if Council supports progression of the Planning Proposal to DPHI for a Gateway Determination to enable public exhibition of the planning proposal.

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

Community Plan implications

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

Strategic implications

Council Strategies

Mid-Western Regional Comprehensive Land Use Strategy.
Mid-Western Regional Local Strategic Planning Statement, Our Place 2040.
Mid-Western Regional Housing Strategy 2025.

Council Policies

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

Legislation

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

Financial implications

Nil

Associated Risks

If Council does not wish to provide initial support for the Planning Proposal, Council may resolve not to proceed with the Planning Proposal.

SARAH ARMSTRONG
MANAGER STRATEGIC PLANNING

SARAH GOLDSMITH
TRAINEE TOWN PLANNER

ALINA AZAR
DIRECTOR DEVELOPMENT

17 June 2025

Attachments: 1. Planning Proposal. (separately attached)
2. Land Use Conflict Risk Assessment. (separately attached)

3. Phase 1 - Concept Subdivision. (separately attached)
4. Phase 2 - Concept Subdivision. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.2 Planning Proposal - Reclassification of Public Land

REPORT BY THE STRATEGIC PLANNING CO-ORDINATOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400105, LAN900197

RECOMMENDATION

That Council:

1. **receive the report by the Coordinator, Strategic Planning on the Planning Proposal;**
2. **provide initial support for the Planning Proposal to amend the Mid-Western Regional Local Environmental Plan 2012 and submit to the NSW Department of Planning, Housing and Infrastructure via the NSW Planning Portal seeking Gateway Determination in accordance with Section 3.34 of the *Environmental Planning and Assessment Act 1979*; and**
3. **undertake community consultation as outlined in any future approved Gateway Determination.**

Executive summary

A Planning Proposal has been prepared on behalf of Council seeking an amendment to the Mid-Western Regional Local Environmental Plan 2012 (LEP) for the following;

- Amendment to Schedule 2 Exempt Development to allow for the closure of Council owned roads for maintenance purposes; and
- Reclassification of 27 sites of Council owned land from Community land to Operational Land.

The Planning Proposal is provided as Attachment 1 and has been prepared in accordance with the structure outlined in the NSW Department Planning, Housing and Infrastructure (DPHI) *Local Environmental Plan Making Guideline* (August 2023). The report outlines the context, intended outcomes, explanation and justification for the Planning Proposal.

Council has recognised that it is necessary to amend Schedule 2 of the LEP to ensure closed to Council owned roads are not held up with the planning anomaly that requires the Minimum Allotment Size to be met before closing a road. The Planning Proposal ensures that current and any future roads classified as Operational Land can be closed under Schedule 2 of the LEP without having to meet the Minimum Allotment Size requirement.

The staff recommendation is to provide initial support for the Planning Proposal and forward to the Department of Planning, Housing and Infrastructure (DPHI) with a request for a Gateway Determination to allow for community consultation to be undertaken. If the staff recommendation is supported, the Planning Proposal along with the Council resolution will be forwarded to DPHI.

A Planning Proposal is the only means of achieving the objectives and intended outcomes given the requirements under the Environmental Planning and Assessment Act 1979 and Local Government Act 1993.

Disclosure of Interest

Nil

Detailed report

Planning Proposals

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

The Gateway Process

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

Gateway Timeline

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

Stage	Completed	Comment
Preparation of a Planning Proposal		
Planning Proposal prepared by Proponent and submitted to Council	✓	May 2025
Council Decision to Support Proposal	(in progress)	The Planning Proposal is being reported to the July 2025 meeting for Council's decision.
Issue of Gateway Determination		
Council Requests Gateway Determination		
DPHI Issues Gateway Determination		
Gateway Conditions Satisfied		
Consultation		
Consultation with Relevant Agencies		
Public Exhibition		
Post-Exhibition Report to Council		
Finalisation of the Planning Proposal		
Council Exercises Delegation to Prepare LEP		
Draft LEP by Parliamentary Council		
Opinion Issued and LEP Made		

PROPOSAL CONTEXT

Since December 2019, the responsibility of closing roads was transferred from Crown Lands to Council. Council owned roads which need to be closed must be subdivided to create a title for the specific area of road. In zones which have a large Minimum Lot Size (such as 100ha), road closures cannot proceed through the Development Application process because the prospective closure area does not meet the Minimum Lot Size.

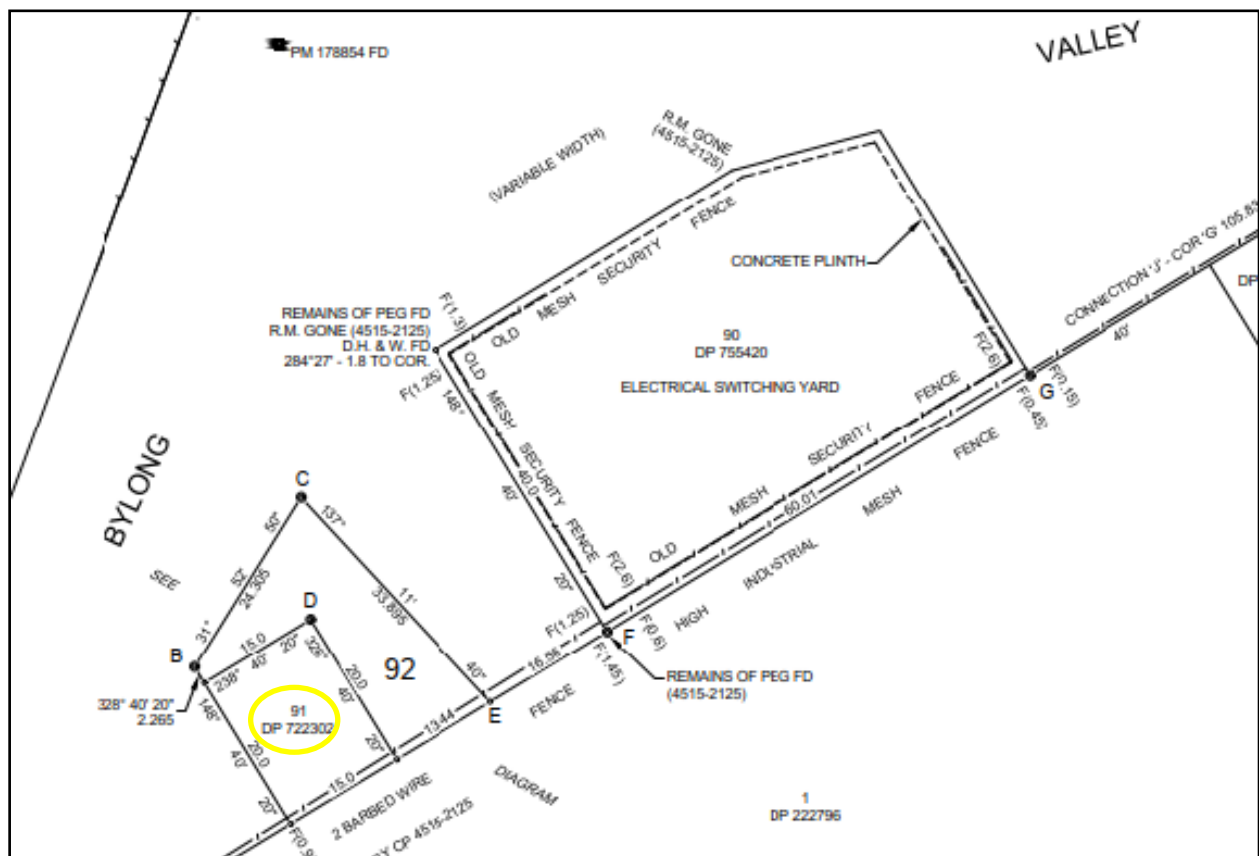
Council had commenced the road closure process for three different roads, two of these have encountered issues due to their location, zoning, and Minimum Lot Size. This amendment seeks to rectify this planning anomaly.

Two examples are provided below.

Example 1: Bylong RFS Shed

The Bylong Rural Fire Service Shed is partially located within the Bylong Valley Way Road Reserve. Proposed Lot 91 (highlighted in the below image) does not meet the Minimum Lot Size under RU1 Primary Production (100 Hectares) and Council is unable to consolidate with the adjoining Crown Land since it is not Council owned. The Development Application would not be accepted by Planning for progression since it does not meet the Minimum Lot Size and is therefore not consistent with the Mid-Western Local Environmental Plan 2012.

Figure 1 – Bylong RFS Shed Example



Source: Planning Proposal (Barnsons, 2025)

Example 2: Cooyal WTS

The proposed Cooyal WTS is partially located in the Kains Flat Road Reserve. Given the location is located on the former road reserve, a Development Application for subdivision would be required given it cannot be demonstrated that the lot is to be created for the purposes of 'rectifying an encroachment, creating a public reserve or excising land to be used for public purpose' (as per the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*).

Figure 2 – Cooyal WTS



Source: Planning Proposal (Barnsons, 2025)

Council is only able to facilitate the closure of sites that are identified as Operational Land. This Planning Proposal proposes to reclassify 27 sites that Council are either owners or managers of. Table 2 contained within the Planning Proposal provides a summary of the 27 lots, the Lot and DP, and a summary of the lot. Some sites may serve additional purposes to a road.

INTENDED OUTCOMES

The intended outcomes of this Planning Proposal are to:

- Amend the LEP to include road closures as an item within Schedule 2 Exempt Development; and
- Facilitate the reclassification of Council owned land from Community Land to Operational Land, extinguishing any encumbrances in the process.

EXPLANATION OF PROVISIONS

The Planning Proposal details how the objectives and intended outcomes will be achieved by:

1. Amending Schedule 2 Exempt Development
2. Reclassifying Council owned land from Community Land to Operational Land and extinguishing any encumbrances.

JUSTIFICATION

The DPHI *Local Environmental Plan Making Guideline* (August 2023) outlines questions to consider when demonstrating the justification. The questions most pertinent in consideration of this Planning Proposal are discussed below.

Is the planning proposal a result of an endorsed local strategic planning statement, strategic study or report?

The Planning Proposal is not a result of any strategic study or report, the proposed amendment has been identified by Council officers through the applications being submitted to Council.

In relation to the road closure element of this Planning Proposal, Council has recognised that it is necessary to amend the LEP to ensure council road closures are not held up with the planning anomaly that requires the Minimum Allotment Size to be met when closing a road.

In relation to the classification of land, the land identified in Table 2 of the Planning Proposal document all have classification of 'community land' and are not land formally identified in any Council adopted strategic plans that form part of Council's 'community land' strategies. Therefore, the amendment does not conflict with any endorsed local strategic planning statements, strategic studies, or reports.

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

Prior to the Planning Proposal being prepared, Council consulted with the Department of Planning, Housing and Infrastructure (DPHI) through the pre-lodgement process. A DPHI representative confirmed that site-specific provisions for exempt subdivisions relating to road closures can be incorporated into the LEP as proposed, and that the Planning Proposal process is the appropriate mechanism for this amendment. DPHI noted that several other Councils are currently pursuing similar amendments.

Therefore, yes, a Planning Proposal is the best means of achieving the objectives and intended outcomes.

Is the planning proposal consistent with applicable State Environmental Planning Policies and Ministerial Directions (Section 9.1 Directions)?

The Planning Proposal is consistent with the applicable Ministerial Directions and State Environmental Planning Policies. These have been addressed in the submitted Planning Proposal (Table 10).

Is there any likelihood that critical habitat or threatened species, populations or ecological communities or their habitats, will be adversely affected because of the proposal?

The Planning Proposal will not negatively impact critical habitats, threatened species, populations, ecological communities, or their environments given the Planning Proposal intends to establish an exempt pathway to close Council owned roads and facilitate the reclassification of 27 owned Council sites.

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

Given the nature of the Planning Proposal, it is not considered that there will be any substantial social or economic outcomes associated with the amendment of Schedule 2 or the reclassification of land.

What are the views of state and federal public authorities and government agencies consulted in order to inform the Gateway determination?

The views of authorities and government agencies will be sought post Gateway. The Gateway determination will stipulate which authorities or government agencies are required to consult with.

Mapping

The Planning Proposal relating to the reclassification of land will involve the creation of Land Reclassification Maps for the 27 sites included as part of this amendment. Maps submitted to the Department post Gateway determination will be consistent with the Department's *Standard Technical Requirements for Spatial Datasets and Maps*. Council understands that multiple sites can appear on the one Land Reclassification Map.

The amendment to Schedule 2 will not require a mapping amendment.

Note: this report refers to creating PDF maps, however Council is in the process of converting these to digital maps. As a result, the PDF maps may be made redundant prior to the request of Gateway.

Community Consultation

The Planning Proposal is considered 'standard' in accordance with the Department's *Local Environmental Plan Making Guideline* (August 2023) and would likely require a minimum public exhibition period of 20 working days.

Public exhibition will be undertaken in accordance with any issued Gateway Determination and Council policy.

Recommended Gateway conditions

There are no recommended Gateway conditions other than those stipulated by DPHI.

Conclusion and Next Steps

The purpose of this report is to provide Council's initial assessment of the Planning Proposal lodged in relation to the subject site to determine if Council supports progression of the Planning Proposal to the NSW Department of Planning, Housing and Infrastructure for a Gateway Determination to enable public exhibition of the planning proposal.

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

Community Plan implications

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

Strategic implications

Council Strategies

Nil.

Council Policies

Nil

Legislation

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

Financial implications

Nil

Associated Risks

If Council does not wish to provide initial support for the Planning Proposal, Council may resolve not to proceed with the Planning Proposal.

ZOE GLEESON
STRATEGIC PLANNING CO-ORDINATOR

ALINA AZAR
DIRECTOR DEVELOPMENT

23 June 2025

Attachments: 1. Planning Proposal. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.3 Planning Proposal - Henry Lawson Drive, Gulgong - Post Exhibition

REPORT BY THE STRATEGIC PLANNING CO-ORDINATOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400103, LAN900190

RECOMMENDATION

That Council:

1. **receive the Post Exhibition report by the Coordinator, Strategic Planning on the Planning Proposal at Henry Lawson Drive, Gulgong (Lot 56, Lot 129, and Lot 415 DP755433) for the rezoning of land and reduction in the minimum lot size; and**
2. **exercise delegation and request the NSW Department of Planning, Housing and Infrastructure to draft and finalise the amendment to the *Mid-Western Regional Local Environmental Plan 2012*.**

Executive summary

At Council's 11 December 2024 ordinary meeting, Council resolved to provide initial support for the Planning Proposal for 2794 Henry Lawson Drive, Gulgong, and to submit it to the NSW Department of Planning, Housing and Infrastructure (DPHI) for a Gateway Determination.

The Planning Proposal sought to rezone Lots 56, 129, 264, and 415 DP 755433 from RU1 Primary Production to R5 Large Lot Residential and reduce the minimum lot size from 100 hectares to 10 hectares. Following Council assessment, Lot 264 was removed from the proposal and the minimum lot size revised to 12 hectares to better align with the Mid-Western Comprehensive Land Use Strategy (CLUS).

A Gateway Determination was issued on 14 February 2025, subject to conditions, including the preparation of a Biodiversity Assessment prior to public exhibition and a referral to the Department of Climate Change, Energy, Environment and Water (DCCEEW).

The Planning Proposal was publicly exhibited along with all supporting documents from 16 May 2025 to 16 June 2025, in accordance with the Gateway Determination and Council's Community Participation Plan.

Zero community submissions were received during the public exhibition period. A response from DCCEEW was received as required per the Gateway Determination.

This report presents the outcome of the public exhibition and recommends progression of the Planning Proposal to the finalisation stage.

Disclosure of Interest

Nil

Detailed report

Planning Proposals

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

The Gateway Process

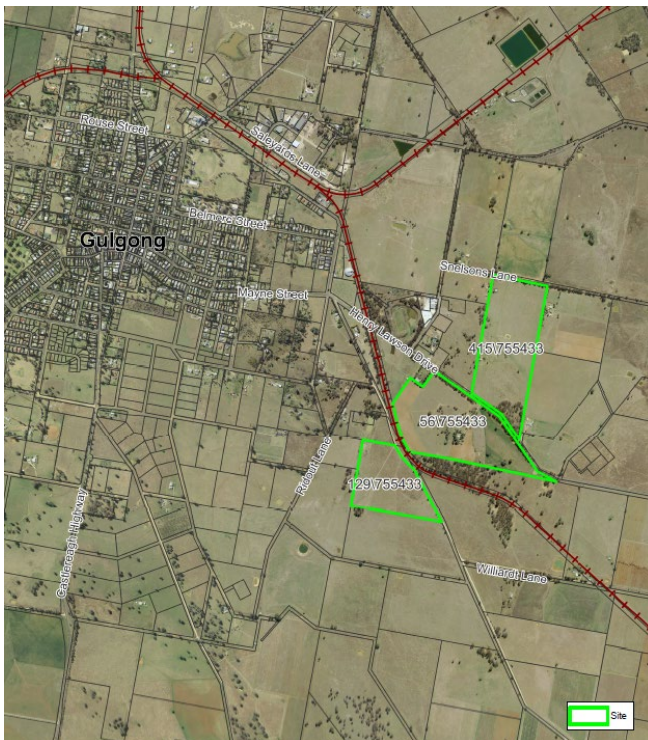
DPHI is responsible for assessing Planning Proposals through the Gateway Process. Details of the Gateway Process are outlined in the *Local Environmental Plan Making Guideline* (September 2022).

Gateway Timeline

The following table summarises the key components of making an amendment to the Mid-Western Regional Local Environmental Plan (LEP) and the progress of the current Planning Proposal through the various stages. The below table demonstrates the Planning Proposal is within the initial stage of the process.

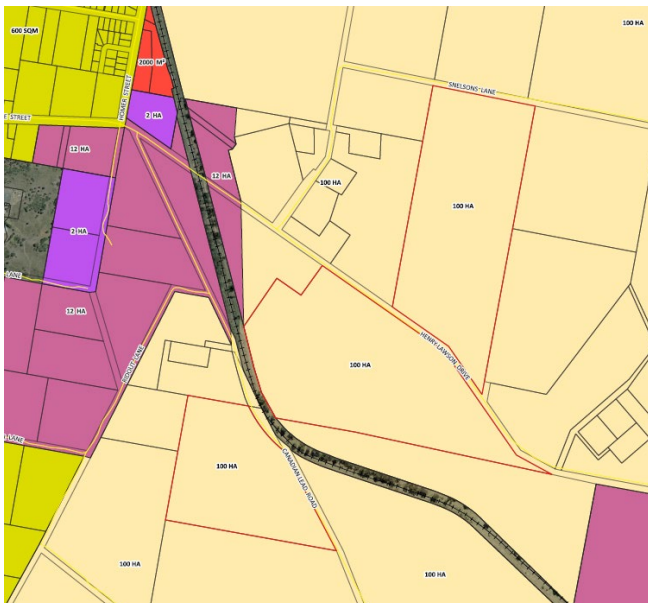
Stage	Completed	Comment
Preparation of a Planning Proposal		
Planning Proposal prepared by Proponent and submitted to Council	✓	October 2024
Council Decision to Support Proposal	✓	11 December 2024
Issue of Gateway Determination		
Council Requests Gateway Determination	✓	16 December 2024
DPHI Issues Gateway Determination	✓	14 February 2025
Gateway Conditions Satisfied	✓	16 June 2025
Consultation		
Consultation with Relevant Agencies	✓	16 June 2025
Public Exhibition	✓	16 May 2025 – 16 June 2025
Post-Exhibition Report to Council	✓	16 July Council Meeting (current)
Finalisation of the Planning Proposal		
Council Exercises Delegation to Prepare LEP		
Draft LEP by Parliamentary Council		
Opinion Issued and LEP Made		

Figure 1 – Site Context



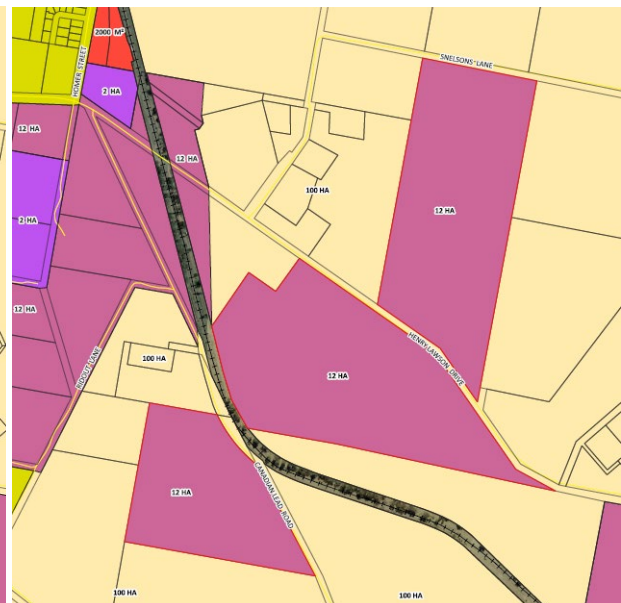
Source: MWRC

Figure 2 – Lot Size Maps



Existing Minimum Lot Size 100ha

Source: Planning Proposal Report



Proposed Minimum Lot Size 12ha

Source: Planning Proposal Report

GATEWAY DETERMINATION

A conditional Gateway Determination was received on 14 February 2025.

Condition 1 required the updating of Planning Proposal documents to remove references to Lot 264 DP 755433, reflect a change from 100ha to 12ha, and include the findings of a biodiversity assessment report. The consultant has updated the documentation and included the findings of a biodiversity assessment report.

Condition 2 required the Planning Proposal to be placed on public exhibition for a period of 20 working days. This was undertaken between 16 May 2025 and 16 June 2025 (21 working days).

Condition 3 required consultation with DCCEEW. DCCEEW were provided a copy of the updated documentation and requested to provide a written response to Council. The response provided to Council is provided as attachment 3.

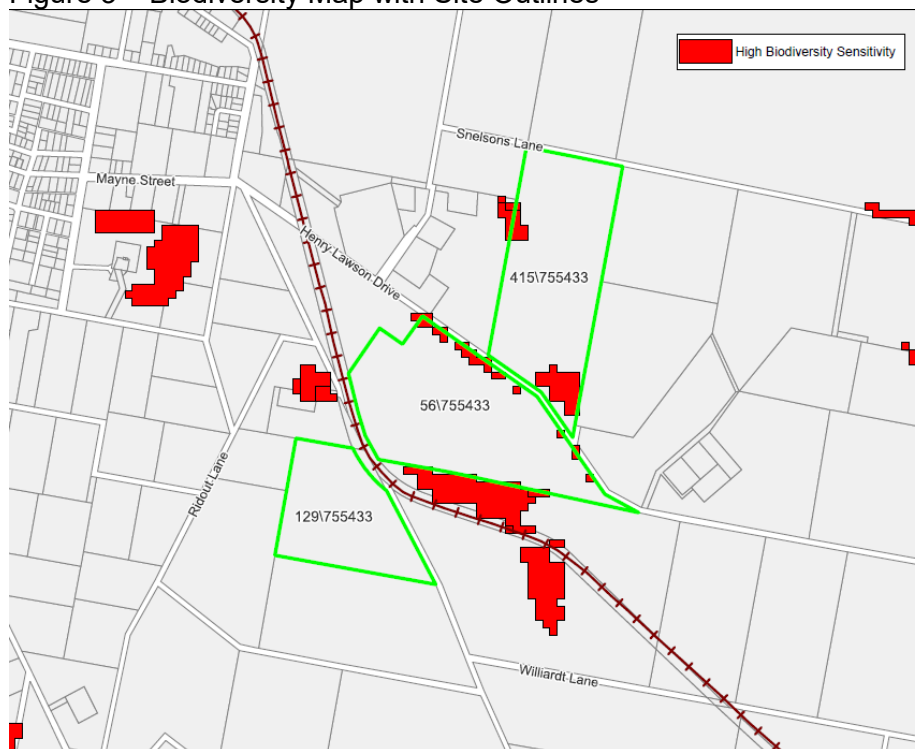
CONSULTATION

DCCEEW's response to Council makes comment on the Biodiversity Assessment Report, the proposal, and the potential trigger of the Biodiversity Offset Scheme at the Development Application stage.

The image below highlights biodiversity mapped on site. The biodiversity mapping is primarily situated along site boundaries of already fenced areas. There is likely to be opportunity through detailed site planning to avoid and minimise impacts to these areas. The DA process will enable a better understanding of the development footprint (including final subdivision layout) and whether vegetation removal is required, allowing Council to determine at that stage whether a Biodiversity Development Assessment Report (BDAR) is needed.

Further, the concept subdivision plan takes into account the biodiversity on the site and appears to have been designed to minimise the impact on these areas.

Figure 3 – Biodiversity Map with Site Outlines



Source: MWRC

Considering the above, Condition 3 is considered satisfied.

FINALISATION OF PLANNING PROPOSAL

The recommendation of staff is for Council to exercise delegation to prepare the LEP amendment, proceeding to Stage 6: Finalisation.

Stage 6 is the final stage in the LEP making process.

Community Plan implications

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

Strategic implications

Council Strategies

Mid-Western Regional Comprehensive Land Use Strategy, August 2010 (part C updated February 2017).

Mid-Western Regional Local Strategic Planning Statement, Our Place 2040

Council Policies

Not relevant.

Legislation

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

Financial implications

Nil

Associated Risks

If Council does not wish to proceed with finalisation of the Planning Proposal, it can withdraw its support at this stage in the Gateway Process. Council would be required to formally resolve not to proceed with the Planning Proposal and advise DPHI accordingly.

ZOE GLEESON
STRATEGIC PLANNING CO-ORDINATOR

ALINA AZAR
DIRECTOR DEVELOPMENT

23 June 2025

- Attachments:**
1. Planning Proposal (amended for Public Exhibition). (separately attached)
 2. Council Report December 2024. (separately attached)
 3. DCCEEW Response to Request for Comment. (separately attached)
 4. Gateway Determination. (separately attached)
 5. Gateway Determination Alteration (amended site address). (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.4 Tallawang Solar Farm and Battery Energy Storage System (BESS) Voluntary Planning Agreement - Post Exhibition

REPORT BY THE ECONOMIC DEVELOPMENT COORDINATOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, LAN900133

RECOMMENDATION

That Council:

1. **receive the report by the Economic Development Coordinator on the Tallawang Voluntary Planning Agreement - Post Exhibition;**
2. **note submissions received;**
3. **adopt the Tallawang Solar Farm and BESS Voluntary Planning Agreement; and**
4. **authorise the General Manager to finalise and execute the Voluntary Planning Agreement.**

Executive summary

The purpose of this report is to consider the submissions received following public exhibition and adopt the Tallawang Solar Farm and BESS Voluntary Planning Agreement.

Detailed report

Tallawang Solar Farm Project Co Pty Ltd, as trustee for the Tallawang Solar Farm Project Trust are the proponent for the State Significant Development, Tallawang Solar Farm and Battery Energy Storage System. The project has obtained development consent from NSW Department of Planning, Housing and Infrastructure. Council received a report to consider a proposal from Tallawang Solar Farm Project Co Pty Ltd to enter into a Voluntary Planning Agreement (VPA) for this project.

The key terms of the VPA include:

- Payments of \$850 per megawatt of the Solar Energy Capacity Amount per annum, for up to and including the first 35 years of the Project Operational Life. At the time of this Deed, the amount is \$425,000 per annum.
- If the Project Operational Life is extended beyond 35 years, the Annual Development Contribution will be paid at a rate of \$850 per megawatt of the Solar Energy Capacity Amount per annum, unless the NSW Government has, as at that date, published a guideline or other document that is in force, and which nominates a different contribution rate for solar farm developments. If such a guideline has been published, then the Annual Development Contribution Amount will adopt the rate nominated in that document.
- Monetary Development Contributions to be paid in arrears on each anniversary of the First Operational Day, each year of the Project Operational Life.

- Monetary contributions to be applied towards the following public purposes: projects as identified in the Mid-Western Regional Council Community Plan and Delivery Program.

The proposed VPA is separate to any payments required for the upgrade of local roads or construction of new roads associated with the project. Any upgrades and/or improvements to the local road network required for the project are to be undertaken by the proponent at its own expense prior to the commencement of construction and in accordance with conditions of consent.

Post Exhibition

The Draft Tallawang Solar Farm and BESS VPA was placed on exhibition on for 28 days, from 23 May to 20 June 2025.

The Tallawang Solar Farm and BESS VPA was available on Council's website and was promoted through Council social media and the Mudgee Guardian.

A total of 3 public submissions were received.

The issues raised in the submissions have been summarised in the table below and a copy of the public submissions have been provided as attachments.

Issue Raised in the Submission	Staff Comment
<ul style="list-style-type: none">• This and any solar farms need to be put on rehab mine land and poor farming land.	The issues raised relate to opposition to the project itself and are not connected to the Voluntary Planning Agreement.
<ul style="list-style-type: none">• Concerns about its impact on community and environment.• Disruption to landscape and lifestyle.	The issues raised relate to opposition to the project itself and are not connected to the Voluntary Planning Agreement.
<ul style="list-style-type: none">• Disruption to landscape and lifestyle;• Loss of prime agricultural land;• Impact on native wildlife;• Foreign ownership and economic concerns; and• Strain on local resources.	The issues raised relate to opposition to the project itself and are not connected to the Voluntary Planning Agreement.

Changes to the document Post Exhibition

As detailed above the issues submitted were not related to the Tallawang Solar Farm and BESS VPA. and therefore, the Draft agreement has not been amended based on the public submissions received.

All submissions have received correspondence confirming the acceptance of the submission and information on the State Significant Developments feedback process.

Next steps

The recommendation is the adopt the Tallawang Solar Farm and BESS Voluntary Planning Agreement.

Disclosure of Interest

Nil

Community Plan implications

Theme	Building a Strong Local Economy
Goal	A resilient and innovative region driving sustainable growth and a secure future
Strategy	Support the expansion of essential infrastructure and services to match business and industry developments in the region

Strategic implications

Council Strategies

Mid-Western Region Community Plan - Towards 2040

Council Policies

Nil

Legislation

NSW Environmental Planning and Assessment Act 1979

Financial implications

Should Council enter into a VPA with Tallawang Solar Farm Project Co Pty Ltd this would result in estimated annual contributions of \$425,000 for 35 years.

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

Associated Risks

If Council does not accept the VPA offer made by Tallawang Solar Farm Project Co Pty Ltd, there is a risk that Council will not receive appropriate funding for the impact of this project.

LISA PENSON
ECONOMIC DEVELOPMENT COORDINATOR

ALINA AZAR
DIRECTOR DEVELOPMENT

1 July 2025

Attachments: 1. Submission Received 1.
2. Submission Received 2.
3. Submission Received 3.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Document on Public Exhibition



Submitted on	29 May 2025, 2:27PM
Receipt number	7
Related form version	8

Your Details

First name	Linda
Last name	Bennett
Email	

A copy of your submission will be sent to this email address.

Your Submission

What document would you like to provide feedback on?	Tallawang Solar Farm and Battery Energy Storage System (BESS) Voluntary Planning Agreement
Please provide a detailed description of your submission	This and any solar farms need to be put on rehab mine land. Poor farming land. Eg ulan, or cope state forest. These also can have access to high voltage lines. Stop using productive farm land cause its a cheaper instal. Wake up council.

Declaration

Privacy Statement & Terms and Conditions I have read and accept the privacy statement , any above statements and applicable terms and conditions as listed on Council's website.	I have read and accept the above and any applicable terms and conditions.
--	---

Signature	Name of signatory: Linda bennett
-----------	----------------------------------



[Link to signature](#)

Document on Public Exhibition



Submitted on	4 June 2025, 2:31AM
Receipt number	8
Related form version	8

Your Details

First name	James
------------	-------

Last name	Smith
-----------	-------

Email	
-------	--

A copy of your submission will be sent to this email address.

Your Submission

What document would you like to provide feedback on?	Tallawang Solar Farm and Battery Energy Storage System (BESS) Voluntary Planning Agreement
--	---

Please provide a detailed description of your submission

We oppose the Tallawang Solar Farm and Battery Energy Storage System proposal due to significant concerns about its impact on our community and environment. Local residents have expressed strong opposition, citing the disruption to their landscape and lifestyle. The project is planned on prime agricultural land, risking the loss of valuable farmland essential for local food production. Additionally, native wildlife such as kangaroos, koalas, and wombats will be adversely affected, disrupting local biodiversity. The foreign ownership structure (50% Italian, 50% Japanese) means that profits are likely to flow offshore, providing limited benefit to the local economy. With a current housing shortage, accommodating project workers will strain existing resources and infrastructure. Overall, the project offers minimal economic benefit to the community and threatens our environment and agricultural sustainability, raising serious concerns about its suitability for our region.

Declaration

Privacy Statement & Terms and Conditions

I have read and accept the [privacy statement](#), any above statements and applicable [terms and conditions](#) as listed on Council's website.

I have read and accept the above and any applicable terms and conditions.

Signature

Name of signatory: James Smith

[Link to signature](#)

Document on Public Exhibition



Submitted on	4 June 2025, 2:40AM
Receipt number	9
Related form version	8

Your Details

First name	Jennifer
Last name	Simpson
Email	

A copy of your submission will be sent to this email address.

Your Submission

What document would you like to provide feedback on?	Tallawang Solar Farm and Battery Energy Storage System (BESS) Voluntary Planning Agreement
Please provide a detailed description of your submission	<p>Submission Opposing the Tallawang Solar Farm and Battery Energy Storage System</p> <p>To Whom It May Concern,</p> <p>I am writing to formally oppose the proposed Tallawang Solar Farm and Battery Energy Storage System in the Mid Western Regional Council area. While the transition to renewable energy is important for our future, this particular project raises significant concerns regarding its impact on our community, environment, and local economy.</p> <p>1. Disruption to Landscape and Lifestyle: Local residents have voiced strong opposition to the project, highlighting the disruption it will cause to our cherished landscape and way of life. The installation of large solar panels and battery storage facilities will alter the visual character of our region, which is known for its natural beauty and agricultural heritage. This disruption not only affects the aesthetic value of our community but also the quality of life for those who call this area home.</p> <p>2. Loss of Prime Agricultural Land: The proposed site is situated on prime agricultural land, which is vital for local food production. The conversion of this land for solar energy use poses a significant risk to our agricultural sustainability. As we face increasing challenges related to food security, it is imperative that we protect our farmland rather than sacrifice it for projects that may not provide long-term benefits to our community.</p> <p>3. Impact on Native Wildlife: The Tallawang Solar Farm threatens local biodiversity, particularly the native wildlife that inhabits the area. Species such as kangaroos, koalas, and wombats are already facing habitat loss due to roads, urban development and renewable energy projects. The construction and operation of this solar farm will further disrupt their</p>

habitats, leading to potential declines in their populations and a loss of biodiversity that is essential to our ecosystem.

4. Foreign Ownership and Economic Concerns: The ownership structure of the project, with 50% held by the Italian Enel Group and 50% by the Japanese Inpex Corporation, raises concerns about the economic benefits for our local community. It is likely that profits generated from this project will flow offshore, providing limited financial return to our region. This foreign investment does not guarantee that local residents will see any significant economic advantages, especially when compared to the potential long-term impacts on our agricultural sector.

5. Strain on Local Resources: With a current housing shortage in our area, accommodating project workers will place additional strain on our already limited resources and infrastructure. The influx of workers may exacerbate existing challenges related to housing availability, transportation, and public services, further complicating the situation for local residents.

In conclusion, the Tallawang Solar Farm and Battery Energy Storage System proposal presents numerous challenges that outweigh its potential benefits. The project threatens our environment, agricultural sustainability, and community well-being, and I urge the Mid Western Regional Council to reconsider its approval.

Thank you for considering my submission.

Sincerely,
Jennifer Simpson
Gulgong, NSW.

Please upload any accompanying documents to support your submission

[Tallawang Submission.pdf](#)

Declaration

Privacy Statement & Terms and Conditions

I have read and accept the [privacy statement](#), any above statements and applicable [terms and conditions](#) as listed on Council's website.

I have read and accept the above and any applicable terms and conditions.

Signature

Name of signatory: Jennifer Simpson



[Link to signature](#)

8.5 2025 Monthly Development Applications Processing and Determined - June

REPORT BY THE MANAGER STATUTORY PLANNING
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, A0420109

RECOMMENDATION

That Council receive the report by the Manager Statutory Planning on the 2025 Monthly Development Applications Processing and Determined - June.

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 June 2025 Development Applications determined and Development Applications processing.

The report will detail:

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

Community Plan implications

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

Strategic implications

Council Strategies
Not Applicable

Council Policies
Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

LINDSAY DUNSTAN
MANAGER STATUTORY PLANNING

ALINA AZAR
DIRECTOR DEVELOPMENT

1 July 2025

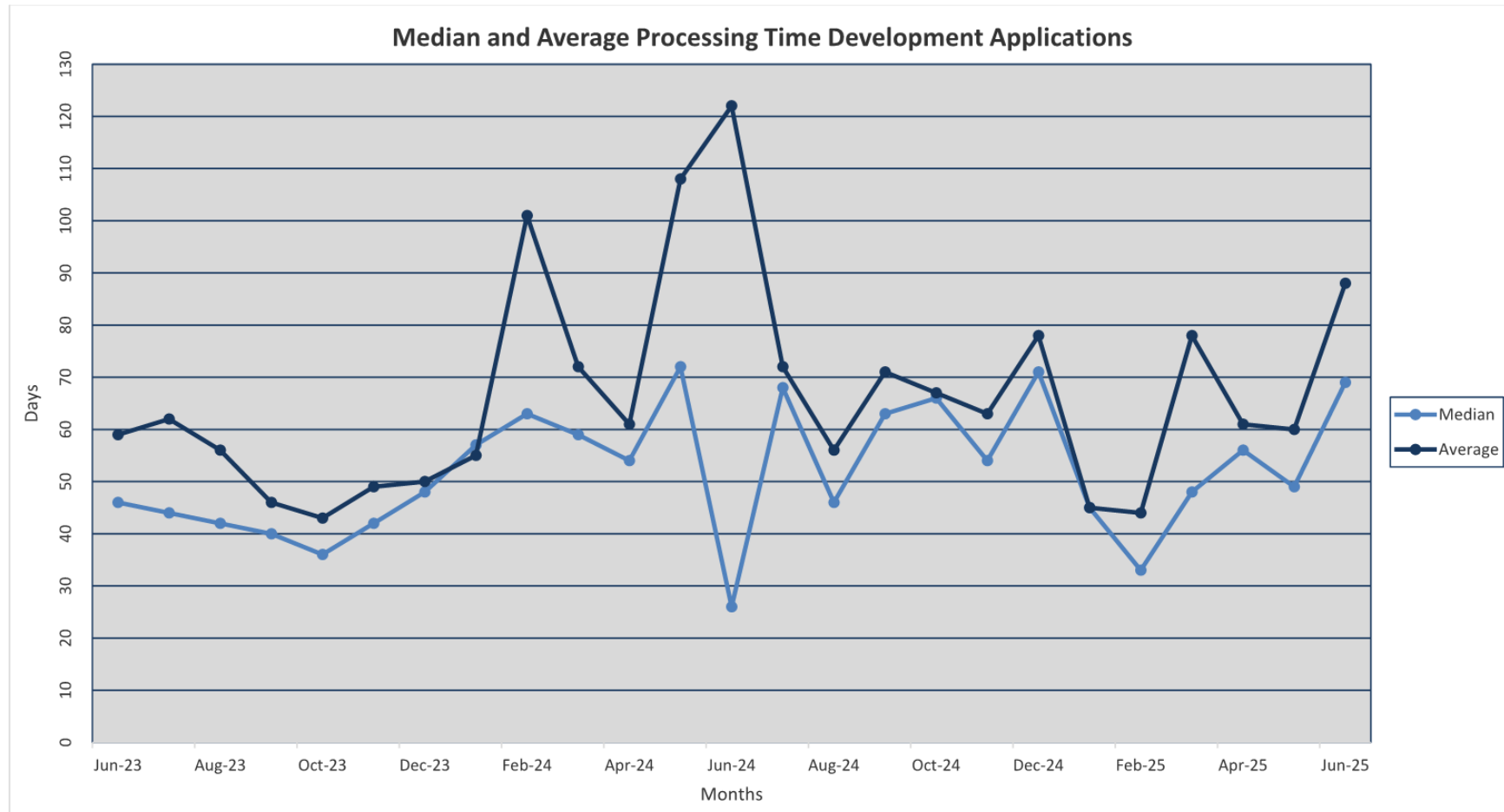
Attachments: 1. Monthly Development Applications Processing and Determined - June 2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

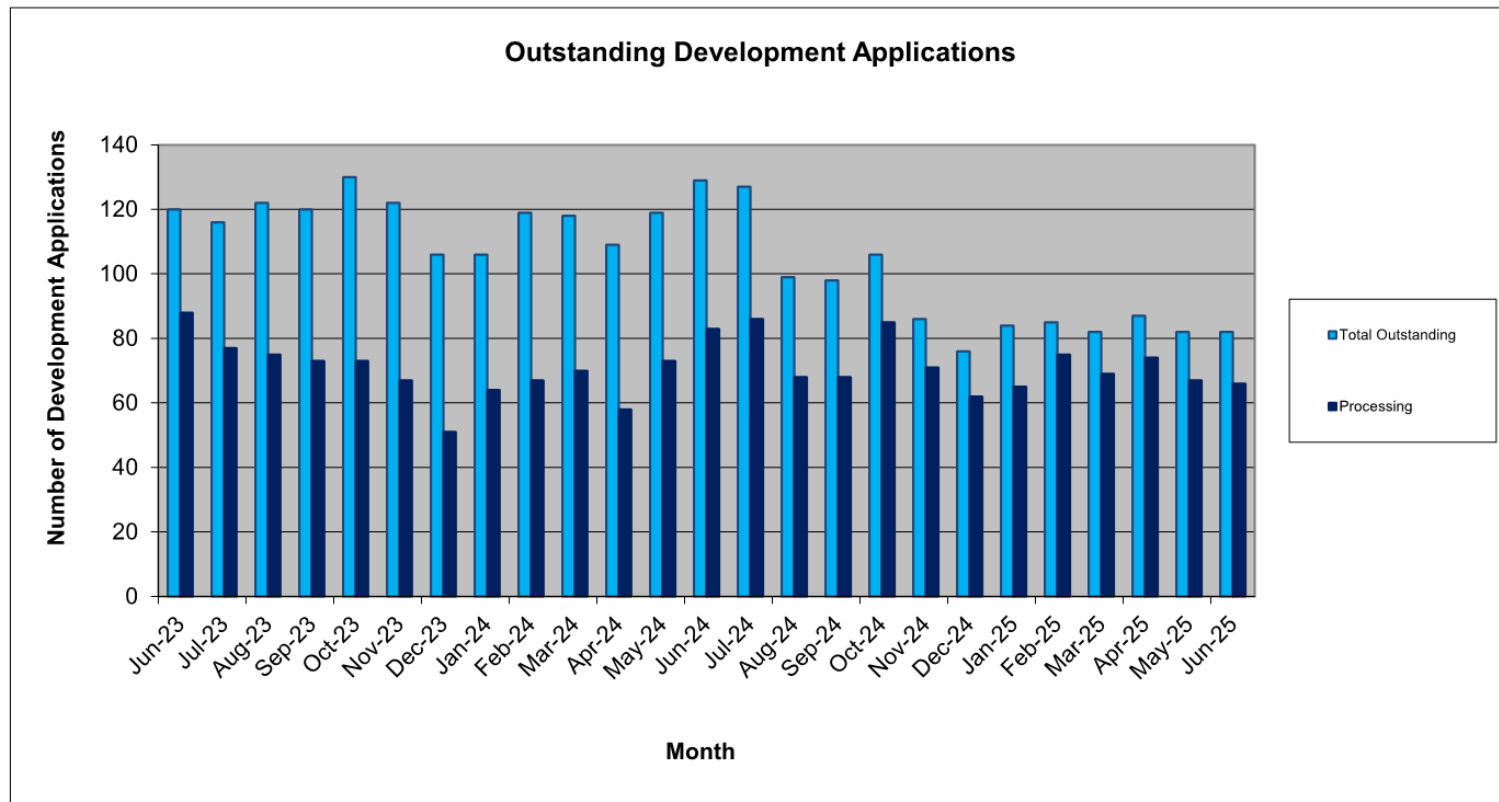
Monthly Development Application Processing Report – June 2025

This report covers the period for the month of June 2025. Graph 1 indicates the processing times up to June 2025 with the month of June having an average of 88 days and a median time of 69 days.



Monthly Development Application Processing Report – June 2025

Graph 2 indicates the total number of outstanding applications; the number currently being processed is 87 and the number on “stop clock” is 13.



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

Monthly Development Application Processing Report – June 2025

Development Applications Determined –June 2025

Appl/Proc ID	Description	House No	Street Name	Locality
DA0016/2025	Subdivision - Torrens Title (2 into 5 Lots)	11	Quinn Place	MUDGEE NSW 2850
DA0106/2025	Dwelling House	9	Armstrong	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
DA0171/2025	Dwelling House	51	Tinja Lane	EURUNDEREE NSW 2850
DA0174/2025	Dwelling House	24	Peru Lane	GULGONG NSW 2852
DA0182/2025	Subdivision - Torrens Title (1 into 2 Lots)	176	Gladstone Street	MUDGEE NSW 2850
DA0188/2025	Alterations & Additions	63	Court Street	MUDGEE NSW 2850
DA0193/2025	Farm building	919	Spring Ridge Road	BERYL NSW 2852
DA0196/2025	Alterations & Additions	82	Douro Street	MUDGEE NSW 2850
DA0200/2025	Dwelling House	90	Mudgee Street	RYLSTONE NSW 2849
DA0202/2025	Alterations & Additions	106	Saleyards Lane	MUDGEE NSW 2850
DA0207/2025	Signage	79	Church Street	MUDGEE NSW 2850
DA0209/2025	Boundary Adjustment	124	Snakes Creek Road	EURUNDEREE NSW 2850
DA0226/2025	Dwelling House	99	Mount Pleasant Lane	BUCKAROO NSW 2850
DA0229/2025	Commercial Premises	18	Perry Street	MUDGEE NSW 2850
DA0235/2025	Dwelling House	26	Webster Street	BOMBIRA NSW 2850
DA0236/2025	Dwelling House	25	Harvey Street	BOMBIRA NSW 2850
DA0246/2025	Subdivision - Torrens Title (1 into 2 Lots)	3	Beryl Road	GULGONG NSW 2852
DA0258/2025	Residential Shed	8	Boronia Road	RYLSTONE NSW 2849

***NOTE – 2 Development Applications were approved with a variation to the DCP during June 2025.**

Monthly Development Application Processing Report – June 2025

Development Applications currently being processed – June 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	Primitive 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 - Torrens Title (1 into 3)	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)	39	Rifle Range Road	MUDGEE NSW 2850
DA0045/2025	Subdivision - Torrens Title (1 into 2)	18	Banjo Paterson Avenue	MUDGEE NSW 2850
DA0058/2025	Subdivision - Torrens Title (1 into 2)	76	Zimmer Lane	GULGONG NSW 2852
DA0070/2025	Extractive Industry	1848	Castlereagh Highway	TALLAWANG NSW 2852
DA0106/2025	Dwelling with Garage and Tree Removal	9	Armstrong Street	RYLSTONE NSW 2849
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
DA0172/2025	Change of Use to Vehicle Repair Station and Signage	14	Industrial Avenue	MUDGEE NSW 2850
DA0197/2025	Community Facility and Sign	153	Market Street	MUDGEE NSW 2850
DA0204/2025	Dual Occupancy	521	Ulan Road	EURUNDEREE NSW 2850
DA0206/2025	Subdivision - Torrens Title (2 into 3)	1188	Wallawaugh Road	HARGRAVES NSW 2850
DA0214/2025	Serviced apartment	346	Beragoo Road	GRATTAI NSW 2850
DA0215/2025	Dual Occupancy	23	Marskell Circuit	MUDGEE NSW 2850

Monthly Development Application Processing Report – June 2025

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
DA0224/2025	Child Care Centre	30	Marskell Circuit	MUDGEES NSW 2850
DA0225/2025	Subdivision - Torrens Title (1 into 2)	155	Bruce Road	MUDGEES 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)	533	Killens Road	BUDDEN NSW 2849
DA0234/2025	Dwelling House	56	Charbon Road	CHARBON NSW 2848
DA0237/2025	Subdivision - Torrens Title (1 into 2)	35	Marskell Circuit	MUDGEES NSW 2850
DA0238/2025	Subdivision - Torrens Title (1 into 2)	37	Marskell Circuit	MUDGEES NSW 2850
DA0239/2025	Residential Shed	20	Queen Street	GULGONG NSW 2852
DA0240/2025	Dwelling House	8	Davies Road	KANDOS NSW 2848
DA0241/2025	Extension of Shed	12	Burrundulla Road	BURRUNDULLA NSW 2850
DA0242/2025	Dwelling House and Detached Shed	832	Coxs Creek Road	COXS CREEK NSW 2849
DA0243/2025	Single Storey Dwelling with Retaining Wall	12	Page Street	BOMBIRA NSW 2850
DA0247/2025	Subdivision - Torrens Title (2 into 2)	641	Ulan Road	BUCKAROO NSW 2850
DA0249/2025	Dwelling House	340	Camerons Road	RUNNING STREAM NSW 2850
DA0250/2025	Dwelling House	10	Harvey Street	BOMBIRA NSW 2850
DA0253/2025	Dwelling House	11	Chapman Street	BOMBIRA NSW 2850
DA0254/2025	Residential Shed	25	Dewhurst Drive	MUDGEES NSW 2850
DA0256/2025	Earthworks - filling dam	10	Hill End Road	CAERLEON NSW 2850
DA0257/2025	Dwelling House	152	Lesters Lane	PIAMBONG NSW 2850
DA0262/2025	Residential Shed	31	Madeira Road	MUDGEES NSW 2850
DA0263/2025	Dwelling, Detached Shed and Retaining Wall	10	Eleanor Dark Court	MUDGEES NSW 2850
DA0264/2025	Alterations & Additions	11	Stuart Street	GULGONG NSW 2852
DA0268/2025	Dwelling House	1368	Queens Pinch Road	QUEENS PINCH NSW 2850
DA0269/2025	Alterations & Additions	220	Broadhead Road	SPRING FLAT NSW 2850
DA0270/2025	Dual Occupancy	51	Suttor Avenue	CAERLEON NSW 2850
DA0271/2025	Dwelling House	1808	Windeyer Road	WINDEYER NSW 2850
DA0273/2025	Demolish and construct new principal dwelling and pool	74	Carramar Road	STUBBO NSW 2852

Monthly Development Application Processing Report – June 2025

DA0274/2025	Dual Occupancy	26	Marshell Circuit	MUDGEES NSW 2850
DA0280/2025	Function centre	344	Castlereagh Highway	BURRUNDULLA NSW 2850
DA0282/2025	Dwelling House and retaining wall	14	Page Street	BOMBIRA NSW 2850

Heritage Development Applications currently being processed – June 2025.

Appl/Proc ID	Description	House No	Street Name	Locality
DA0271/2011	Alterations & Additions	87	Short Street	MUDGEES NSW 2850
DA0198/2021	Change of use - Residential Flat Building to Serviced Apartments	110	Church Street	MUDGEES NSW 2850
DA0189/2023	Commercial Alterations & Additions	83	Mortimer Street	MUDGEES NSW 2850
DA0053/2025	Demolition of shed and new car parking	67	Perry Street	MUDGEES NSW 2850
DA0131/2025	Dual Occupancy	40	Gladstone Street	MUDGEES NSW 2850
DA0139/2025	Secondary dwelling	4	Fisher Street	GULGONG NSW 2852
DA0141/2025	Fence	48	Court Street	MUDGEES NSW 2850
DA0167/2025	Subdivision - Torrens Title (2 into 3)	7	Henry Bayly Drive	MUDGEES NSW 2850
DA0203/2025	Take away food and drink premises	67	Horatio Street	MUDGEES NSW 2850
DA0248/2025	Residential Shed and Tree removal	20	Court Street	MUDGEES NSW 2850
DA0251/2025	Residential Shed	120	Market Street	MUDGEES NSW 2850
DA0252/2025	Dwelling House	61	Webster Street	BOMBIRA NSW 2850
DA0255/2025	Residential Shed	68	Belmore Street	GULGONG NSW 2852
DA0261/2025	Secondary dwelling	4	Fisher Street	GULGONG NSW 2852
DA0265/2025	Dual Occupancy	72	Mortimer Street	MUDGEES NSW 2850
DA0266/2025	Demolition and Construction of Two Sheds	1194	Cope Road COPE NSW 2852	COPE NSW 2852
DA0267/2025	Dwelling House, Shed and Secondary Dwelling	33	Market Street	MUDGEES NSW 2850
DA0272/2025	Alterations & Additions	38	Cox Street	RYLSTONE NSW 2849
DA0275/2025	Residential Shed	1	Short Street	MUDGEES NSW 2850
DA0277/2025	Storage Container for BP	77	Church Street	MUDGEES NSW 2850
DA0281/2025	Subdivision - Torrens Title	70	Herbert Street	GULGONG NSW 2852

Item 9: Corporate Services

9.1 Capital Expenditure Review: Key Worker Housing Initiative

REPORT BY THE DIRECTOR CORPORATE SERVICES
TO 16 JULY 2025 ORDINARY MEETING
GOV400105, P1369111, GOV400113

RECOMMENDATION

That Council:

1. **receive the report by the Director Corporate Services on the Key Worker Housing Initiative;**
 2. **endorse the draft capital expenditure review as attached to this report as Attachment 1 (the business case);**
 3. **require the capital expenditure review be forwarded to the Office of Local Government for review;**
 4. **note that grant funding is being sought, in line with the outcome of the business case; and**
 5. **request a report be brought back to Council once the funding sources are confirmed.**
-

Executive summary

This report seeks to update Council on plans for the Council owned site at 10-12 Burrundulla Avenue in Mudgee, and the proposal for Key Worker Housing at this site. These plans form part of Council's response to concerns over a range of issues related to housing in the region and across the State. Specifically, this project is designed to provide a range of affordable housing options for key workers needed in the Region.

Disclosure of Interest

Nil

Detailed report

At the Ordinary Council Meeting on 21 September 2022, Council resolved to:

1. provide in principle support for the Key Worker Housing Project;
2. support the concept plan for Key Worker Housing on the old Bowling Club site at 10-12 Burrundulla Avenue Mudgee; and
3. provide an initial budget of \$500,000 for the 2022/23 financial year for the Key Worker Housing Project to be funded from the Land Development Reserve.

Following this, at the 16 October 2024 Ordinary Council Meeting, Council resolved to accept the grant funding from the Community and Employment Benefit Program – Legacy Infrastructure Fund, if successful, for \$11,250,000. Additional financial information is included in the Financial Implications section of this report.

The Key Worker Housing concept plan is attached as Attachment 2.

The project aims to construct 47 new dwellings (100 beds) in Mudgee, to cater for key workers within the region. Key workers include those employed in education and social care, healthcare and medical sectors, emergency services personal, police, and local government. It will also include others in employment that cannot find affordable housing. This may include single parents, or those in service industries such as cleaning, hospitality and others.

It is proposed that the housing is dedicated as ‘affordable’ and rent to be set at a percentage of income or discount from market rates, subsidised by Council. Whilst the dwellings will be owned by Council, they will be managed and leased by a third-party community housing provider. This will ensure fairness and equity across the community. Housing providers will be invited to partner in this project.

The key features of the project will include:

- 47 new dwelling housing up to 100 beds;
- Targeted towards affordable housing;
- By retaining ownership Council is proposing a subsidised rent;
- Operated and maintained through a third-party provider.

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

Community Plan

Council Policies

Affordable Housing Policy

Legislation

Local Government Act 1993

Mid-Western Regional Local Environmental Plan 2012

State Environmental Planning Policy (Housing) 2021

Financial implications

The business case for the Key Worker Housing Project proposes a capital investment of \$33.7 million to construct 47 affordable dwellings on Council-owned land at the former Mudgee Bowling Club site.

Council has already secured \$11.25 million from the EnergyCo Legacy Infrastructure Fund for initial construction funding in 2025/26. A further application for remaining funds is being prepared, with other grant opportunities under review.

An initial \$667,732 has been allocated from Council's Land Development Reserve to support design and planning activities. No further drawdown from internal reserves is currently planned.

Further budget amendments will be recommended once construction completion is accurately forecast. At this time operating budgets will be implemented. The overall cash result, over the ten year long term financial period is positive.

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

Associated Risks

The Key Worker Housing Project is a complex capital investment involving significant design, construction, financial, and operational elements. A comprehensive risk assessment has been undertaken as part of the business case and Capital Expenditure Review, with key risks and mitigations identified.

One of the most material risks is project budget overrun due to market volatility in construction costs and potential delays. This has been addressed through early engagement of a qualified Quantity Surveyor, application of a P90 estimate, and inclusion of escalation and contingency allowances within the \$33.7 million budget. The procurement strategy includes a detailed tender scope and evaluation framework to manage cost certainty.

There is a risk that local market capacity may not be sufficient to deliver a project of this scale. To mitigate this, Council has conducted early market sounding and will use an open tender process to attract both regional and experienced external contractors. The Design, Construct, Maintain and Operate (DCMO) model also supports risk transfer to appropriately qualified third parties.

Operational and maintenance capability post-construction is another risk, particularly in ensuring long-term affordability for key workers while maintaining asset quality. Council is addressing this through modelling of whole-of-life costs and will likely engage a third-party community housing provider or property manager to operate the dwellings under a service contract with defined performance standards.

Planning risks, including delays in satisfying deferred commencement conditions of the Development Consent, are also recognised. Council has identified the outstanding stormwater easement as a key requirement and is progressing this matter to ensure timely progression to the Construction Certificate phase.

Finally, there is a broader strategic risk if the project does not proceed or is delayed. The region is facing a surge in workforce demand from State Significant Developments associated with the Renewable Energy Zone. Without this housing project, Council may be unable to attract and retain the key workers needed to maintain essential health, education, and emergency services in the community, with significant social and economic consequences.

Risk will continue to be actively managed through the Project Steering Committee, ongoing reporting, independent probity oversight, and application of Council's Risk Management Policy.

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

2 October 2024

Attachments: 1. Draft Capital Expenditure Report - Key Worker Housing. (Confidential - separately attached)
2. Key Worker Housing Design plan. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.2 RFT 2024/128 - Project Management Services Prequalified Panel Tender

REPORT BY THE PROCUREMENT COORDINATOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, COR400831

RECOMMENDATION

That Council:

1. receive the report by the Procurement Coordinator on the Project Management Services Prequalified Panel Tender;
2. accept the commencement date of the Panel is 1 August 2025 and the expiry date is 31 July 2028;
3. accept the following tenderers for RFT 2024/128 for the provision of Project Management Services in accordance with Clause 178 of the Local Government (General) Regulation 2005 – Part 7 Tendering for the appointment to the Panel:
 - ADW Johnson Pty Ltd;
 - Altus Group Consulting Pty Ltd;
 - Barnson Pty Ltd;
 - Constructive Solutions Pty Ltd;
 - Currie & Brown (Australia) Pty Ltd;
 - Damage Control Project Management Pty Ltd;
 - Engenicom Pty Ltd;
 - Fuse Consulting Pty Ltd;
 - Infraway Pty Ltd;
 - Ktlyons Pty Ltd;
 - Lackon Pty Ltd;
 - Projence Pty Ltd;
 - RP Infrastructure Pty Ltd;
 - Saba Civil Management and Consultancy Pty Ltd;
 - Sequana Partners Pty Ltd;
 - Upright Consulting Pty Ltd; and
 - VG Project Group Pty Ltd;
4. delegate the authority to the Manager, Procurement and Fleet to accept the following tenderers on receipt of the required compliance information:
 - Avid Project Management Pty Ltd;
 - Barker Ryan Stewart Pty Ltd;
 - BCT Consulting Services Pty Ltd;

- **Construction and Remediation Advisory Services Pty Ltd;**
 - **Harryan Engineering Consulting Pty Ltd; and**
 - **Linked Project Management Pty Ltd;**
5. **decline the following tenderers and delegate the authority to the Manager, Procurement and Fleet to negotiate the terms of and if accepted, accept the following tenderers appointment to the Panel:**
- **Agilitus Pty Ltd;**
 - **GHD Pty Ltd;**
 - **Hunter H2O Holdings Pty Ltd;**
 - **J. Wyndham Pty Ltd;**
 - **KPMG;**
 - **The Trustee for Talis Unit Trust;**
 - **Tonkin and Taylor Pty Ltd; and**
 - **Turner and Townsend Pty Ltd;**
6. **delegate the authority to Manager, Procurement and Fleet to accept any additional suppliers seeking inclusion to the tender RFT 2024/128 – Project Management Services Prequalified Panel during the term of the contract; and**
7. **allow the Procurement Coordinator or nominated representative to inform the suppliers of the outcome of their submissions to the Project Management Services Prequalified Panel Tender.**

Executive summary

An open tender process in accordance with Section 55 of the Local Government Act 1993 was carried out for the establishment of a prequalified panel of suitably qualified and experienced suppliers to provide project management services in five key areas, being:

1. Local Government Water and Sewer Infrastructure
2. Environmental Services
3. Road and Civil Construction
4. Commercial and Domestic Buildings
5. Subdivision and Land Development

This panel arrangement will commence on 1 August 2025 and will cease on 31 July 2028.

There is no extension period nominated for this Contract.

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

Disclosure of Interest

Nil

Detailed report

Purpose

Tenders were requested for the establishment of a prequalified panel of suitably qualified and experienced suppliers for the purpose of providing project management services to Council.

Advertised

Open to Market	5 May 2025
Closed	2 June 2025
Total days	28 days in total

Then the above tender was advertised in:

- Council's e-Tendering portal –eProcure: Monday, 5 May 2025
- Information regarding this tender was published on Council's website

Tenders Received

Thirty nine (39) tender submissions were received.

Three (3) were non-conforming and thirty six (36) tender submissions were conforming.

Late Tenders

There were no late tender submissions.

Process of Evaluation

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

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

Methodology, Departures and Clarifications

The Tender Evaluation Committee (TEC) undertook a comprehensive review of all tender submissions, focusing on mandatory compliance information as outlined in the Request for Tender (RFT) Invitation. Any instances of non-compliance or potential non-conformities were documented in the Evaluation Matrix for consideration.

The TEC assessed the project management experience of each tenderer, supported by submitted CVs, and noted any deficiencies or non-conformities. Based on this assessment, the TEC recommends:

1. Declining any tenderers who were non-compliant in terms of required experience or who presented substantial non-conformities.
2. Accepting tenderers with minor non-conformities in compliance information, conditional upon the provision of satisfactory evidence to address these gaps.
3. Seeking authority to negotiate with any tenderers who submitted departures from the proposed contract terms or Panel Deed.

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

Tender Evaluation Panel Members

Panel Member	Name	Position Title
Chairperson	Simone Goodwin	Procurement Coordinator
Panel Member 1	Claire Cam	Manager, Water and Sewer
Panel Member 2	Peter Bartolacci	Works Engineering Coordinator
Panel Member 3	Kelly Barnes	Property Coordinator

Probity

The tender has been conducted in accordance with Clause 166(a) of the Local Government (General) Regulation 2005. Conflict of Interest Declarations were signed by all participating evaluation panel members both on advertising of the tender and reconfirmed prior to evaluation. The declarations are available to be viewed if required.

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

Community Plan implications

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

Strategic implications

Council Strategies

Delivery Program and Operational Plan

Council Policies

Sustainable Procurement and Contracts Policy

Legislation

Local Government Act 1993

Financial implications

Not Applicable

Associated Risks

Ref	Risk	Likelihood	Consequence	Rating	Mitigation
1	Security/Confidentiality	Possible	Major	High	Non-disclosure agreements, confidentiality agreements and only allowing access to the parts of the system they require.
2	Contractor Risk	Possible	Significant	Medium	Project management teams will be reviewed at time of engagement for the most suitable candidate on a project-by-project engagement.
3	Contractor Financial Capacity Risk	Possible	Significant	Medium	Financial checks at time of engagement if required.
4	WHS Risk	Possible	Significant	Medium	Review WHS requirements at time of individual engagement.
5	Personal Services income	Likely	Significant	Medium	Requested in the pricing schedule that their hourly rates are inclusive of all costs ie superannuation and workers compensation.

SIMONE GOODWIN
PROCUREMENT COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

22 April 2025

Attachments: 1. Evaluation Matrix. (Confidential - separately attached)
2. Pricing Schedule. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.3 Draft Long Term Financial Plan 2025/26-2034/35

REPORT BY THE CHIEF FINANCIAL OFFICER
TO 16 JULY 2025 ORDINARY MEETING
GOV400098, FIN300201

RECOMMENDATION

That Council:

1. **receive the report by the Chief Financial Officer on the Draft Long Term Financial Plan 2025/26-2034/35;**
2. **endorse the Draft Long Term Financial Plan 2025/2026-2034/35 to go on public exhibition for a period of 28 days;**
3. **request a report be returned to Council after the period of exhibition, if any submissions are received for consideration; and**
4. **adopt the Long-Term Financial Plan 2025/26-2034/35 if no submissions are received.**

Executive summary

The purpose of this report is to present the Draft Long Term Financial Plan 2025/26-2034/35 and seek endorsement for the plan to be placed on public exhibition. The Plan is a requirement of the Integrated Planning and Reporting process, as a component of the Resourcing Strategy. The Plan is a high-level financial strategy that projects Council's financial position over the coming decade using a series of financial assumptions based on best available information.

Disclosure of Interest

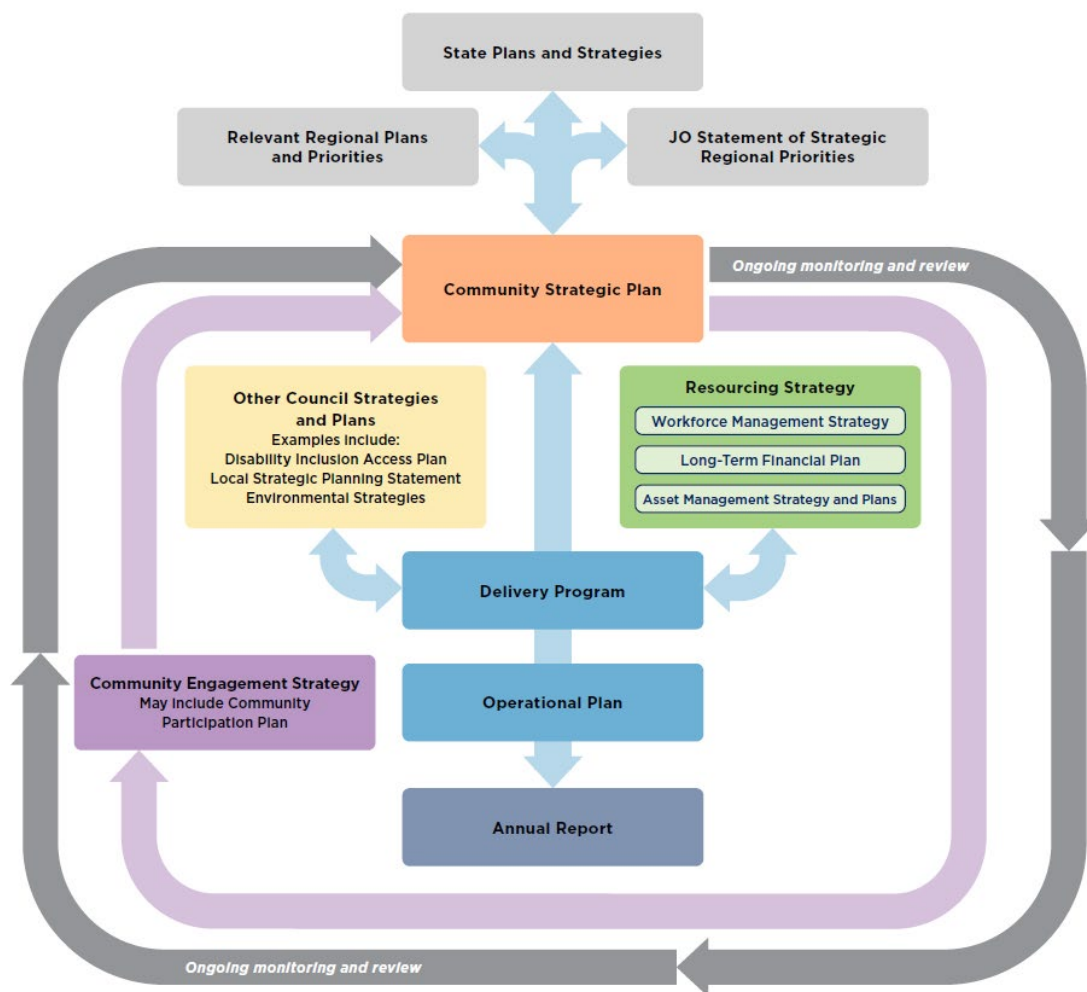
Nil

Detailed report

The Long-Term Financial Plan must project financial forecasts for the Council for at least ten years and be updated annually with the Operational Plan. The Long-Term Financial Plan must be used by the Council to inform its decision-making during the finalisation of the Community Strategic Plan and the development of the Delivery Program.

The Long-Term Financial Plan must include:

- Planning assumptions used to develop the plan
- Projected income and expenditure, balance sheet and cash flow statement
- Sensitivity analysis (factors/assumptions most likely to affect the plan)
- Financial modelling for different scenarios
- Methods of monitoring financial performance



Community Plan implications

Theme	Good Government
Goal	Strong civic leadership
Strategy	Provide clear strategic direction

Strategic implications

Council Strategies

The Long-Term Financial Plan makes up a part of Council's Resourcing Strategy.

Council Policies

Not Applicable

Legislation

Local Government Act 1993 Section 430 Resourcing Strategy:

1. A council must have a long-term strategy (called its "resourcing strategy") for the provision of the resources required to implement the strategies established by the community strategic plan that the council is responsible for.

2. The resourcing strategy is to include long-term financial planning, workforce management planning and asset management planning.

Financial implications

The Operational Plan 2025/26 sets out Council's planned activities, major projects and strategic direction for the financial year ended 30 June 2026. The Long-Term Financial Plan 2025/26-2034/35 identifies Council's planned financial path for the next ten years.

NEIL BUNGATE
CHIEF FINANCIAL OFFICER

AMANDA AVNELL
FINANCIAL PLANNING COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

29 May 2025

Attachments: 1. Long Term Financial Plan 2026-2035-For Council d2. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.4 New and Amended Fees and Charges 2025/26

REPORT BY THE FINANCIAL PLANNING COORDINATOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, FIN300117

RECOMMENDATION

That Council:

1. receive the report by the Financial Planning Coordinator on the New and Amended Fees and Charges 2025/26;
2. add the following new fee, as written, and place on public exhibition for 28 days; and

<i>Service Type</i>	<i>New Fee</i>	<i>Fee (Exclusive of GST)</i>	<i>Fee (Inclusive of GST)</i>	<i>Price Policy</i>
BUILDING APPROVALS AND CERTIFICATES Other Building Approvals and Certificates Fire Safety	Section 80A – Request for Issue/Reissue of a Fire Safety Schedule	\$250	\$275	Full Cost Recovery

3. amend the following fee amounts, as written;

<i>Service Type</i>	<i>Amended Fee</i>	<i>Current Fee amount (\$)</i>	<i>Amended fee amount (\$)</i>
ANIMAL & STOCK CONTROL Companion Animals Lifetime Registrations	Dog - Desexed (by relevant age)	\$78.00	\$80.00
	Dog - Desexed (by relevant age eligible pensioner)	\$34.00	\$35.00
	Dog - Not Desexed or Desexed (after relevant age)	\$262.00	\$269.00
	Dog - Not Desexed (not recommended)	\$78.00	\$80.00
	Dog - Not Desexed (not recommended eligible pensioner)	\$34.00	\$35.00
	Dog - Not Desexed (recognised breeder)	\$78.00	\$80.00
	Cat - Desexed or Not Desexed	\$68.00	\$70.00
	Cat - Desexed (eligible Pensioner)	\$34.00	\$35.00
	Cat - Not Desexed (not recommended)	\$68.00	\$70.00
	Cat - Not Desexed (not recommended eligible	\$34.00	\$35.00

	pensioner)		
	Cat - Not Desexed (recognised breeder)	\$68.00	\$70.00
	Registration Late Fee	\$22.00	\$23.00
ANIMAL & STOCK CONTROL Companion Animals Annual Permit Fees	Cat not desexed by four months of age	\$96.00	\$99.00
	Dangerous Dog	\$230.00	\$236.00
	Restricted Dog	\$230.00	\$236.00
	Permit Late fee	\$22.00	\$23.00

Executive summary

This report recommends the amendment of companion animal fees. These are legislative fees under the Companion Animals Regulation 2018. Fees which are legislated are not required to be placed on public exhibition.

This report also recommends the addition of a fee for Request for Issue/Reissue of a Fire Safety Schedule. This is not a statutory fee and will be placed on public exhibition for 28 days.

Disclosure of Interest

Nil

Detailed report

New Fee Amounts

Fee Name	Reason for new fee
Section 80A – Request for Issue/Reissue of a Fire Safety Schedule	This is a service that Council has previously provided and not charged. This fee is being set to recover full costs for providing this service.

Amended Fees Amounts

The following table provides information about the reason for amendment of the current fee amounts:

Fee Name	Reason for amended fee
Dog - Desexed (by relevant age)	Annual Adjustment has now been released for inflation as determined by the Companion Animals Regulation 2018
Dog - Desexed (by relevant age eligible pensioner)	
Dog - Desexed (sold by pound/shelter)	
Dog - Not Desexed or Desexed (after relevant age)	
Dog - Not Desexed (not recommended)	
Dog - Not Desexed (not recommended eligible)	

pensioner)	
Dog - Not Desexed (recognised breeder)	
Dog - Working	
Dog - Service of the State	
Assistance Animal	
Cat - Desexed or Not Desexed	
Cat - Desexed (eligible Pensioner)	
Cat - Desexed (sold by pound/shelter)	
Cat - Not Desexed (not recommended)	
Cat - Not Desexed (not recommended eligible pensioner)	
Cat - Not Desexed (recognised breeder)	
Registration Late Fee	
Cat not desexed by four months of age	
Dangerous Dog	
Restricted Dog	
Permit Late fee	

Community Plan implications

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

Strategic implications

Council Strategies

If the recommendation is approved the 2025/26 Fees and Charges will be amended.

Council Policies

Not Applicable

Legislation

In accordance with Section 608 of the Local Government Act, Council may charge and recover an approved fee for any service it provides other than an annual charge made under section 496 or 501.

Section 610F (1) of the Local Government Act states that a Council must not determine the amount of a fee until it has given public notice of the fee in accordance with this section and has considered any submissions duly made to it during the period of public notice.

These fees must be set with the Operational Plan and can only be amended after the date, if:

1. a new service is provided, or the nature or extent of an existing service is changed; or
2. the regulations in accordance with which the fee is determined are amended.

Financial implications

This report recommends that the fees and charges within the 2025/26 Operational Plan be amended. Revenue associated with these changes is not anticipated to have a material impact on the 2025/26 Operational Plan or future years.

Associated Risks

Not Applicable

AMANDA AVNELL
FINANCIAL PLANNING COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

17 June 2025

Attachments: 1. Companion Animal Fees 2025-26.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Department of Planning, Housing and Infrastructure
Office of Local Government



Circular to Councils

Subject/title	Annual CPI adjustment to companion animal fees for 2025/26
Circular Details	Circular No 25-12 / 16 June 2025 / A959437
Previous Circular	<u>24-12 Annual CPI adjustment to companion animal fees for 2024/25</u>
Who should read this	Councillors / General Managers / Council finance staff / Companion Animal Enforcement and Administration Officers
Contact	Companion Animals - Pet Helpline – (02) 4428 4100 or 1300 134 460 pets@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

Annual CPI Adjustment

- The 2025/26 fees payable for registration and permits for companion animals have been adjusted for inflation under clauses 18 and 27 of the Companion Animals Regulation 2018 (CA Regulation) (based on the Consumer Price Index or CPI).
- The new fees are effective from 1 July 2025.

Fee categories

- Category names have been amended to reflect the implementation of current legislation relating to registration that has been enabled by the new functionality of the Companion Animals Register (CAR) and new NSW Pet Registry, which allows for the individual payment of registration fees under the CA Regulation, being:
 - Dog – Registration fee (by 12 weeks or when sold if earlier than 12 weeks of age)
 - Registration fee due at 12 weeks of age or when first sold (even if it is less than 12 weeks (clause 14 - CA Regulation)
 - Dog – Additional Fee (dog not desexed by 6 months)
 - Additional fee for a dog that is not desexed and not exempt from desexing by 6 months (clause 18 - CA Regulation)
 - Cat - annual fee for a permit for a cat not desexed and not exempt from desexing by 4 months (clause 27 - CA Regulation)

Department of Planning, Housing and Infrastructure Office of Local Government



- A Registration late fee will apply to an animal not registered by 12 weeks of age (plus 28 days).

Online and in person payments

- While we work to expand the new NSW Pet Registry, the following fees must be paid at council:
 - Dog – Additional Fee (dog not desexed by 6 months)
 - Cat (not desexed by four months of age)
 - Dangerous dog permit
 - Restricted dog permit
- The fees above will incur a late fee if not paid after an additional 28 days.

What will this mean for council?

- Councils are to apply the adjusted 2025/26 financial year companion animal registration, additional fee and annual permit fees from 1 July 2025.
- Council staff need to be aware of the new payment categories.
- Councils must continue to register eligible pound/shelter and approved rehoming organisation animals through the CAR. Free registration for these animals does not mean that registration is not required. The established process of 'flagging' an animal as being purchased from an eligible pound/shelter is required to validate a free registration.
- Councils can encourage members of the public to establish a NSW Pet Registry account via Service NSW to pay registration fees and receive push notifications.
- Councils must enter the registrations in a two-stage process as all combined fees are no longer available due to the implementation of the fee structure.

Key points

- The NSW Pet Registry will be updated to include the new fees for online registration and permit payments made by pet owners from 1 July 2025.
- Both the old and new fee structures will be maintained on the CAR to allow councils to correct registration details for existing records and catch up on data entry backlogs (i.e. where fees have been receipted before 1 July 2025 but not entered on the Register).

Registration Category	New fee
Dog – Registration fee (by 12 weeks or when sold if earlier than 12 weeks)	\$80
Dog – Additional Fee (dog not desexed by 6 months)	\$189
Dog – Registration (by eligible pensioner)	\$35
Dog – Desexed (sold/ transferred from pound/shelter or rehoming Organisation)	\$0
Dog – Registrations (desexing not recommended)	\$80
Dog – Registration (desexing not recommended eligible pensioner)	\$35
Dog – Registration (recognised breeder)	\$80

Department of Planning, Housing and Infrastructure
Office of Local Government



Dog – Working	\$0
Dog – Service of the State	\$0
Assistance Animal	\$0
Cat – Registration fee (by 12 weeks or when sold if earlier than 12 weeks)	\$70
Cat – Registration (eligible pensioner)	\$35
Cat – Desexed (sold/ transferred from pound/shelter or rehoming Organisation)	\$0
Cat – Registration (desexing not recommended)	\$70
Cat – Registration (desexing not recommended - eligible pensioner)	\$35
Cat – Registration (recognised breeder)	\$70
Registration late fee	\$23
Annual permit category	New fee
Cat (not desexed by four months of age)	\$99
Dangerous dog	\$236
Restricted dog	\$236
Permit late fee	\$23

Where to go for further information

- A list of registration categories, current fees and the new fees for 2025/26 is provided on the Office of Local Government's (OLG) website at <https://www.petregistry.olg.nsw.gov.au/registration-and-permit-fees/pet-registration-fees#registration-fees-for-dogs-and-cats>
- Information relating to the processing of registration fees is available in Companion Animals Guideline 1 – Registration Agents, available on OLG's website at <https://www.olg.nsw.gov.au/wp-content/uploads/2020/07/Guidelines-for-Registration-Agents-June-2020.pdf>
- Information on the new functionality and separate payments for registration and the additional fee for non-desexed animals that are not exempt can be found by contacting Pet Helpline 1300 134 460.
- Contact pets@olg.nsw.gov.au for information about the fees.

Brett Whitworth
Deputy Secretary, Office of Local Government

9.5 Community Grants Program - July 2025

REPORT BY THE ACCOUNTANT REPORTING & ANALYSIS
TO 16 JULY 2025 ORDINARY MEETING
GOV400105, GRA600009, GOV400113

RECOMMENDATION

That Council:

1. receive the report by the Financial Planning Co-ordinator on the Community Grants Program - July 2025;
2. provide financial assistance to the following applications in accordance with the criteria and guidelines of the Community Grants Policy: and

Applicant	Recommended Amount \$
• Mudgee Baptist Church Pantry	5,000
• The Business Concierge Ltd	1,875
• Rylstone Kandos & District Dog Club Inc	1,500
• Windeyer Recreation Reserve Land Manager	3,000
• Mudgee Pony Club	1,602
• Cudgegong Valley Public School	670
• Rotary Club of Mudgee	750
• Lions Club of Mudgee Inc	1,100
• Pink Up Mudgee	3,500
• Rylstone Kandos Rotary Club	6,000
• Regional Counselling Limited	5,000

3. not provide financial assistance to the following applicants for the reasons provided in the report:

- | |
|-----------------------------------|
| • Gulgong Pre-School Incorporated |
|-----------------------------------|

Executive summary

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

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

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

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

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

Applicant	Project/Activity	Funding Request \$	Total Score out of 10	Recommended Amount \$
Mudgee Baptist Church Pantry	Provide Food Assistance through Mudgee Pantry	5,000	9	5,000
The Business Concierge Ltd	Survivor Life Skills	2,500	7	1,875
Rylstone Kandos & District Dog Club Inc	All breeds Championship Shows	1,500	7	1,125
Windeyer Recreation Reserve Land Manager	Windeyer Hoedown Dance 2025	3,000	8	3,000
Mudgee Pony Club	Mudgee Pony Club Monthly Rally Days	2,136	7	1,602
Cudgegong Valley Public School	CLC Visual Arts Show	670	8	670
Rotary Club of Mudgee	Gardens of Mudgee	1,000	7	750
Lions Club of Mudgee Inc	A sign at the Showground Lions Shed recognising 60Years of Community Service	2,200	8	1,100
Pink Up Mudgee	Pink Up Mudgee 10 Year morning tea	3,500	8	3,500
Rylstone Kandos Rotary Club	Purchase of enclosed specialized trailer for housing and transportation of new BBQ's	10,000	8	6,000
Regional Counselling Limited	Farmers seen, Farmers Heard	10,000	9	5,000
Gulgong Pre-School Incorporated	Gulgong Pre-School Playground Mural	8,360	8	-
Total				29,622

Disclosure of Interest

The Director of Corporate Services has a non-pecuniary conflict of interest with Gulgong Preschool and has had no involvement in the assessment or recommendation for community grants for that entity.

Detailed report

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

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

Mudgee Baptist Church Pantry

Mudgee Baptist Church Pantry requests \$5,000 for Provide Food Assistance through Mudgee Pantry. Their objective at Mudgee Pantry is to provide food assistance to those in need throughout the Mid-Western Region of Mudgee and surrounds. Due to rising costs of food security our service allows clients to purchase a basket of groceries of \$20 (as of the 1st July 2025), now \$15, and any available fresh produce in basket for free.

Link to Community Plan:1.1.1 Maintain the provision of high quality, accessible community services that meet the needs of our community 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 5,000

The application received a panel scoring of 9 thus 100% of the funding requested was recommended.

The Business Concierge Ltd

The Business Concierge Ltd requests \$2,500 for Survivor Life Skills. We provide programs to High Schools and Primary Schools in Mudgee, Kandos and Gulgong to teach Finance Literacy Skills, Interview and Employment Skills and Mental Health. Subjects not covered in the school curriculum. We have 60 subjects Schools can choose from based on the needs of the school and students. We have been running our program for Schools in the Mudgee Region for 18 years.

Link to Community Plan:1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles 3.3.2 Build strong linkages with institutions providing education, training and employment pathways in the Region, 3.1.2 Encourage the development of a skilled and flexible workforce to satisfy local industry and business requirements

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 1,875

The application received a panel scoring of 7 as of which 75% of the funding requested was recommended.

Rylstone Kandos & District Dog Club Inc

Rylstone Kandos & District Dog Club Inc requests \$1,500 for All breeds Championship Shows. They have 3 x Dog Shows - showcasing the best dogs in the area

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

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 1,125

The application received a panel scoring of 7 thus 75% of the funding requested was recommended.

Windeyer Recreation Reserve Land Manager

Windeyer Recreation Reserve Land Manager requests \$3,000 for Windeyer Hoedown Dance 2025. This will be our second Hoedown Dance. We have a line dancing competition between communities and villages. Meroo won last year and is anxious to retain the trophy.

Link to Community Plan: 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles 1.1.4 Work with key partners and the community to reduce crime, anti-social behaviour and improve community health and safety, 1.2.1 Respect and enhance the historic character of our Region and heritage value of our towns and villages

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 3,000

The application received a panel scoring of 8 thus 100% of the funding requested was recommended.

Mudgee Pony Club

Mudgee Pony Club requests \$2,500 for Mudgee Pony Club Monthly Rally Days. The Mudgee Pony Club started in 1952 and whilst the club has been dormant for a couple of years the new committee are excited to bring it back for the family and friends to enjoy the Mudgee Show Ground in a safe environment. Attendees must attend a minimum of three days per year to be eligible to compete at state events. We will strive to hold a number of rally days to ensure members can attend the chosen discipline.

Link to Community Plan: 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles 3.2.1 Promote the Region as a great place to live, work, invest and visit

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 1,602

The application received a panel scoring of 7 thus 75% of the funding requested was recommended.

Cudgegong Valley Public School

Cudgegong Valley Public School requests \$670 for CLC Visual Arts Show. In Celebrating Education week, the Cudgegong Learning Community (CLC) will be holding a Visual Arts show at the Mudgee Arts Precinct. We are requesting for an in-Kind support to request the waiver of fee for the hire in the seminar space and community gallery at the Mudgee Arts Precinct. Our events is a combination of artworks on display from 15 local schools who will all submit students' entries.

Link to Community Plan: 1.3.1 Provide infrastructure and services to cater for the current and future needs of our community 1.4.2 Support arts and cultural development across the Region, 1.4.1 Support programs which strengthen the relationships between the range of community groups

COMMUNITY GRANT CATEGORY

Community Grants Category - In-kind Grant: Cap \$ 5,000

RECOMMENDATION:

\$ 670

The application received a panel scoring of 8 thus 100% of the funding requested was recommended.

Rotary Club of Mudjee

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

Link to Community Plan: 1.4.1 Support programs which strengthen the relationships between the range of community groups 3.2.1 Promote the Region as a great place to live, work, invest and visit, 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 750

The application received a panel scoring of 7 thus 75% of the funding requested was recommended.

Lions Club of Mudjee Inc

Lions Club of Mudjee Inc requests \$2,200 for A sign at the Showground Lions Shed recognising 60 Years of Community Service. Mudjee Lions have been providing community service to the Mudjee region since 1961 and this proposal is to have made and installed a sign recognising this achievement. Artwork of the proposed sign (with quote) and the approximate placement at the Nicholson Street facade of the Lions Mudjee Showground Shed.

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

COMMUNITY GRANT CATEGORY

Capital Grants: Cap \$25,000 or 50% of the total project cost, whichever is the lower

RECOMMENDATION:

\$ 1,100

The application received a panel scoring of 8 thus 50% of the total project cost was recommended in line with the Capital Grants Category cap.

Pink Up Mudgee

Pink Up Mudgee requests \$3,500 for Pink Up Mudgee 10 Year morning tea. Pink Up Mudgee was the inaugural place in Australia to start pink up your town in 2016. During that time we have assisted in funding the McGrath Foundations Breast Care nurses.

Link to Community Plan: 1.1.1 Maintain the provision of high quality, accessible community services that meet the needs of our community 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 3,500

The application received a panel scoring of 8 thus 100% of the funding requested was recommended.

Rylstone Kandos Rotary Club

Rylstone Kandos Rotary Club requests \$10,000 for Purchase of enclosed specialized trailer for housing and transportation of new BBQs. The Trailer would be used to support our fundraising capacity which is a key tool to our ability to function and support the local community. Our current BBQs will be more manageable for our current club members.

Link to Community Plan: 1.1.1 Maintain the provision of high quality, accessible community services that meet the needs of our community 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles, 1.3.1 Provide infrastructure and services to cater for the current and future needs of our community

COMMUNITY GRANT CATEGORY

Capital Grants Category: Cap \$25,000 or 50% of the project cost whichever is the lower

RECOMMENDATION:

\$ 6,000

The application received a panel scoring of 8 and as the application falls under the Capital Grants category thus 50% of the project cost was recommended which was \$12,000.

Regional Counselling Limited

Regional Counselling Limited requests \$10,000 for Farmers seen, Farmers Heard. Community screening of just A farmer film to raise mental health awareness and resilience. The event will connect residents to local support including crisis line, financial counselling, Growth Rooms and training, alongside community BBQ.

Link to Community Plan: 1.1.2 Work with key partners and the community to lobby for effective health services in our Region 1.1.3 Support networks, program and facilities which promote health and wellbeing

and encourage healthy lifestyles, 1.4.1 Support programs which strengthen the relationships between the range of community groups

COMMUNITY GRANT CATEGORY

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

RECOMMENDATION:

\$ 5,000

The application received a panel scoring of 9 so the maximum cap amount under the community grants category was recommended.

Gulgong Pre-School Incorporated

Gulgong Pre-School Incorporated requests \$8,360 for Gulgong Pre-School Playground Mural. The Gulgong Preschool mural will commission an Australian First Nations artist, with an affinity for local waterways and include Australian First Nation perspective and the experiences and voices of the children tour school. The 12*1.3 M mural will emphasise the value of healthy waterways while fostering inclusiveness and a sense of belonging.

Link to Community Plan: 1.2.1 Respect and enhance the historic character of our Region and heritage value of our towns and villages 1.3.1 Provide infrastructure and services to cater for the current and future needs of our community, 2.1.3 Raise community awareness of environmental and biodiversity issues

COMMUNITY GRANT CATEGORY

Capital Grants Category: Cap \$25,000 or 50% of the project cost whichever is the lower

RECOMMENDATION:

\$ 0

No amount was recommended as the building is council owned, thus can't be funded through community grants program. The application has been forwarded to respective department to investigate and action accordingly.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Recommendations are made under the Community Grants Program Policy.

Legislation

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

Financial implications

Funding of \$115,000 was originally provided for in the Operational Plan for financial assistance. Should Council approve the recommendations of \$30,722 in the report a balance of \$84,278 will remain.

Associated Risks

Not Applicable

SUMEDHA UPRETI
ACCOUNTANT REPORTING & ANALYSIS

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

2 July 2025

Attachments: 1. Community Grants - July 2025 Attachment. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.6 Policy Review - Risk Management

REPORT BY THE WHS AND RISK COORDINATOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, RM100, RIS900011

RECOMMENDATION

That Council:

1. **receive the report by the WHS and Risk Coordinator on the Policy Review - Risk Management;**
 2. **place the revised policy on public exhibition for 28 days; and**
 3. **adopt the Risk Management Policy, if no submissions are received.**
-

Executive summary

Following an annual review of the Risk Management Policy, no material changes were required – however a recommendation has been made to extend the review period from annually to 4-yearly.

The policy continues to effectively support our risk management objectives and remains aligned with current legislative and related standards.

Disclosure of Interest

Nil

Detailed report

Council's Risk Management Policy is due for its annual review. This review confirms that the policy continues to effectively support our risk management objectives and remains aligned with current legislative and related standards.

No substantive amendments are necessary at this time. The only updates pertain to routine administrative adjustments in the document header, reflecting the completion of this review cycle.

It is recommended that the review for this policy be extended to a 4-year review period, noting that as per the Risk Management Procedure, a review of any Risk Management Framework documents will also be required, if there are:

- Amendments to:
 - AS ISO31000:2018, or relevant government policy or legislation.
 - Council's Community Strategic Plan, Delivery Program or Operational Plan.
 - Council's vision or mission.
- Significant changes to Council organisational structure

The reviewed Risk Management Policy was endorsed by the Executive Team on Tuesday, 20 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

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

VERONIKA BARRY
WHS AND RISK COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

12 June 2025

Attachments: 1. Risk Management Policy V2.2.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY Risk Management

*A prosperous
and progressive
community*

ADOPTED		VERSION NO	2.12.2
COUNCIL MEETING MIN	58/24TBC	REVIEW DATE	20-MARCH-2025MARCH 2029
DATE:	20-MARCH	FILE NUMBER	RM100 & RIS900011

Purpose

This policy provides a basis for how Mid-Western Regional Council (Council) will manage risk. Risk shall be managed through a structured and consistent approach, enabling risk-informed decision making aligned with Council's strategic and operational objectives.

Scope

This policy applies to all Council workers (including labour hire and temporary employees), work experience people, volunteers, contractors and other relevant duty holders.

Policy Statement

Risk management is fundamental to the Council achieving its strategic and operational objectives. It is integral to the day-to-day management and decision making at all levels within the organisation. Council is committed to developing and maintaining a robust and effective risk management framework that promotes a positive risk culture and proactively manages risks to ensure Council can achieve its strategic and operational objectives.

Council will provide assurance and security to its workers, community and other stakeholders by properly understanding and managing risks within its operations. Effective risk management will enable Council to:

- Deliver on its commitments.
- Make confident decisions on how it will develop, implement, and manage its services and assets.
- Facilitate continual improvement.

Objective

The objective of this policy is to:

- Confirm Council's continued commitment to maintaining a risk aware culture and embedding risk management practices within Council operations.
- Ensure risk identification and management is specific to the unique needs of Council, and considers its internal and external context.
- Detail Council's commitment to ongoing evaluation and improvement of its risk management activities.

Legislative requirements

- Work Health and Safety Act 2011
- Local Government Act 1993

| POLICY: RISK MANAGEMENT | ~~INSERT-DATE~~ TBC

Related policies, procedures and plans

- Risk Management Procedure, which includes:

- Enterprise Risk Management Plan
- Strategic Risk Management Plan

Related Standards

- AS ISO 31000 Risk Management – Guidelines
- Guidelines for Risk Management and Internal Audit Framework for local government in NSW

9.7 Policy Review - Sustainable Procurement and Contracts Policy

REPORT BY THE MANAGER PROCUREMENT AND FLEET
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, GOV400047, FIN300086, COR400004

RECOMMENDATION

That Council:

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

Executive summary

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

Disclosure of Interest

Nil

Detailed report

This Policy is only recently updated, however, on the commencement of implementing a 'Procurement Governance Policy' it has become evident that with some minor changes to Council's Sustainable Procurement and Contracts Policy, there is no need to add the additional Procurement Governance Policy. The existing Procurement and Contract Management framework can support the inclusion of procurement governance.

The additional inclusions to the Sustainable Procurement and Contracts Policy are as follows;

- Summary of Procurement Governance
- Training
- Review and Continuous Improvement
- Auditing of Procurement and Contract Management

Minor amendments to policy structure have been made to allow for the above inclusions.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

The recommendation if approved will amend the Sustainable Procurement and Contracts Policy. 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

16 June 2025

Attachments: 1. Policy - Review - Sustainable Procurement and Contracts Policy.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY

Sustainable Procurement & Contracts Policy

*A prosperous
and progressive
community.*

ADOPTED	VERSION NO	3.34
COUNCIL MEETING MIN	REVIEW DATE	
DATE: 16 APRIL/MAY 2025	FILE NUMBER	FIN300032, FIN300086

Objective

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

The outcomes of this Policy are:

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

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

Legislative requirements

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

Related policies and plans

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

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.3.4, 16 APRIL/MAY 2025

- Disposal of Assets Policy
- Fraud and Corruption Control Policy
- Purchase Cards Policy
- Records Management Policy

Scope

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

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

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

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

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

Focus on Sustainability

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

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

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

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



Roles and Responsibilities

POSITION	RESPONSIBILITIES
Council Officers and Representatives	Accountable for managing procurement and contracts in accordance with council's financial delegations, Legislation, and this Policy. Council Officers are required to demonstrate due diligence in each of the PLAN , SOURCE , MANAGE stages based on the value and risk of the project.
Procurement Manager/Team	Overall responsibility of this Policy, its implementation and ongoing operational compliance. Provide support and guidance in the interpretation and use of this Policy and associated Procurement and Contract Management Framework and Legislation.
Executive Leadership Team (ELT)	Demonstrate leadership through commitment to Sustainable Procurement and Contract Management. Provide stewardship, oversight through review of "health checks" of procurement and contract management through consideration of regular reporting.

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

Economic

1. Ensuring that value for money principles are enforced for all Council procurement activities;

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.3.4, 16 APRIL/MAY 2025

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

Environmental

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

Social

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

Governance

1. Providing education to Council Officers involved in procurement activities ensuring probity, transparency and ethical behaviour;
2. Ensuring procurement activities are undertaken in accordance with good governance principles and legislation;
3. Ensuring suppliers comply with Councils policies and procedures relevant to any procurement activity for example Statement of Business Ethics;

4. Ensuring suppliers met compliance requirements relevant to any procurement activity for example insurance and WHS expectations ; and

5. ——— Manage suppliers in accordance with Council's Contractor Management Policy.

~~6.5.~~ _____

Procurement and Contract Management Framework

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

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

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

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

Roles and Responsibilities

■ POSITION	■ RESPONSIBILITIES
■ Council Officers and Representative s	<p>■ Accountable for managing procurement and contracts in accordance with council's financial delegations, Legislation, and this Policy.</p> <p>■ Council Officers are required to demonstrate due diligence in each of the PLAN, SOURCE, MANAGE stages based on the value and risk of the project.</p>
■ Procurement Manager / Team	<p>■ Overall responsibility of this Policy, its implementation and ongoing operational compliance.</p> <p>■ Provide support and guidance in the interpretation and use of this Policy and associated Procurement and Contract Management Framework and Legislation.</p>
■ Executive Leadership Team (ELT)	<p>■ Demonstrate leadership through commitment to Sustainable Procurement and Contract Management. Provide stewardship, oversight through review of "health checks" of procurement and contract management through consideration of regular reporting.</p>

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.3.4, 16 APRIL/MAY 2025

■ <u>General Manager</u>	■ <u>The General Manager has overall responsibility and approve/approves tenders in accordance with their/his delegated/ien authority.s</u>
--------------------------	---

Procurement Principles (PLAN AND SOURCE)

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

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

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

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

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

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

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

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

Authorisation for emergency procurement activities MUST be provided by the General Manager (GM) in line with his financial delegation.

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

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

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

Procurement Principles (PLAN AND SOURCE)

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

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

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

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

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

Risk Analysis and Management – Risk analysis and management are techniques applied to ensure that procurement process contracts are successful. Council officers are required to identify and assess the risks and prioritise them by aligning relevant resources to monitor, control and

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.3.4, 16 APRIL MAY 2025

~~minimise or overcome the impact. Consideration of Risk should be managed in accordance with the Council's Risk Management Policy and Procedures.~~

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

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

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

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

Spend Threshold

The procurement methodology is dependent on the value threshold and/or risk of the purchase as shown below. All amounts include GST. The value threshold to determine the methodology is the total accumulated spend for the procurement including any anticipated variations for the procurement activity.

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

CONTRACT SPEND	METHOD	DESCRIPTION
Unlimited	Expression of Interest (EOI)	<p>An EOI provides the opportunity to undertake market tests and can lead to a selective approach to your procurement.</p> <p>An EOI may lead to one of the below Procurement actions. It does not replace any action.</p>
All Spend Thresholds	<p>Review Common Use Arrangements (CUA) and access where possible</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>CUA's are in place to reduce red tape and time. These should be accessed wherever possible for any spend level.</p>
Up to \$5,000	<p>Credit cards to be utilised where possible</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>Credit card reconciliation is the process of ensuring that the transactions made match the transactions, are complete, correct, and valid. Reconciliation is an essential part of the closing process, and it's how we ensure the integrity of our records. Council Officers MUST reconcile credit cards as directed OR</p>
	<p>No quotes required, however best practice</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>A Stores/Workshop order docket can be issued prior to goods or services being provided.</p> <p>OR</p> <p>A Purchase Order with Standard Terms and Conditions can be issued but not preferred</p>
	<p>Petty Cash</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>Petty Cash is available for purchases \$100 or less</p>
\$5,000 - \$50,000	<p>MUST obtain 2 written quotes or an exemption is to be obtained.</p> <p>MUST use Basic Request for Quote for purchases of services over \$20,000.</p> <p>Consider any opportunity to incorporate quadruple</p>	<p>It isn't always practical to obtain quotes. If, for any reason you can't obtain the required quotes value for money must still be a considered. A procurement exemption MUST be obtained prior to goods or services being provided.</p> <p>*A Council Purchase Order MUST be issued</p>

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.3.4, 16 APRIL/MAY 2025

	bottom line (QBL) initiatives.	
\$50,000 - \$150,000	<p>MUST use Simple Request for Quote (RFQ) and MUST obtain three written quotes.</p> <p>Consider a detailed evaluation and award process.</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>Due to elevated spend and risk, a 'Publicly Advertised' RFQ process should be conducted in line with the Council Framework guidance.</p> <p>If for any reason the RFQ process or public advertising cannot be undertaken, a procurement exemption MUST be obtained prior to goods or services being provided.</p> <p>*A Council Purchase Order MUST be issued</p>
\$150,00 - \$250,000	<p>MUST use Complex Request for Quote (RFQ) process and MUST utilise a detailed evaluation and award process.</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>Due to elevated spend and risk, a 'Publicly Advertised' RFQ process MUST be conducted in line with the Council Framework guidance.</p> <p>If for any reason the RFQ process or public advertising cannot be undertaken, a procurement exemption MUST be obtained prior to goods or services being provided.</p> <p>Council Officers MUST prepare and utilise a detailed evaluation and award process.</p> <p>*A Council Purchase Order MUST be issued</p>
Greater than \$250,000	<p>MUST use Public Request for Tender (RFT)</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>As per Legislative Requirements and the Council Framework guidance.</p> <p>*A Council Purchase Order MUST be issued</p>
\$500k	<p>Increased tender threshold for natural disaster response and recovery related contracts</p> <p>Consider any opportunity to incorporate quadruple bottom line (QBL) initiatives.</p>	<p>Councils are not required to tender prior to entering into a contract with a value of less than \$500k where the contract:</p> <p>is primarily for the purpose of response to or recovery from a "declared natural disaster", and</p> <p>is entered into within 12 months after the date on which the natural disaster is declared.</p>

		<p>Refer to Clause 170(a) Local Government Regulation</p> <p>*A Council Purchase Order MUST be issued</p>
--	--	---

* For various services involving recurrent payments, such as telephone and electricity accounts, gas, subscriptions, credit card purchases, it is impractical to raise orders prior to receipt of the invoice

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

Contract Management Principles (MANAGE)

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

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

The following are excluded from this Policy:

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

Stages in the Contract Management Life Cycle

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

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

Contract Management (Stage 2) – runs until formal closure

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

Contract Closure (Stage 3) – the formal conclusion

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

Mandatory Requirements applying to contracts

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.3.4, 16 APRIL/MAY 2025

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

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

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

All formal Contracts must include appropriate Commercial clauses:

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

Contract Variations

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

Ethics and Probity

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

Contract Disclosures

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

Modern Slavery Prevention

Council is committed to ensuring:

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

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

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

Procurement Governance

Procurement governance refers to the framework of policies, procedures, roles, and responsibilities that guide how Mid-Western Regional Council purchases goods, services, and works. It ensures that procurement activities are conducted transparently, ethically, and in accordance with relevant legislation, including the Local Government Act 1993 and the Local Government (General) Regulation 2021.

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

Training

Mid-Western Regional Council commit to providing procurement and contract management training to all new staff and offering regular refresher training to existing employees.

This training is essential for ensuring that Council staff have the knowledge, skills, and capabilities to carry out their responsibilities effectively, ethically, and in compliance with NSW local government legislation and Council's procurement frameworks.

POLICY: SUSTAINABLE PROCUREMENT & CONTRACTS POLICY | VERSION 3.3.4, 16 APRIL MAY 2025

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

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

Review and Continuous Improvement

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

Auditing of Procurement and Contract Management

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

These audits aim to are designed to identify instances of non-compliance or breaches of relevant NSW local government legislation Legislation and Council's procurement frameworks.

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

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

- Senior Management
- External Auditors
- The Council's Audit, Risk and Improvement Committee (ARIC)

9.8 Naming of a new road in a subdivision off Lower Piambong Road, Menah

REPORT BY THE REVENUE OFFICER
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, P27883, R0790041, DA0040/2023

RECOMMENDATION

That Council:

1. receive the report by the Revenue Officer on the naming of a new road in a subdivision off Lower Piambong Road, Menah;
2. propose to name this road Darthula Drive, being the new road in a subdivision off Lower Piambong Road, Menah; 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

A new subdivision off Lower Piambong Road in the locality of Menah includes one new road. Addressing requirements for the new subdivision will necessitate the naming of this new road.

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 new road.

Following the approval of a new subdivision off Lower Piambong Road in the locality of Menah, Council wrote to the property owner and neighbours of the subdivision on 16 May 2025 requesting their naming suggestions. Public consultation was also invited in an advertisement placed in the 24 May 2025 issue of the Mudgee Guardian and Council's website. Submissions closed on 16 June 2025 and during this period four submissions were received with the following names suggested:

Darthula	Knowles	Reconciliation
----------	---------	----------------

These names were evaluated via the Geographical Names Board and were found acceptable for use as road names.

The recommended name of Darthula relates to the name of the property where the subdivision and new road will be located. The property has had the name of Darthula for over 70 years.

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 new street will allow the completion of street addressing within this new subdivision. 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 2 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 of 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 street 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 Address Policy and User Manual, October 2024

Financial implications

The cost and installation of two street signs at the intersection of Lower Piambong Road with the unnamed road will be met by the developer.

Associated Risks

Nil

SARAH PRINGLE
REVENUE OFFICER

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

17 June 2025

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

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Dear Sir,

I wish to put forward to council my suggestion for a name of a new road being constructed off Lower Piambong Road.

I feel "Darthula" would be a fit name for the road as that is the name of the property being subdivided,

Yours sincerely,

Ms Penelope Cheetham



From: Peter Shearman
Sent: Friday, 13 June 2025 10:41 AM
To: Council; Carolyn Atkins
Cc: Linda Gibb; Walter Shearman; Robert Shearman; fiona shearman
Subject: Road naming submission - DA0040-2023

Attn The General Manager

Dear Sir,

We write as the landowners of the development DA00040-2023 and the road naming for the proposed road to be constructed (as below)

We submit road naming request , first choice and second choice as – “DARTHULA DRIVE”

Darthula is fitting with local history as the name for the property for more than 70 years .

Rgds Peter Shearman ,
On Behalf of Fiona , Walter , Robert, and Peter Shearman

Home / Council / Documents on exhibition / Request for Submissions - Road Naming

Request for Submissions - Road Naming

On display until 10 June 2025, 04:30 PM

Council proposes to name a new road in a subdivision off Lower Piamhong Road in the locality of Menah.

Council is inviting submissions from the public, in addition to submissions from Council's preapproved names list.

Submissions should be in writing, giving reasons and addressed to the General Manager. Submissions will be accepted before 4.30pm on Monday, 16 June 2025. Should you have any queries or wish to discuss this matter Council's Revenue and Property Department can be contacted on 63782850 or 1300 765002.

Contact Details

Council's Revenue and Property Department
6378 2850
council@midwestern.nsw.gov.au

June 2025

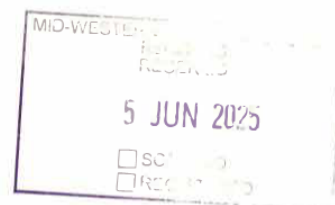
The General Manager, Mid-Western Regional Council, PO Box 156, Mudgee, NSW 2850.

Please see the enclosed letter I wrote to the Mudgee Council in 2017.

I would dearly like an update on the submission I sent for road naming.
William Arthur Knowles

His uncle, Sergeant Arthur Henry Joyner of the 1st Division Signals Company was the soldier who took the photo of the landing of Gallipoli.

Regards
Rachel Knowles



Subject: Fw: Road Naming for Bill

ROAD NAMING SUBMISSION

William Arthur Knowles (Bill) bought land on Blacksprings road Mudgee from Max and Joy Walker his family to Mudgee and built his home.

Bill started as a licensed handy man and has worked on many of the old homes in Mudgee.

Bill then started his family locksmith business in mudgee as a Master Locksmith and in 1997 proce through locksmithing via his business and flying them down to Sydney TAFE for 3 years .

Bill was a **King Scout** and when he found out the Mudgee scouts had been non existent for two years

In 1985 Bill set up a scout camp at the back of his property where there was a flag pole and bush kitc ^{HEN} held week-end camps and parents would bring along lots of food while the scouters would show their their skills on many area of scouting and damper making.

In August 1985 Bill took the scouts to compete in the Golden West Area Scout Camp to compete f took out third place.

In 1987 he ran the first Fun Run for scouts with Les and Ruth McDonald

Bill had a few boys that could not keep up with the teachings and test so he started to mark them or what the scout books said and this was taken up by the scout movement.

Bill applied and received a grant and was able to re- paint the scout hall.

In 1987 When Mudgee held a camp for scouts around the world Bill had two German boys stay with ^{US} And received a commissioners Appreciation Certificate for his support and friendship for the boys.

Bill has been involved with the Mudgee Salvation Army and spokesperson when attending different ^{COURTS} He was a welfare officer in the Mudgee Salvation Army and accompanied many young people to ^{COURTS}

With the help of monies coming into the Opertunity shop he drew up what was needed on a emerger And then went down to Sydney to pay and set up the building of it.

In 1990 Bill hooked up the trailer and with a full load of food, clothes and other much needed items : for the town of Nyngan where there was devistaing floods. Bill and another man slept in the car and only when he needed to collect more items for the Nyngan community.

In 1990 Bill was nominated for the local Australia Day award for his contribution to the Mudgee ^{community}

* Bill was awarded the **King Scout** badge in 1940

Bills uncle Sergeant Arthur Henry Joyner of the 1st Division Signals Company
Was the man who took the photo of the landing of Gallipolli

* Bill tried to join the RAAF when world war 2 started and when told he was in a protected industry So he kept at them till he got an interview with the labour and industry commissioner Jack Bellamy a but Bill kept on at him till at last a hand shake of approval and Bill was off to war joining the RAAF i

At the age of 20 he was sent to P.N.G. To stop the Japanese invasion of Australia. He left the RAAF

Bill died on the 13th January 1999

Mention Bill Knowles name to any of the older generation and you will get only great respect for this

From: [Lyn Sahyoun](#)
To: [Council](#)
Subject: Naming of unnamed road off Lower Piambong road.
Date: Saturday, 14 June 2025 12:39:45 PM

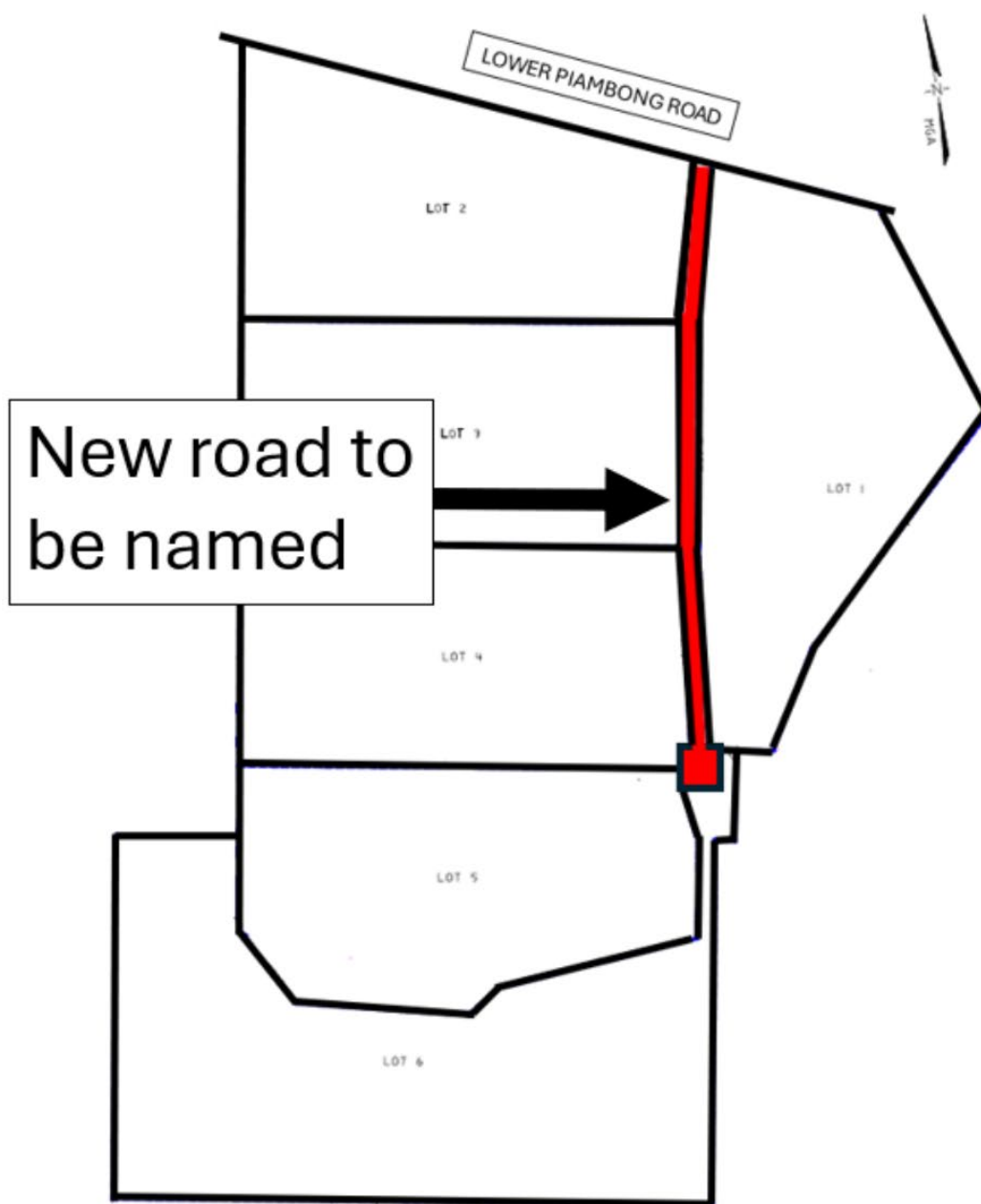
Hello.

I would like to tender a name for consideration for the naming of this road.

I would like to submit " Reconciliation Way" as a name for this road.

I know submissions close on 16 June 2025. I am hoping this submission makes it in time.

Lyn Sahyoun



9.9 Application to Close and Purchase Council Road Reserve off Rocky Waterhole Road

REPORT BY THE PROPERTY OFFICER
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, 26738

RECOMMENDATION

That Council:

1. receive the report by the Property Officer on the Application to Close and Purchase Council Road Reserve off Rocky Waterhole Road;
2. consent to a proposed road closure of Council Public Road. The road reserve proposed to be closed is indicated on Attachment 1 appended to this report;
3. give notice, pursuant to s38B of the Roads Act 1993, of the proposal to close the Council Public Road as indicated in Attachment 1 appended to this report;
4. receive a further report after the notice period has ended to:
 - 4.1 consider any submissions received; and
 - 4.2 pursuant to s38D of the Roads Act 1993; determine whether the Council Public Road is to be closed;
5. authorise the General Manager to sign all documentation, where necessary, in relation to the proposed road closure and subsequent sale and disposal of land to the adjoining owner;
6. authorise the Mayor to sign any documentation, where additionally required to do so, in relation to the proposed closure and subsequent sale and disposal of land to the adjoining owner; and
7. authorise the Common Seal of Council be affixed to all documentation, where necessary, in relation to the proposed closure and subsequent sale and disposal of land to the adjoining owner.

Executive summary

The purpose of this report is for Council to consider an application from a landowner requesting consent to close and purchase a section of Council Road Reserve that dissects part of their property identified as Lot 2 DP 1283989.

This report also seeks to ensure a resolution for the progression of the proposed closure of the road pursuant to Part 4, Division 3 of the Roads Act 1993 (the Act).

Disclosure of Interest

Nil

Detailed report

Council has received a request from the landowner of Lot 2 DP 1283989, 85 Rocky Waterhole Road, Mudgee NSW 2850 seeking Council's consent to the proposed formal closure and purchase of Council Road Reserve located off Rocky Waterhole Road. The proposed road closure area is appended as Attachment 1 to this report.

The section of road reserve under application is not required for public access and does not constitute part of Council's current or future road network.

Road status investigations indicate that the road proposed to be closed is a Council public road pursuant to s7(4) of the Act.

The road has been previously maintained for the purposes of Section 38E (2) (a) of the Act. Accordingly, the road upon closure will vest in Council and allow for disposal and sale to the adjoining landowner.

It is recommended that Council proceed with the proposed Road Closure, which includes public notification of the proposal and referral to various agencies and landowners who adjoin the road reserve.

A further report will be presented to Council after the notice period (being 28 days) has expired to consider any submissions received and to determine that Council intends (subject to the decisions made regarding any submissions) to close the road.

Community Plan implications

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

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

Roads Act 1993

Financial implications

Council will not incur any costs in relation to this matter as all costs will be covered by the landowner as per Council's 2024/2025 & 2025/2026 Fees and Charges.

On closure of the road reserve, land will vest in Council and will be sold to the applicant at valuation.

Associated Risks

Nil

HANNAH FULWOOD-SMITH
PROPERTY OFFICER

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

26 June 2025

Attachments: 1. Map showing road proposed to be closed - highlighted in red.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Created on 26/06/2025 12:31 PM



Mid-Western Regional Council
PO Box 156
86 Market Street
MUDGEE NSW 2850
Telephone: 02 6378 2850
Fax: 02 6378 2815
Email: council@midwestern.nsw.gov.au

Important Notice!

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



Date: 26/06/2025 12:31 PM

Map Scale: 1:4514 at A4

9.10 Monthly Budget Review - July 2025 Budget Variations

REPORT BY THE FINANCIAL PLANNING COORDINATOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, FIN300315

RECOMMENDATION

That Council:

1. **receive the report by the Financial Planning Coordinator on the Monthly Budget Review - July 2025 Budget Variations;**
2. **amend the 2025/26 budget in accordance with the variations listed in the Monthly Budget Variations attachment to this report;**
3. **note that the General Manager used the emergency delegation conveyed to him at 3.1 of his delegation to authorise a budget of \$28,100 to replace sheep ramp and air compressor due to operational failure; and**
4. **note that the General Manager also used the emergency delegation conveyed to him at 3.1 of his delegation to authorise a budget of \$4,624 for work required due to fallen power line at the Mudjee riverside park.**

Executive summary

This report provides Council with initial budget variations to the 2025/26 year in the Operational Plan. Proposed budget variations to the Budget with relevant financial implications are included in the attachment.

Disclosure of Interest

Nil

Detailed report

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

Community Plan implications

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

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

Strategy	Prudently manage risks associated with all Council activities
----------	---

Strategic implications

Council Strategies

Not Applicable

Council Policies

Not Applicable

Legislation

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

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

Financial implications

The budget variations proposed will impact the below financial ratios.

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

Associated Risks

Not Applicable

AMANDA AVNELL
FINANCIAL PLANNING COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

1 July 2025

Attachments: 1. Monthly Budget Variations Attachment - July 2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MONTHLY BUDGET VARIATIONS - JULY 2025

16 JULY 2025

MID-WESTERN REGIONAL COUNCIL
MID-WESTERN REGIONAL COUNCIL
FINANCE



FINANCE | MONTHLY BUDGET VARIATIONS - JULY 2025

THIS DOCUMENT HAS BEEN PREPARED BY AMANDA AVNELL, FINANCIAL PLANNING COORDINATOR FOR MID-WESTERN REGIONAL COUNCIL.

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

DATE OF PUBLICATION: 16 JULY 2025

Table of Contents

Budget Variations4

Budget Variations

Funding Summary

Funding Source	2025/26 \$'000s
Plant Replacement Reserve	175,000
Unrestricted Cash	196,057
	371,057

2025/2026 Variations

Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source
GENERAL FUND	ECONOMIC DEVELOPMENT TEAM ADMINISTRATION	To Change the Marketing Officer Position from Part time(3 days) to full time.	43,334	0	UNRESTRICTED CASH
GENERAL FUND	GEOGRAPHICAL INFORMATION SYSTEM (GIS)	To Update Councils outdated aerial imagery	120,000	0	UNRESTRICTED CASH
GENERAL FUND	PLANT PURCHASES	Replacement of existing truck due to safety concerns.	175,000	0	PLANT REPLACEMENT RESERVE
GENERAL FUND	CARAVAN PARK - RIVERSIDE	Emergency work required to undertake on the fallen power line at the Mudgee riverside park.	4,624	0	UNRESTRICTED CASH
WATER SERVICES	WATER MAINS - CAPITAL BUDGET ONLY	Allocated budget to other water mains project.	-685,000	0	TRANSFER FROM WATER RESERVE
WATER SERVICES	WATER MAINS - WORIBIL ROUSE GULGONG	Budget allocation from Budget only account for 2026 FY projects.	495,000	0	TRANSFER FROM WATER RESERVE

FINANCE | MONTHLY BUDGET VARIATIONS - JULY 2025

Fund	Account Description	Variation Description	Expense Change \$	Revenue Change \$	Funding Source
WATER SERVICES	WATER MAINS - STATION STREET GULGONG	Budget allocation from Budget only account for 2026 FY projects.	100,000	0	TRANSFER FROM WATER RESERVE
WATER SERVICES	WATER MAINS - BOWMAN STREET GULGONG	Budget allocation from Budget only account for 2026 FY projects.	90,000	0	TRANSFER FROM WATER RESERVE
SALEYARDS	SALEYARDS - AIR COMPRESSOR,HOIST & SHEEP RAMP REPLACEMENT	Failure of the hoist resulted in the collapse of the sheep ramp which needs to be replaced and air compressor which operates the stock gates for managing stock to be weighted has failed which replacement.	28,100	0	UNRESTRICTED CASH
			371,057	0	

9.11 Monthly Statement of Investments as at 30 June 2025

REPORT BY THE FINANCIAL PLANNING COORDINATOR
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, FIN300053

RECOMMENDATION

That Council:

- 1. receive the report by the Financial Planning Coordinator on the Monthly Statement of Investments as at 30 June 2025; and**
- 2. note the certification of the Responsible Accounting Officer.**

Executive summary

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

Disclosure of Interest

Nil

Detailed report

The attachment to this report provides information on the performance of the portfolio and provides a register of all investments held as at 30 June 2025.

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

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

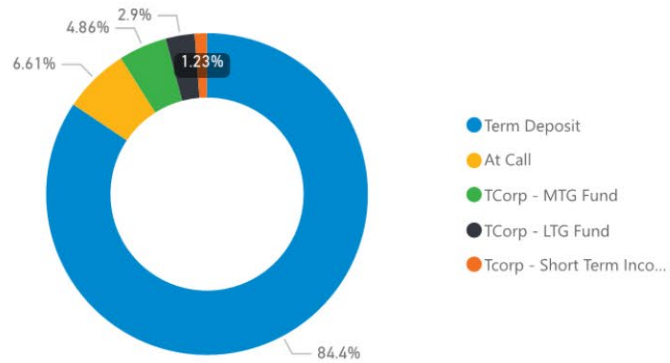
1 July 2025

Attachments: 1. Investment Report - June 2025.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Investments by Type

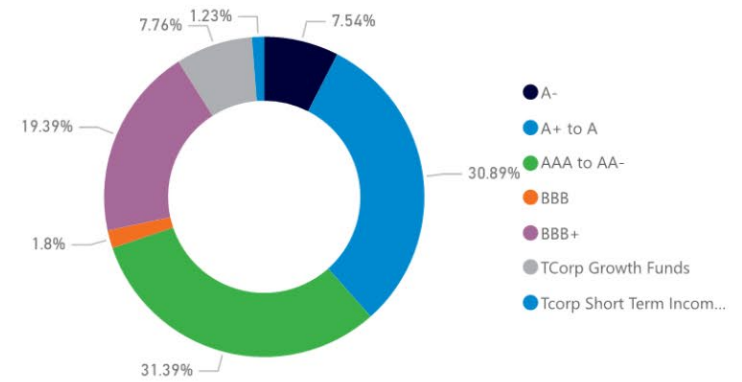


Mid-Western Regional Council Cash and Investments as at 30 June 2025

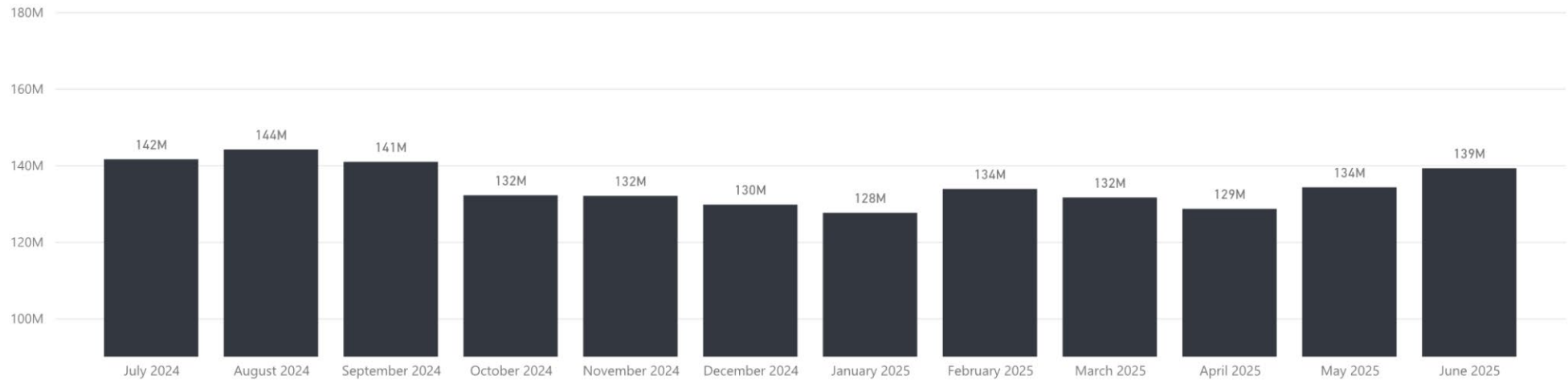
Total Investment Portfolio (\$)

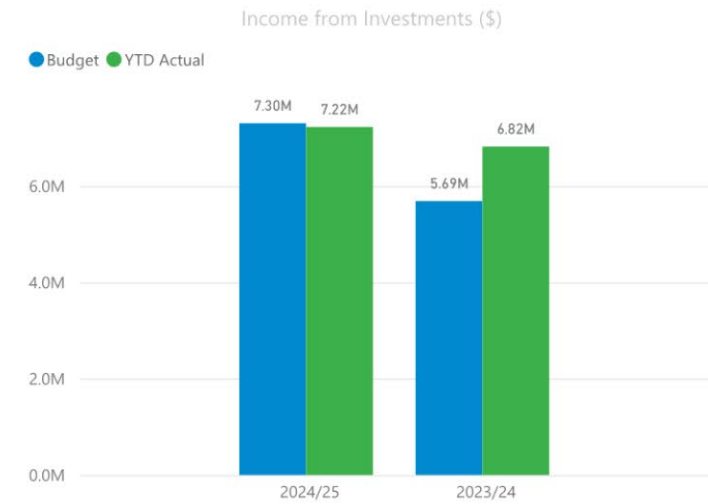
139.22M

Investments by Long Term Rating

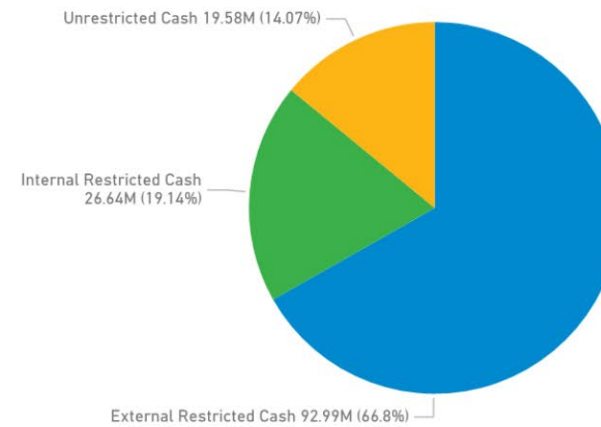


Portfolio Balance at End of Month (\$)

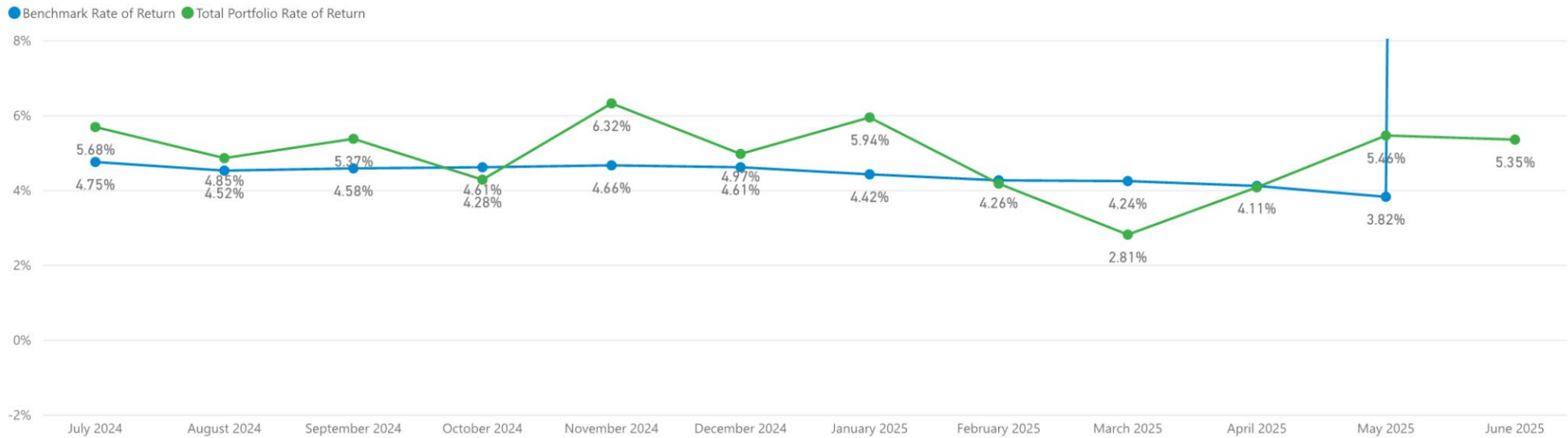




Balance by Cash Category



Investment Performance



At Call Fund and Managed Funds

Institution	Yield	Principal Amount	Term to Maturity
NAB	4.50%	\$ 9,200,693	0
TCorp - Long Term Growth Fund	3.00%	\$ 4,035,372	5
TCorp - Medium Term Growth Fund	3.00%	\$ 6,771,214	5
Tcorp - Short Term Income Fund	3.00%	\$ 1,712,760	5
Total		\$ 21,720,039	

Current Term Deposits

Institution	Yield	Principal Amount	Term to Maturity
Australian Unity	4.30%	\$ 3,000,000	310
Australian Unity	4.25%	\$ 2,000,000	339
Bank Of Queensland	5.10%	\$ 2,500,000	23
Bank Of Queensland	4.95%	\$ 1,500,000	72
Bank Of Queensland	4.93%	\$ 2,000,000	100
Bank Of Queensland	4.75%	\$ 2,000,000	79
Bank Of Queensland	4.75%	\$ 1,000,000	114
Bank Of Queensland	4.35%	\$ 1,500,000	191
Bank Vic	5.33%	\$ 2,000,000	149
Bank Vic	5.33%	\$ 2,000,000	170
Bank Vic	4.28%	\$ 3,000,000	688
Bank Vic	4.33%	\$ 1,500,000	226
Defence Bank	4.35%	\$ 2,500,000	324
ING	5.40%	\$ 3,000,000	366
ING	5.18%	\$ 3,000,000	534
ING	5.28%	\$ 3,000,000	163
ING	5.40%	\$ 4,000,000	198
ING	4.75%	\$ 1,500,000	898
ING	4.77%	\$ 3,000,000	939
ING	4.63%	\$ 2,000,000	632
ING	4.60%	\$ 2,000,000	982
MyState Bank	4.30%	\$ 2,500,000	282
MyState Bank	4.25%	\$ 3,000,000	359
NAB	5.10%	\$ 2,500,000	86
NAB	4.93%	\$ 1,000,000	114
NAB	4.80%	\$ 2,000,000	142
NAB	4.80%	\$ 1,000,000	121
NAB	4.65%	\$ 3,000,000	212
Rabo Bank	5.37%	\$ 2,000,000	2
Rabo Bank	5.36%	\$ 2,000,000	170
Rabo Bank	5.48%	\$ 4,000,000	30
Rabo Bank	5.39%	\$ 4,000,000	44
Rabo Bank	5.02%	\$ 2,000,000	296
Rabo Bank	5.15%	\$ 1,000,000	142
Rabo Bank	4.61%	\$ 1,500,000	996
Rabo Bank	4.29%	\$ 2,500,000	1052
Rabo Bank	4.18%	\$ 2,500,000	1066
Unity Bank Limited	5.36%	\$ 1,000,000	16
Unity Bank Limited	5.13%	\$ 3,000,000	58
Unity Bank Limited	4.36%	\$ 2,500,000	240
Unity Bank Limited	4.33%	\$ 1,500,000	268
Westpac	4.88%	\$ 4,000,000	422
Westpac	5.34%	\$ 2,000,000	9

Institution	Yield	Principal Amount	Term to Maturity
Westpac	5.15%	\$ 1,000,000	128
Westpac	4.70%	\$ 1,500,000	562
Westpac	4.70%	\$ 2,000,000	968
Westpac	4.85%	\$ 1,000,000	1332
Westpac	4.65%	\$ 3,000,000	254
Westpac	4.55%	\$ 3,000,000	1346
Westpac	4.25%	\$ 2,500,000	310
Westpac	4.40%	\$ 2,000,000	1416
Westpac	4.15%	\$ 1,000,000	1430
Westpac	4.02%	\$ 2,000,000	1458
Total		\$ 117,500,000	

Investment Portfolio Summary

Term to Maturity	Amount	Actual	Cumulative Actual	Cumulative Minimum	Policy Compliance
Less than 3 months	\$ 46,220,039	33%	33%	20%	OK
Between 3 months and 1 year	\$ 52,500,000	38%	71%	40%	OK
Between 1 year and 2 years	\$ 16,500,000	12%	83%	50%	OK
Between 2 years and 4 years	\$ 24,000,000	17%	100%	85%	OK
More than 5 years	\$ -	0%	100%	0%	OK
Total	\$ 139,220,039				

Long Term Rating	Institution	Policy Limit	Policy Compliance (Institution)	% of Portfolio	Amount
AA-	NAB	40% OK		13%	\$ 18,700,693
	Westpac	40% OK		18%	\$ 25,000,000
A	ING	20% OK		15%	\$ 21,500,000
	Rabo Bank	20% OK		15%	\$ 21,500,000
BBB+	Australian Unity	10% OK		4%	\$ 5,000,000
	Bank Vic	10% OK		6%	\$ 8,500,000
	MyState Bank	10% OK		4%	\$ 5,500,000
	Unity Bank Limited	10% OK		6%	\$ 8,000,000
BBB	Defence Bank	5% OK		2%	\$ 2,500,000
	TCorp - Long Term				
TCorp Growth Funds	Growth Fund	15% OK		3%	\$ 4,035,372
	TCorp - Medium				
	Term Growth Fund	15% OK		5%	\$ 6,771,214
	Tcorp - Short Term				
Tcorp Short Term Income	Income Fund	15% OK		1%	\$ 1,712,760
	Bank Of				
A-	Queensland	20% OK		8%	\$ 10,500,000
Grand Total				100%	\$ 139,220,039

Long Term Rating Group	Credit Policy Limit	Policy Compliance (SP Group)	% of Portfolio	Amount
AAA to AA-	100% OK		31%	\$ 43,700,693
BBB+	20% OK		19%	\$ 27,000,000
BBB	5% OK		2%	\$ 2,500,000
TCorp Growth Funds	15% OK		8%	\$ 10,806,586
Tcorp Short Term Income Fund	15% OK		1%	\$ 1,712,760
A+ to A	50% OK		31%	\$ 43,000,000
A-	40% OK		8%	\$ 10,500,000
Grand Total			100%	\$ 139,220,039

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)	5,885,754	3,314,938	9,200,693
TCorp - Cash Fund	-	-	-
TCorp - Long Term Growth Fund	3,963,942	71,430	4,035,372
TCorp - Medium Term Growth Fund	6,695,637	75,577	6,771,214
TCorp - Short Term Income Fund	1,707,144	5,616	1,712,760
Total	18,252,478	3,467,561	21,720,039

The below table shows matured term deposits

Institution	Yield	Maturity Date	Principal Amount	Total Interest Amount
Westpac	4.98%	25/06/2025	2,000,000	147,081
Rabo Bank	5.37%	4/06/2025	2,500,000	135,721
Rabo Bank	5.35%	18/06/2025	2,000,000	110,811
AMP	5.02%	25/06/2025	4,000,000	165,591
Bank Of Queensland	5.15%	11/06/2025	2,000,000	55,310
Bank Of Queensland	5.18%	18/06/2025	1,000,000	26,822
Total			13,500,000	641,336

The below table shows new term deposits

Institution	Yield	Maturity Date	Principal Amount	Total Interest Amount
Australian Unity	4.25%	4/06/2026	2,000,000	85,000
Unity Bank Limited	4.33%	25/03/2026	1,500,000	52,316
Rabo Bank	4.18%	31/05/2028	2,500,000	312,641
Bank Of Queensland	4.35%	7/01/2026	1,500,000	37,541
MyState Bank	4.30%	8/04/2026	2,500,000	86,589
MyState Bank	4.25%	24/06/2026	3,000,000	127,151
Westpac	4.02%	27/06/2029	2,000,000	322,261
Total			15,000,000	1,023,499

9.12 Policy Review - Purchase Cards

REPORT BY THE FINANCIAL OPERATIONS COORDINATOR AND FINANCIAL PLANNING COORDINATOR

TO 16 JULY 2025 ORDINARY MEETING

GOV400113, FIN300032

RECOMMENDATION

That Council:

- 1. receive the report by the Financial Operations Coordinator and Financial Planning Coordinator on the Policy Review - Purchase Cards;**
- 2. place the revised Purchase Cards Policy on public exhibition for 28 days; and**
- 3. adopt the revised Purchase Cards Policy if no submissions are received.**

Executive summary

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

Disclosure of Interest

Nil

Detailed report

The revised policy introduces a more detailed and clearly structured framework. It strengthens governance by expanding on the policy's objectives, incorporating external best practice guidelines, and enhancing transparency—particularly through new oversight provisions for the General Manager's and Mayor's card use. The revised policy conforms with the recommendations of the Guideline on the Use and Management of Credit Cards issued by the Officer of Local Government.

The draft also clarifies roles and responsibilities, introduces stricter internal controls, and emphasises accountability through mandatory training and formal acknowledgements.

Additional detail is provided around card eligibility, appropriate use, transaction limits, and prohibited activities. Fuel card usage is also more clearly articulated.

Overall, the draft reflects a stronger focus on risk mitigation, governance integrity, and public confidence in Council operations.

Community Plan implications

Theme	Good Government
Goal	An effective and efficient organisation
Strategy	Pursue efficiencies, ongoing business improvement and customer focused service delivery

Strategic implications

Council Strategies

Not Applicable

Council Policies

The current Purchase Cards Policy is due for review.

Legislation

Local Government Act 1993 (NSW) Section 8B

Local Government (General) Regulation 2021 (NSW) Clause 209

Guideline issued under s23A Local Government Act 1993 (NSW) - Guideline on the Use and Management of Credit Cards

Financial implications

Not Applicable

Associated Risks

The adoption of the Purchase Card Policy mitigates several key financial and reputational risks associated with the use of corporate purchasing cards.

- **Financial Risk:** Without clear guidelines and controls, there is a risk that purchase cards could be used for personal benefit by cardholders. The proposed policy sets out strict conditions for the use of purchase cards, including permitted and prohibited transactions, and requires cardholders to acknowledge their responsibilities and obligations in writing. These controls reduce the likelihood of misuse and ensure that any misuse can be promptly identified and addressed.
- **Reputational Risk – Inadequate Transaction Monitoring:** If inappropriate transactions are not identified due to insufficient oversight, the organisation may face reputational damage. The policy outlines mandatory processes for regular review and approval of card transactions by supervisors and finance officers, supported by evidence-based reconciliation. This ensures that all card usage is properly scrutinised and any anomalies are escalated.
- **Reputational Risk – Inadequate Procedures:** The absence of a clear and consistent framework for how and by whom card transactions should be reviewed can lead to inconsistent practices and unaddressed breaches. The policy addresses this by clearly defining responsibilities for cardholders, approvers, and finance staff, and by establishing transparent procedures for the checking and reporting of purchase card use. This promotes accountability and ensures that all stakeholders are aware of their roles in maintaining probity.
- Through the implementation of this policy, Council will strengthen its internal controls, protect public funds, and uphold community confidence in the management of Council resources.

PETER BROWNE
FINANCIAL OPERATIONS COORDINATOR

LEONIE VAN OOSTERUM
DIRECTOR CORPORATE SERVICES

4 July 2025

Attachments: 1. POLICY - REVIEW - Purchase Cards Policy - v2.1-July2025-withmarkups.
2. POLICY - REVIEW - Purchase Cards Policy - v2.1-July2025-clean.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY

Purchase Cards

*A prosperous
and progressive
community*

ADOPTED/DRAFT		VERSION NO	VERSION 12
COUNCIL MEETING MIN	MN 283/22	REVIEW DATE	SEPT 2024/TBA
DATE:	21 SEPT 2022/15	FILE NUMBER	FIN300032, A014316

Policy statement

The use of a Purchase Card can be an efficient procurement method, saving the Council time and money. Additionally, some services and suppliers, such as booking flights, accommodation and online subscriptions mandate use of a credit card.

Purchase cards must be subject to appropriate controls in order to protect Council funds, maintain the integrity of governance processes and maintain public confidence in Council operations. The Council is obliged to maintain an effective system of internal control, in accordance with the Local Government (General) Regulation 2021 to address the significant risks of fraud and misuse of purchase cards.

Objective

The objective of this use of a Purchase Card is an efficient procurement method that saves Council time and money. Some services and suppliers, such as airline flights, accommodation and online subscriptions may be difficult or impossible without credit card use.

Purchase cards usage must be governed by robust controls in order to safeguard Council funds, support governance integrity and uphold public confidence. In accordance with the Local Government (General) Regulation 2021, Council is required to implement an effective internal control system to mitigate risks of fraud and misuse. The General Manager is ultimately responsible for the proper management and administration of credit cards within the Council.

This policy is aims to detail:

- Establish standard purchase card practices across Mid-Western Regional Council and to highlight.
- Define the obligations/responsibilities of council officers/Council Officers with the delegated authority to purchase goods and services of any value or type on behalf of Council by way of a using a purchase card. Purchase card usage is a function that is high risk in terms of corruption and therefore it is subject to internal controls and processes.

Successful purchase card usage provides great flexibility and potentially increases efficiency of services, expediting lead times and reducing administrative burden.

Council currently has two types of purchase cards that are regulated by this Policy. These are:

- Inform Council and the public about the General Manager's approach to ensuring proper control and oversight of purchase card usage.
- Demonstrate the Council's commitment to oversight and transparency

POLICY: PURCHASE CARDS | ~~VERSION 1, 21 SEPT 2022~~DRAFT VERSION 2, 16 JULY 2025

This policy applies to all credit or debit cards used by Council staff, which includes:

- Corporate Card
- Fuel Card

Legislative requirements

Mandatory

- Local Government Act 1993 - Section 8B
- LOCAL GOVERNMENT (GENERAL) REGULATION 2021 – CLAUSE 209

~~Related policies, plans and procedures~~

Recommended practice (mandatory to consider)

- Guideline on the Use and Management of Credit Cards – Office of Local Government, September 2021 (s23A Local Government Act)

Related policies and plans

- Code of Conduct
- Sustainable Procurement and Contracts Policy
- Fraud and Corruption Control Policy
- Corporate Cards Procedure
- Light Fleet Policy
- Light Fleet General Conditions Procedure

Corporate Card Policy Implementation

Eligibility and Limits

~~The provision of a corporate card is a facility offered by Council to officers occupying certain positions. These positions must have an existing financial delegation. The General Manager has delegated the oversight and management of corporate cards to the Chief Financial Officer. All requests for (CFO), authority to issue corporate cards must to any officer already authorised to purchase goods and services.~~

- The CFO also determines the credit limits, ensuring they do not exceed an officer's financial delegation.
- Due to the higher risk associated with card purchases, transaction limits are lower than traditional procurement methods.
- Limits may be approved by the Chief Financial Officer (CFO) – adjusted or temporarily increased as needed.

POLICY: | ~~PURCHASE CARDS~~ | ~~CONSULTATION DRAFT~~ ~~VERSION 1~~ ~~ERROR! REFERENCE SOURCE NOT FOUND.~~ ~~ERROR!~~
~~REFERENCE SOURCE NOT FOUND.~~ ~~21 SEPT 2022~~ ~~ERROR! REFERENCE SOURCE NOT FOUND.~~

Field Code Changed

The CFO or General Manager reserves the right to amend, alter or vary eligible positions from time to time. Cards are for the use of designated officers only and must not be given to another employee to use.

- ~~The~~ Cards will be blocked from cash advances and risky merchant categories.
- To mitigate risk, the Mayor is the only elected member who holds a corporate card.

Credit Limits

The CFO shall have the authority to determine the credit limits and transaction limits for individual card holders. These limits will not exceed a determined maximum amount or the cardholders financial delegation. This determination will be based on the purchasing requirements for the position and risk. Temporary credit limit increases can also be approved upon request where it is deemed operationally appropriate. A temporary credit limit increase can be approved by the CFO or General Manager.

Appropriate Use

Corporate cards must only be used for the payment of goods and services associated with Council-related business. expenses. Corporate Cards are assigned to specific officers and must not be shared.

EACH INDIVIDUAL CREDIT LIMIT MUST BE STRICTLY ADHERED TO, EACH MONTH, WITH NO OVER EXPENDITURE, AND ~~All~~ purchases must NOT BE SPLIT be supported by appropriate documentation to AVOID THE verify compliance with procurement policies.

Prohibited uses include:

- ~~Exceeding the monthly credit limit or splitting purchases to bypass transaction limit.~~ limits.
- ~~Card holders must ensure funds are available within the budget prior to purchasing goods and services and the expenditure is justified.~~
- ~~Cards will be blocked for cash~~ Exceeding the relevant Council budget
- ~~Cash advances.~~
- ~~Cards shall not be used for Personal or private or personal expenditure.~~
- ~~Cardholders will not be entitled to any rewards program or access to rewards that may be offered as part of the expenditure.~~
- ~~Cardholders must not purchase~~ Participating in rewards programs linked to corporate card spending.
- ~~Purchasing tools or items that are stocked in available from Council's store.~~ except with prior approval or in an emergency.
- ~~Cardholders must not pay~~ Paying fines with a corporate card, for example aof any type. This includes parking fine or a speeding offence which was tickets incurred whilst on Council business.

Formal Acknowledgement

POLICY: PURCHASE CARDS | ~~VERSION 1, 21 SEPT 2022~~DRAFT VERSION 2, 16 JULY 2025

~~Council officers issued with corporate cards are in-~~Corporate cardholders hold a position of trust ~~with regard to the use of~~regarding public funds. ~~Improper use~~Misuse of the card may ~~render the cardholder liable to result in~~ disciplinary action, legal ~~action~~proceedings, or criminal prosecution.

All corporate cardholders ~~are to acknowledge~~must:

- ~~Acknowledge~~ receipt of the ~~corporate~~card and ~~usage~~ instructions ~~for use.~~The acknowledgement will include a signed.
- ~~Sign an~~ agreement to ~~abide by~~comply with the Council's ~~Policy and Procedures~~policies, ~~procedures~~, and the card ~~supplier~~supplier's guidelines ~~and conditions of use.~~.

Internal Control and Reconciliation Procedures

Council will put in place appropriate internal controls in a Corporate Cards Procedure to reduce the risk of fraud and misuse. These controls include:

- Identification procedures for new cardholders
- Maintaining a register of cardholders
- ~~Requirements to provide~~Mandatory documentation for all purchases
- Timely ~~costing~~cost allocation of transactions
- Supervisor approval ~~of~~for all transactions
- ~~Review of policy~~Policy compliance ~~reviews~~
- Procedures for lost, stolen ~~and~~or damaged cards and for ~~cessation of~~cardholders ceasing employment

Review of General Manager's Card

- ~~The Director of Corporate Services conducts the primary review of transactions on the General Manager's card.~~
- ~~The Mayor conducts a secondary monthly review.~~

Review of the Mayor's Card

- ~~The Mayor's transactions are reviewed by the General Manager.~~
- ~~If any transaction is not obviously appropriate or adequately documented the General Manager will notify the Mayor to rectify the issue. Unresolved matters will be reported confidentially at the next Council meeting.~~

POLICY: ~~[-PURCHASE CARDS]~~ ~~CONSULTATION DRAFT~~ ~~VERSION 1~~ ~~ERROR! REFERENCE SOURCE NOT FOUND.~~ ~~ERROR!~~
~~REFERENCE SOURCE NOT FOUND.~~ ~~21 SEPT 2022~~ ~~ERROR! REFERENCE SOURCE NOT FOUND.~~

Field Code Changed

Review of Corporate Card Facility

Review of Councils corporate card facility will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines. The standard review period will be on an Annual basis and will cover the following aspects:

Any matters indicating the ~~An~~ annual review will assess:

- ~~Card usage efficiency~~ ~~or~~ ~~and~~ ~~effectiveness of the corporate card e.g. card not used;~~
- ~~Credit Limits and Transaction Limits~~ ~~transaction limits~~ for individual card holders; ~~cardholders.~~
- ~~Action~~ ~~Actions~~ taken in response to ~~identified~~ issues raised; ~~and.~~
- ~~The results of action taken in response to issues raised in~~ ~~Follow-up on~~ previous reports ~~report findings.~~
- Any ~~card~~ ~~inactive~~ ~~card not used~~ for six months ~~should~~ ~~will~~ be reviewed ~~and discussed~~ with ~~the~~ cardholder and ~~their~~ manager.

Training and Induction

Training ~~Cardholders on their responsibilities is an important control that reduces the risk of credit card misuse. Training will be provided to Cardholders with the knowledge and skills to effectively deliver on their responsibilities and understand their accountability for corporate card use. Training will be provided before a cardholder takes custody of a corporate card.~~

All cardholders must undergo training before receiving a corporate card. Training will cover responsibilities, accountability, and best practices to minimise misuse risks.

POLICY: PURCHASE CARDS | ~~VERSION 1, 21 SEPT 2022~~DRAFT VERSION 2, 16 JULY 2025

Fuel Card Policy Implementation

ELIGIBILITY

Fuel cards ~~issued are associated with a Council vehicle. Cards are issued to~~ Council vehicles, pool vehicles, ~~some~~ minor equipment ~~such as (e.g. mowers),~~ and vehicles with approved private use.

- ~~The vehicle custodian of that vehicle is responsible for the card. card's proper use.~~
- ~~In the case of a pool car or shared use, the custodian is or pool vehicles, the driver at the time or if not in use the administration support allocated to the vehicle. is responsible.~~

APPROPRIATE USE

Fuel cards must only be used for ~~the purchase of fuel for the identified plant and equipment associated with the card.~~

- ~~Fuel cards shall not be used for private or personal expenditure~~
- ~~Cardholders will not be entitled to any rewards program or access to rewards that may be offered as part of the expenditure~~

~~FUEL CARD SETTINGS WILL ONLY ALLOW PURCHASE OF A FUEL TYPE APPROPRIATE TO THAT VEHICLE. ALL OTHER purchases WILL BE BLOCKED. for the assigned vehicle or equipment.~~

Prohibited uses include:

- Personal or private expenses.
- Participation in rewards programs linked to fuel card spending.
- Purchasing anything other than fuel or necessary vehicle fluids (e.g., oil, coolant).

INTERNAL CONTROL AND RECONCILIATION PROCEDURES

~~Council will put in place appropriate internal controls in a To reduce fraud risks, the Light Fleet Procedure to reduce the risk of fraud as misuse. These controls include~~includes:

- ~~Custodian to ensure~~Ensuring the fuel card is only used for fuel, oil or other fluids requiredexclusively for the associateddesignated vehicle only/equipment.
- ~~Custodian to provide the~~Requiring odometer reading of the vehicle whenreadings at each refuelling.
- ~~Expenditure review of monthly invoicing is performed~~Monthly expenditure reviews by Fleet Administration.
- ~~Acknowledgement~~Signed acknowledgment of the Light Fleet Procedure will be required.
- ~~Procedures for lost, stolen and, or damaged cards and for cessation of employment~~departing employees.



POLICY

Purchase Cards

DRAFT		VERSION NO	2
COUNCIL MEETING MIN		REVIEW DATE	TBA
DATE:	15 JULY 2025	FILE NUMBER	FIN300032, A014316

*A prosperous
and progressive
community*

Objective

The use of a Purchase Card is an efficient procurement method that saves Council time and money. Some services and suppliers, such as airline flights, accommodation and online subscriptions may be difficult or impossible without credit card use.

Purchase cards usage must be governed by robust controls in order to safeguard Council funds, support governance integrity and uphold public confidence. In accordance with the Local Government (General) Regulation 2021, Council is required to implement an effective internal control system to mitigate risks of fraud and misuse. The General Manager is ultimately responsible for the proper management and administration of credit cards within the Council.

This policy aims to:

- Establish standard purchase card practices across Mid-Western Regional Council.
- Define the responsibilities of Council Officers with delegated authority to purchase goods and services using a purchase card.
- Inform Council and the public about the General Manager's approach to ensuring proper control and oversight of purchase card usage.
- Demonstrate the Council's commitment to oversight and transparency

This policy applies to all credit or debit cards used by Council staff, which includes:

- Corporate Card
- Fuel Card

Legislative requirements

Mandatory

- Local Government Act 1993 - Section 8B
- LOCAL GOVERNMENT (GENERAL) REGULATION 2021 – CLAUSE 209

Recommended practice (mandatory to consider)

- Guideline on the Use and Management of Credit Cards – Office of Local Government, September 2021 (s23A Local Government Act)

Related policies and plans

- Code of Conduct
- Sustainable Procurement and Contracts Policy
- Fraud and Corruption Control Policy
- Corporate Cards Procedure
- Light Fleet Policy

POLICY: PURCHASE CARDS | DRAFT VERSION 2, 16 JULY 2025

- Light Fleet General Conditions Procedure

Corporate Card Policy Implementation

Eligibility and Limits

The General Manager has delegated to the Chief Financial Officer (CFO), authority to issue corporate cards to any officer already authorised to purchase goods and services.

- The CFO also determines the credit limits, ensuring they do not exceed an officer's financial delegation.
- Due to the higher risk associated with card purchases, transaction limits are lower than traditional procurement methods.
- Limits may be adjusted or temporarily increased as needed.
- Cards will be blocked from cash advances and risky merchant categories.
- To mitigate risk, the Mayor is the only elected member who holds a corporate card.

Appropriate Use

Corporate cards must only be used for Council-related business expenses. Corporate Cards are assigned to specific officers and must not be shared.

All purchases must be supported by appropriate documentation to verify compliance with procurement policies.

Prohibited uses include:

- Exceeding the monthly credit limit or splitting purchases to bypass transaction limits.
- Exceeding the relevant Council budget
- Cash advances.
- Personal or private expenditure.
- Participating in rewards programs linked to corporate card spending.
- Purchasing tools or items available from Council's store except with prior approval or in an emergency.
- Paying fines of any type. This includes parking or speeding tickets incurred on Council business.

Formal Acknowledgement

Corporate cardholders hold a position of trust regarding public funds. Misuse of the card may result in disciplinary action, legal proceedings, or criminal prosecution.

All corporate cardholders must:

- Acknowledge receipt of the card and usage instructions.
- Sign an agreement to comply with the Council's policies, procedures, and the card supplier's guidelines.

Internal Control and Reconciliation Procedures

POLICY: PURCHASE CARDS | CONSULTATION DRAFT , ERROR! REFERENCE SOURCE NOT FOUND.

Council will put in place appropriate internal controls in a Corporate Cards Procedure to reduce the risk of fraud and misuse. These controls include:

- Identification procedures for new cardholders
- Maintaining a register of cardholders
- Mandatory documentation for all purchases
- Timely cost allocation of transactions
- Supervisor approval for all transactions
- Policy compliance reviews
- Procedures for lost, stolen or damaged cards and for cardholders ceasing employment

Review of General Manager's Card

- The Director of Corporate Services conducts the primary review of transactions on the General Manager's card.
- The Mayor conducts a secondary monthly review.

Review of the Mayor's Card

- The Mayor's transactions are reviewed by the General Manager.
- If any transaction is not obviously appropriate or adequately documented the General Manager will notify the Mayor to rectify the issue. Unresolved matters will be reported confidentially at the next Council meeting.

Review of Corporate Card Facility

An annual review will assess:

- Card usage efficiency and effectiveness.
- Credit and transaction limits for individual cardholders.
- Actions taken in response to identified issues.
- Follow-up on previous report findings.
- Any card inactive for six months will be reviewed with the cardholder and their manager.

Training and Induction

All cardholders must undergo training before receiving a corporate card. Training will cover responsibilities, accountability, and best practices to minimise misuse risks.

POLICY: PURCHASE CARDS | DRAFT VERSION 2, 16 JULY 2025

Fuel Card Policy Implementation

ELIGIBILITY

Fuel cards are issued to Council vehicles, pool vehicles, minor equipment (e.g. mowers), and vehicles with approved private use.

- The vehicle custodian is responsible for the card's proper use.
- In shared or pool vehicles, the driver at the time is responsible.

APPROPRIATE USE

Fuel cards must only be used for fuel purchases for the assigned vehicle or equipment.

Prohibited uses include:

- Personal or private expenses.
- Participation in rewards programs linked to fuel card spending.
- Purchasing anything other than fuel or necessary vehicle fluids (e.g., oil, coolant).

INTERNAL CONTROL AND RECONCILIATION PROCEDURES

To reduce fraud risks, the Light Fleet Procedure includes:

- Ensuring the fuel card is used exclusively for the designated vehicle/equipment.
- Requiring odometer readings at each refuelling.
- Monthly expenditure reviews by Fleet Administration.
- Signed acknowledgment of the Light Fleet Procedure.
- Procedures for lost, stolen, or damaged cards and for departing employees.

Item 10: Operations

10.1 Policy Review - Water Pipes Across and Along Roads

REPORT BY THE EXECUTIVE ASSISTANT OPERATIONS
TO 16 JULY 2025 ORDINARY MEETING
GOV400113, ROA100072

RECOMMENDATION

That Council:

1. **receive the report by the Executive Assistant Operations on the Policy Review - Water Pipes Across and Along Roads;**
 2. **place on public exhibition for 28 days the amended Water Pipes Across and Along Roads Policy; and**
 3. **adopt the *Water Pipes Across and Along Roads Policy* if no submissions are received during the public exhibition period;**
-

Executive summary

This report deals with the review of Council policies that is required as per the policy review schedule. Policies are reviewed and updated as required and consideration given to whether a policy is still necessary and relevant.

Disclosure of Interest

Nil

Detailed report

Water Pipes Across and Along Roads

Minor wording changes. As per the below:

Current

“Where it can be practically located, Council will grant approval for a private pipeline to be located in a public road reserve subject to compliance with the following conditions”

Proposed

“Where practical, Council will grant approval for a private pipeline to be located within a public road reserve, subject to compliance with the following conditions or as otherwise appropriate under the circumstances”

Community Plan implications

Theme	Connecting Our Region
Goal	Efficient connection of the region to major towns and cities
Strategy	Create a communication network that services the needs of our residents and businesses

Associated Risks

The updating of Council policies ensures suitable governance arrangements and guidance exists for the implementation of Council's functions. Amending policies reduces the risk of policies becoming out of date, not meeting best practice or referencing out of date or incorrect legislation.

LISA CARTMELL
EXECUTIVE ASSISTANT OPERATIONS

JULIAN GEDDES
DIRECTOR OPERATIONS

2 July 2025

Attachments: 1. POLICY - REVIEWING - Water Pipes Across and Along Roads.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



POLICY

Water Pipes Across and Along Roads

ADOPTED		VERSION	2.21
COUNCIL MEETING MIN NO	25//24	REVIEW	FEBRUARY 2027
DATE:	21 FEBRUARY 2024	FILE	ROA100072, WAT500007



Objective

Access to water is a significant issue for all rural properties, and in many cases there is a need to get the water from one side of the road to the other for stock or domestic purposes. Council has in place an approval process to allow pipe crossings or placement of pipes within public road reserves.

The objective of this policy is to ensure that all private pipelines and associated infrastructure constructed on/under public road reserves are carried out to a high uniform standard and that the pipeline may not be a burden on the community.

This policy will assist Council in achieving Theme 4, Goal 4.1 of the Community Plan, 'Connecting our Region High Quality Road Network that is Safe and Efficient'.

Legislative requirements

- Roads Act 1993 – Sect101 Restoration of Public Road Following Excavation Etc

Related policies and plans

- Community Plan
- Operational Plan – Fees and Charges

Policy

Where practical, Council will grant approval for a private pipeline to be located within a public road reserve, subject to compliance with the following conditions or as otherwise appropriate under the circumstances: Where it can be practically located, Council will grant approval for a private pipeline to be located in a public road reserve subject to compliance with the following conditions:-

1. Submission of detailed engineering plans showing details of the proposed pipeline and any other associated infrastructure. The location of pipeline is to be in accordance with requirements of the General Manager or delegate.
2. All works are to be undertaken in accordance with Aus-spec #1 (as amended by Mid-Western Regional Council).
3. An assessment of the environmental effects of the proposed pipeline is to be undertaken in accordance with the Environmental Planning & Assessment Act and a review of environmental factors submitted to Council with the engineering plans.
4. A Defects Liability Bond as set in Councils Fees and charges, must be paid to ensure that all defects in the works, which become apparent during the construction period and for a period of twelve (12) months after completion are remedied to the satisfaction of the General Manager. If these defects are not satisfactorily remedied Council may use bond moneys to carry out rectification works or disconnect the pipeline. Any unexpended bond money will be returned at the end of the twelve (12) month period, less the estimated cost of any outstanding works.

5. Any adjustments to utilities necessary to allow construction are to be carried out to the satisfaction of the relevant authority. Written confirmation of same will be required to clear the refund of the bond money.
6. The applicant will be required to provide details of the Department of Climate Change, Energy, the Environment & Water's concurrence with the site of any proposed pump station location and copies of the authority to extract water in quantities commensurate to the size of the pipeline.
7. The applicant is to provide appropriate ongoing insurance cover to indemnify Council against any claims and cover the cost of any damage to Council assets arising from the operation or failure of this pipeline. Details of this insurance cover must be approved by Council prior to commencing the work and a certificate submitted on a yearly basis.
8. The applicant is to complete an agreement with Council that any future maintenance would be carried out as and when required to Council's satisfaction and that the full cost of relocating or upgrading any section of the proposed pipeline affected by future realignment or upgrading of the adjoining roads will be met by the applicant.
9. Before any work is commenced, approval under Section 138 of the Roads Act must be obtained from Council to permit the installation of water pipes within the road reserve. Since the introduction of the NSW Planning Portal, Section 138 must be applied for exclusively through the NSW Planning Portal.

Written concurrence from Transport for NSW will be required in respect of any roads under their control, specifically Castlereagh Hwy, Ilford Rd, Bylong Valley Way, Wollar Rd, Ulan Rd, Hill End Rd, Goolma Rd, Cope Rd and Gollan Rd.

10. All work to be carried out by suitably qualified persons. Council must be notified of the date that construction will commence to allow adjoining landowners and other affected parties to be advised of the works
11. At the point of crossing the road, the pipe shall be sleeved in not less than 50mm diameter steel pipe or PVC pipe and such sleeve shall:
 - be laid at right angles to the centreline of the road
 - be not less than 0.5 metres below the road surface throughout its length
 - extend for not less than 1 metre beyond road shoulders/graded width on each side of the road.
12. The road surface must be fully reinstated and compacted to the General Manager's or delegate's requirements and shall be appropriately covered so as not to create a slippery surface. Any repair/compaction required to be undertaken by Council will be charged for as Private Works.
13. A pipe may be replaced within an existing sleeve, which meets the above requirements at any time without further approval.
14. Location Post to be erected adjacent to fence lines, indicating existence of underground pipes.
15. At least 14 days notice shall be given before commencing any work and the exact position being pegged.
16. A Traffic Guidance Scheme (TGS) completed by a "Certified Person" for the implementation and management of construction traffic on or adjacent a public road during the works is to be submitted to Council prior to commencement of works.

POLICY: ~~WATER PIPES ACROSS AND ALONG ROADS~~ ~~WATER PIPES ACROSS AND ALONG ROADS~~ | 2.1, 21 FEBRUARY 2024

Formatte
(Australia)

17. Any damage caused to the pipe, sleeve or location posts by Council or contractors engaged by council during maintenance/construction of the road to be repaired at the licensee's cost.
18. Council may at any time revoke this licence or alter the above conditions.
19. Council reserves the right to charge an annual fee for the leasing of land for the pipeline subject to negotiation with the General Manager or delegate.
20. Council reserves the right to decline any application.
21. All completed work is to have Works as Executed (WAE) diagram detailing the infrastructure installed in the public road reserve including GIS location of all major infrastructure including pump stations, valves, change of directions, manholes or hydrants. All pipe sizes, class and pipe types (I.E. DICL, uPVC etc.).

POLICY: ~~WATER PIPES ACROSS AND ALONG ROADS~~ ~~WATER PIPES ACROSS AND ALONG ROADS~~ | 2.1, 21 FEBRUARY 2024

Formatte
(Australia)

Application to Lay a Water Pipe Under Council Roads/Footpaths

Name:

Address:

Contact Phone #

Describe proposed location
(distance from nearest cross road / direction)

Estimate Date for construction

Supporting Information
(if deemed appropriate by the applicant)

Agreement:

Please find enclosed the fee applicable for granting of the permit as identified in the Annual Fees & Charges of the Council. I understand that final approval and issue of the permit will not be provided until all conditions contained within Council's "Water Pipes Across and Along Roads" Policy have been complied with.

Signed & Dated (Applicant)

Office Use Only:

Complies with Policy (Yes / No)

Bond Paid / Drawings Supplied

Recommended course of action.

Assessment / Inspection Undertaken by (print)

Signed & Dated:

Project Approved to proceed if agreement
signed and returned (reason if refused)?

Signed & Dated
(General Manager or Delegate):

Item 11: Community

Nil

Item 12: Reports from Committees

Nil

Item 13: Urgent Business Without Notice

URGENT BUSINESS WITHOUT NOTICE

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

GIVING NOTICE OF BUSINESS

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

BUSINESS WITHOUT NOTICE

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

Item 14: Confidential Session

LOCAL GOVERNMENT ACT, 1993

10A

WHICH PARTS OF A MEETING CAN BE CLOSED TO THE PUBLIC?

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
 - (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
 - (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of any code of conduct requirements applicable under section 440.
- (3) A council, or a committee of the council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
- (4) A council, or a committee of a council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

10D

GROUND FOR CLOSING PART OF MEETING TO BE SPECIFIED

- (1) The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
- (2) The grounds must specify the following:
 - (a) the relevant provision of section 10A(2)
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

664

DISCLOSURE AND MISUSE OF INFORMATION

- (1) A person must not disclose any information obtained in connection with the administration or execution of this Act unless that disclosure is made:
 - (a) with the consent of the person from whom the information was obtained, or
 - (b) in connection with the administration or execution of this Act, or
 - (c) for the purposes of any legal proceedings arising out of this Act or of any report of any such proceedings, or
 - (d) in accordance with a requirement imposed under the Ombudsman Act 1974 or the Freedom of Information Act 1989, or
 - (e) with other lawful excuse.
1. (1A) In particular, if part of a meeting of a council or a committee of a council is closed to the public in accordance with section 10A (1), a person must not, without the authority of the council or the committee, disclose (otherwise than to the council or a councillor of the council) information with respect to the discussion at, or the business of, the meeting.
2. (1B) Subsection (1A) does not apply to:
 - (a) the report of a committee of a council after it has been presented to the council, or
 - (b) disclosure made in any of the circumstances referred to in subsection (1) (a)-(e), or
 - (c) disclosure made in circumstances prescribed by the regulations, or
 - (d) any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with section 12.
- (2) A person acting in the administration or execution of this Act must not use, either directly or indirectly, information acquired by the person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person's spouse or de facto partner or a relative of the person.
- (3) A person acting in the administration or execution of this Act, and being in a position to do so, must not, for the purpose of gaining either directly or indirectly an advantage for the person, the person's spouse or de facto partner or a relative of the person, influence:
 - (a) the determination of an application for an approval, or
 - (b) the giving of an order.

Maximum penalty: 50 penalty units

MOTION

I move that pursuant to the provisions of Section 10 of the Local Government Act, 1993 the meeting be closed to the public.

After a motion to close the meeting has been moved and seconded and before the vote, the Chairman will ask if there are any other matters, besides those listed on the agenda which should be considered in Confidential Session.

He will then announce those matters to be considered in Confidential Session. In doing so, the Chairman will give reasons why those matters are to be considered in Confidential Session and explain the way in which discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

CHAIRMAN

The following matters have been listed for consideration in Confidential Session:

14.1 Purchase of Land for Road Opening - Pyramul Road

The reason for dealing with this report confidentially is that it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business in accordance with Section 10A(2)(c) of the Local Government Act, 1993.

Discussion of this matter in an open meeting would be, on balance, contrary to the public interest as it involves discussion of information about a land acquisition resulting from a road encroachment on private property and could provide commercial advantage to those in negotiation with Council.

14.2 Additional Report - Purchase of Commercial Property

The reason for dealing with this report confidentially is that it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it in accordance with Section 10A(2)(d)(i) of the Local Government Act, 1993.

Discussion of this matter in an open meeting would be, on balance, contrary to the public interest as it involves discussion of (d) (i) commercial information of a confidential nature that would, if disclosed prejudice the outcome.

The Chairman will then ask the General Manager if there are any written representations from the public on the proposed closure of the meeting.

The General Manager will read out any written representations received.

The Chairman will ask if anyone in the gallery would like to make verbal representations in regard to the matters now to be considered in Confidential Session.

The Chairman will then put the motion “to close the meeting” to the vote.

CONFIDENTIAL
SESSION
