

19 August 2013

The Mayor and Councillors  
Uralla Shire Council

**DATE: 27 AUGUST 2013**

**12NOON – ORDINARY MEETING OF COUNCIL**

Notice is hereby given that a meeting of the Council of Uralla will be held at Council Chambers, Salisbury Street, Uralla on **Tuesday, 27 August 2013 commencing at 12noon.**

Lunch will be provided for Councillors at 1:00pm with the meeting resuming at 1:30pm.

A handwritten signature in black ink, appearing to read "T. O'Connor", is written over a horizontal line.

Tom O'Connor  
**GENERAL MANAGER**

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# Report to Ordinary Meeting of Council

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27 AUGUST 2013

## **Prayer**

## **Acknowledgement to Country**

## **Apology**

## **Confirmation of Minutes**

- Ordinary Meeting held 22 July 2013
- Closed Session of the Ordinary Meeting held 22 July 2013
- Matters arising from the Minutes

## **Declarations of Conflict(s) of Interest**

## **Questions On-Notice Received and from Previous Meetings**

## **Minutes of Committees**

- ☐ Received Minutes of Meeting for Council and Community Committees

## **Mailout to Councillors**

- ☐ Mailouts to Councillors for Period 19 July 2013 to 16 August 2013

## **Mayoral Minute**

- ☐ Mayor, Cr M Pearce

## **Notices of Motion**

## **General Manager's Report**

- ☐ Governance and Administration
- ☐ Health and Building Services

## **Lunch Break (1.00pm)**

## **Have Your Say (1.30pm)**

- Presentations to Council

## **Director of Administrative Services' Report**

- ☐ Administration and Finance
- ☐ Community Services

## **Director of Engineering Services' Report**

- ☐ Environment and Waste Management
- ☐ Technical Services

## **General Manager's Report**

- ☐ Planning Services Information
- ☐ Planning Matters for Determination

## **Delegate Reports**

## **Questions On-Notice for Next Meeting**

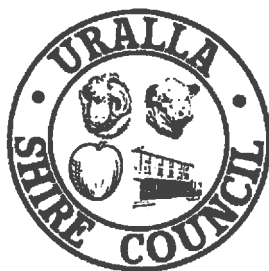
## **Closed Session**

- ☐ Matters for Consideration in Closed Session

**The Reports in this Business Paper are those referred to  
in the Minutes of the Ordinary Meeting of Uralla Shire Council  
held 27 August 2013**

.....  
**MAYOR**





**RESPONSES**

**TO**

**QUESTIONS ON – NOTICE**

**27 August 2013**

**Questions Received and from Previous Meetings**

**QUESTIONS ON - NOTICE**

**Questions Received and from Previous Meetings**

## QUESTIONS ON - NOTICE RECEIVED AND FROM PREVIOUS MEETINGS

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27 August 2013

Page No.

<b>RESPONSES TO QUESTIONS RAISED ON-NOTICE .....</b>	<b>2</b>
<b>Questions Raised at the 22 July 2013 Meeting of Council: .....</b>	<b>2</b>
A-Frame Advertising Signs on Footpath .....	2
<b>RESPONSES TO QUESTIONS RECEIVED ON-NOTICE .....</b>	<b>3</b>
<b>Questions Received for the 27 August 2013 Meeting of Council: .....</b>	<b>3</b>
<i>No Questions On-Notice were received as at the 14 August 2013 closure of</i>	
<i>Submissions to the 27 August Business Paper.....</i>	<i>3</i>
<b>LATE RECEIVED QUESTIONS ON-NOTICE .....</b>	<b>3</b>
<b>Late Received Questions for the 27 August 2013 Meeting of Council: .....</b>	<b>3</b>
<i>No Late Questions were Received.....</i>	<i>3</i>

00007

## RESPONSES TO QUESTIONS RAISED ON-NOTICE

### Questions Raised at the 22 July 2013 Meeting of Council:

At the 22 July 2013 Meeting, Councillors raised the following "Questions On-Notice" for response at the 27 August 2013 Meeting of Council:

Action:

Cr F Geldof

#### QUESTION:

##### **A-Frame Advertising Signs on Footpath**

*Can Council develop a Policy on A-Frame advertising signs, particularly in respect to number, positioning and compatibility of the Policy with Council's Development Control Plan (DCP) as soon as practical.*

GM

#### RESPONSE:

Council has a policy in respect to Displays on Footpaths (Policy 6.1.05). This includes A Frame Advertising Signs. The policy (Clause 2) requires that the displays be located in a manner near the property boundary, and clear of all doorways and entrances with no signs or displays located on the kerb that may interfere with the parking of vehicles in front of the applicant's business house. The Development Control Plan also regulates signs.

The purpose of the policy is to allow the placing of displays on the footpath in Uralla and Bundarra, while not restricting public use or endangering public use of the footpath. The use is not to obstruct the footpath or interfere with the public convenience of the footpath.

This policy and its compatibility with the Development Control Plan is being reviewed by Council's heritage advisor and recommendations for alteration to the policy, if any, will be included in the Councillor Workshop of 20 November 2013 – refer General Manager's Governance and Administration Report Item 3. The Planning Manager is providing a report on the progress of the heritage advisor's review in the Planning Reports to this meeting.

## QUESTIONS ON - NOTICE RECEIVED AND FROM PREVIOUS MEETINGS

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(continued)

00008

### RESPONSES TO QUESTIONS RECEIVED ON-NOTICE

#### Questions Received for the 27 August 2013 Meeting of Council:

The following "Questions On-Notice" were submitted by Councillors for inclusion in the Business Paper to the 27 August 2013 Meeting of Council:

Action:

***No Questions On-Notice were received as at the 14 August 2013 closure of Submissions to the 27 August Business Paper.***

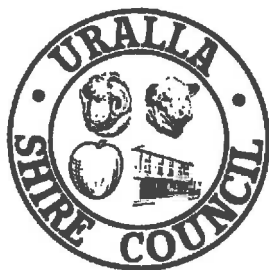
### LATE RECEIVED QUESTIONS ON-NOTICE

#### Late Received Questions for the 27 August 2013 Meeting of Council:

The "Late Questions On-Notice", detailed below, were submitted by Councillors following the 14 August 2013 closure of Submissions to the 27 August 2013 Business Paper:

Action:

***No Late Questions were Received.***



**MINUTES OF MEETING**

**FOR**

**COUNCIL AND COMMUNITY COMMITTEES**

**MINUTES OF COMMITTEES**

**27 August 2013**

**Received Minutes of Committee Meetings**

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**MINUTES OF COUNCIL AND COMMUNITY COMMITTEES**

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**27 August 2013****Page No.**

<b>Minutes of Committees .....</b>	<b>2</b>
<b>Item 1 .....</b>	<b>2</b>
Minutes of Council Committees .....	2
RECOMMENDATION .....	2
ATTACHMENTS TO THE REPORT .....	2
<b>Item 2 .....</b>	<b>3</b>
Minutes of Community Committees .....	3
There were no Minutes of Meeting for Community Committees received prior to closure of the Business Paper for the 27 August 2013 Ordinary Meeting .....	3

**Mayor and Councillors  
Uralla Shire Council**

**SECTION:** Minutes of Committees  
**ITEM NUMBER:** Item 1  
**SUBJECT:** Minutes of Council Committees  
**File Reference:** Various  
**Reason:** Tabling of Received Minutes of Meeting for Committees of Council  
**Objective:** For Council's Information and Advice  
**Budget Implication:** Nil  
**Operational Plan:** Part 3, Principal Activity 1.1

**INFORMATION**

Copies of received Minutes of Meetings for Committees of Council are enclosed as per the Index of Attachments.

**Prepared by:** Executive Assistant

**RECOMMENDATION**

That Council note the following Minutes of Meeting for Committees of Council:

- Minutes of the 6 June 2013 meeting of the Uralla Shire Development Advisory Committee
- Minutes of the 11 July 2013 meeting of the McMaugh Gardens Aged Care Centre Advisory Committee
- Minutes of the 1 August 2013 meeting of the Uralla Shire Development Advisory Committee

**ATTACHMENTS TO THE REPORT****INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

<b>Attachment Name:</b>	<b>Page Count:</b>
<b>A:</b> Minutes of the 6 June 2013 meeting of the Uralla Shire Development Advisory Committee	3
<b>B:</b> Minutes of the 11 July 2013 meeting of the McMaugh Gardens Aged Care Centre Advisory Committee	1
<b>C:</b> Minutes of the 1 August 2013 meeting of the Uralla Shire Development Advisory Committee	2

## MINUTES OF COMMITTEES REPORT TO COUNCIL

(continued)

00012

**SECTION:** Minutes of Committees

**ITEM NUMBER:** Item 2

**SUBJECT:** Minutes of Community Committees

**File Reference:** Various

**Reason:** Tabling of Received Minutes of Meeting for Community Committees

**Objective:** For Council's Information and Advice

**Budget Implication:** Nil

**Operational Plan:** Part 3, Principal Activity 1.1

### **INFORMATION**

There were no Minutes of Meeting for Community Committees received prior to closure of the Business Paper for the 27 August 2013 Ordinary Meeting.

**Prepared by:** Executive Assistant



Attachment: A

00013

**MINUTES OF THE MEETING OF THE  
URALLA SHIRE DEVELOPMENT ADVISORY COMMITTEE  
HELD AT 6PM ON THURSDAY 6 JUNE 2013**

**Present :** Clr. I. Strutt (Chair), Clr. M. Pearce, Clr. B. Crouch, Clr. L. Cooper,  
Clr. K. Dusting, Clr. D. Field, Clr. F. Geldof, Clr. K. Ward, Clr. M. Dusting.

**In Attendance :** Ms E. Cumming (Manager of Planning), Mrs. J. Michie ( Director of  
Administrative Services), Mr. T. O'Connor (General Manager).

**Item No. 1 WELCOME**

The Chairperson declared the meeting open at 6.07pm and welcomed all  
present.

**Item No. 2 APOLOGIES**

Mr. P. Dogan (Community Development Officer) – on leave of absence.  
**Resolution (M. Pearce/F. Geldof)**

That the apology of Mr. P. Dogan (Community Development Officer) be  
accepted.  
**Carried**

**Item No. 3 MINUTES OF THE LAST MEETING OF THE URALLA SHIRE  
DEVELOPMENT ADVISORY COMMITTEE - 4 April 2013**

The Minutes of the meeting have been included in the Council Business Papers  
for the April General Council Meeting. As copies have not been tabled at this  
meeting the Minutes were read by Clr. I. Strutt.

**Resolution (L. Cooper/B.Crouch)**

That the Minutes of the meeting of 4 April 2013 as read be accepted as a true  
and accurate record of the meeting.  
**Carried**

**Item No. 4 BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**  
**4.1 W & S Training**

The Director of Administrative Services reported that development of the  
process to provide training to staff and Councillors is progressing. Seven Work  
Groups have been formed covering the different works sections. DAS  
suggested that 1 or 2 Councillors may like to undertake training on the  
legislative requirements. Each group needs to appoint a representative.

**4.2 USDAC Constitution**

Noted as being in progress.

**4.3 Model Boat Demonstrations**

Clr.M. Dusting pointed out that the demonstration is intended as an annual  
event. Discussion on possible suitable sites followed. Check at next meeting.

## **URALLA SHIRE DEVELOPMENT ADVISORY COMMITTEE**

00015

### **WATCHING BRIEF**

- W1** Department of State and Regional Development Grants - applied for, 5-year terms
- W2** Residential Land (Native Title) – Native Title issue unresolved in NSW
- W3** Potential of McMaugh Gardens – updates to be provided from time to time
- W4** Vision 2020 for Uralla Shire
- W5** Sovereign Gold
- W6** Solar and Alternative Energy Sources
- W7** Community Gardens
- W8** Small Site Identification

**MCMAUGH GARDENS AGED CARE CENTRE**

**Minutes of the Advisory Committee Meeting held at 39 King Street Uralla**

00016

**on 11 July 2013, commencing 6.05 pm.**

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**PRESENT:** Cr. D Field, M. Hedges, Cr. I. Strutt, D. McRae, Cr. L Cooper, K Smith, J Taylor, Cr. K Ward, A Hutchison and G. Bryant.

**APOLOGIES:** J Michie, R Filmer.

Resolved D McRae / J. Taylor that apologies be accepted.

**CARRIED**

**MINUTES:-**

Resolved D. Field / M Hedges that minutes of the meeting held on 13 June 2013 be accepted.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES:-**

1. Check with Jane on follow up of suggested contact with local M.P. Adam Marshall.
2. Check with Peta on progress regarding Insurance cover for residents valuables held by McMaugh Gardens.

**Correspondence:**

Inwards – Nil Outwards - Nil

**Financial Report:**

In the absence of Jane, Cr. K Ward & Cr I Strutt provided the following:-

- Council looking at methods of funding proposed change in method of heating.
- Finance Report incomplete for Y/E 30 June 2013. Some \$170,000.00 in grants income yet to be received, bond retention of around \$40,000.00, still to be finalised. Wages costs have been well contained for the year. May be looking at an end of year result slightly better than last year. A clearer picture should be evident at next meeting.

**Managers Report** – Peta Cooper not present and no report furnished.

**General Business:**

- Cr. K Ward advises that he will be stepping down from his position of Chairman of the Advisory Committee when the AGM is held in coming months. Committee members are asked to consider taking up the position.
- Donald McRae advises he will be an apology for the August meeting.

There being no further business, the meeting closed at 6.40 pm. Next meeting 08 August 2013.

Attachment: C

00017

**MINUTES OF THE MEETING OF THE  
URALLA SHIRE DEVELOPMENT ADVISORY COMMITTEE  
HELD ON THURSDAY 1<sup>st</sup> AUGUST 2013**

**Present:** Clr Strutt (Chair), Clr M Pearce, Clr K Ward, Clr F Geldolf, Clr B Crouch, Clr L Cooper, Clr D Field.

**In Attendance:** Ms E Cumming (Manager of Planning).

**Item No. 1 WELCOME**

The Chairperson declared the meeting open at 6.05p.m. and welcomed all present.

**Item No. 2 APOLOGIES:**

Clr M Dusting, Clr K Dusting, Mr T O'Connor (General Manager)

Mrs J Michie (Director of Administration)

**Resolution (Clr B Crouch/Clr F Geldolf)**

That the apologies of Clr M Dusting, Clr K Dusting, Mr T O'Connor (General Manager), Mrs J Michie (Director of Administration) be accepted

**Carried**

**Item No. 3 MINUTES OF THE LAST MEETING OF THE URALLA SHIRE DEVELOPEMENT ADVISORY COMMITTEE – 6 June 2013**

The General Minutes and Minutes of Commercial- in-Confidence

**Resolution (Clr D Field/ Clr B Crouch)**

That the minutes of the meeting of 6<sup>th</sup> June 2013 be accepted as a true and accurate record of the meeting.

**Carried**

**Item No. 4 BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

**4.1** WH&S Training – progressing

**4.2** Constitution for USDAC – progressing, currently not a priority

**4.3** Site for model boat demonstrations – no update

**4.4** Advertising signs Clr M Pearce to check with RMS at next Traffic Committee meeting.  
Mr P Dogan CDO to also enquire through his contacts.

**4.5** Feedback from Community Meeting held 12/06/2013.

A general discussion re above meeting held in Armidale.

**Item No. BUSINESS ARISING FROM THE PREVIOUS MINUTES COMMERCIAL-IN-CONFIDENCE**  
Discussed as item No 10

**Item No. 6 ITEMS ON WATCHING BRIEF**

**Item No. 7 CDO REPORT**

**7.1** Mr Dogan reports that the Community Development Association is looking at closure due to waning involvement and declining numbers.

**7.2** Community Garden update. Mr Dogan reports the Community Garden project is progressing with enthusiasm, the old Community Garden team are happy to pass over the tools they purchased from an earlier grant and with help from both Stephanie and

Himself have applied for another grant. Mr David Ryan and his crew are very positive and keen to get underway.

- 7.3** The recording of Family and Community History is a project currently being looked at. Mr Dogan reports the project would be housed at the Library. As a heritage based project, funding has been applied for. Ms Cumming (Manager of Planning) advised as a long term project there were still a lot of issues to manage i.e. long term strategy, the storage of information, custodial issue, what is achievable and how to get there. The project would also be reliant on a dedicated team of volunteers.

**Item No. 8 GUEST SPEAKER**

At 6.30p.m. Cllr Strutt welcomed Mr Rod McGrath from the Kentucky Progress Association. Mr McGrath outlined the association's vision for the future and what they have already been able to accomplish to date. The toilet block has been painted and the park with Council assistance has contributed to the vibrant community they are endeavouring to create. The quarterly markets have been a great success, due to the success of the last one, another bush dance is planned for later in the year.  
On behalf of the Committee Cllr L Cooper thanked Mr McGrath for his enthusiasm and sharing the Association's vision for Kentucky.

**Item No. 9 GENERAL BUSINESS**

Representative from Sovereign Gold will be invited to address the October meeting

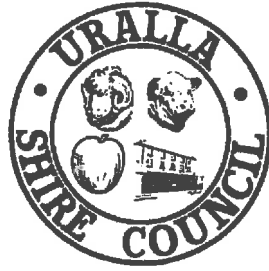
**Item No. 10 COMMERCIAL-IN –CONFIDENCE**

No business arising

**Item No. 11 NEXT MEETING**

Due to the Local Government Annual Conference the next meeting will be held on 17<sup>th</sup> Oct 2013 at 6 p.m.

**MEETING CLOSED AT 7.08 p.m.**



**WEEKLY  
MAILOUT  
TO  
COUNCILLORS**

**27 August 2013**

**Mailout to Councillors**

**MAILOUT TO COUNCILLORS**

00020



00021

## ORDINARY MEETING OF COUNCIL

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**27 August 2013**

### **- MAILOUT TO COUNCILLORS -**

**SECTION:** Mailout to Councillors

**ITEM NUMBER:** Item 1

**SUBJECT:** Mailouts forwarded to Councillors for the Period Friday, 19 July 2013 to Friday, 16 August 2013

**File Reference:** U07/23

**Reason:** To provide details of Mailouts forwarded to Councillors

**Objective:** Confirmation of Mailout information provided to Councillors

**Budget Implication:** Nil

**Operational Plan:** Part 3, Principal Activity 1.1

#### **INFORMATION**

Copies of Coversheets are attached for Weekly Mailouts forwarded to Councillors for the Period Friday, 19 July 2013 to Friday, 16 August 2013.

**Prepared by:** Executive Assistant

#### **RECOMMENDATION**

That the Mailouts forwarded to Councillors for the Period Friday, 19 July 2013 to Friday, 16 August 2013 which includes MANEX Meeting Minutes for Thursday, 18 July 2013 and Thursday, 15 August 2013 be noted.



# Mailout to Councillors



00022

19 July 2013

## CONFIDENTIAL ITEMS:

### 1. MANEX:

- ☒ Minutes of the Meeting held Thursday 18 July 2013.

## OTHER ITEMS:

### 2. Referendum for Constitutional Recognition of Local Government:

- ☒ Letter to Ratepayers of Guyra from Guyra Mayor.

### 3. Uralla Gold Seam Potential:

- ☒ "Uralla Gold Seam May Yield \$3.8b", The Armidale Express, 17 July 2013.
- ☒ Australian Stock Exchange Release, latest results by Sovereign Gold Company Ltd, dated 17 July 2013. Sovereign Gold Geologist Richard Robertson met with the General Manager on 18 July 2013.

### 4. UNE Strategic Plan 2011-2015:

- ☒ July 2013, Mid Term Refresh of Strategic Plan, Marketing and Public Affairs UNE.

### 5. Local Government NSW (LGNSW) Weekly Magazine:

- ☒ Table of Contents for Edition 28/13, dated Friday 12 July 2013.

### 6. Local Government Focus Newspaper:

- ☒ Volume 29, Number 07, July 2013.

## REMINDERS:

### 7. Mayor and Councillor Briefing (MCB):

- ☒ NEXT MCB: 9am Monday 29 July 2013 in Council Chambers.

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# Mailout to Councillors



00023

26 July 2013

## CONFIDENTIAL ITEMS:

### 1. MANEX:

- ☒ No Meeting Scheduled for Week ending Friday 26 July 2013.

### 2. July 2013 Ordinary Meeting:

- ☒ Closed Session Minutes of the Meeting held 22 July 2013.

## OTHER ITEMS:

### 3. July 2013 Ordinary Meeting:

- ☒ Minutes of the Meeting held 22 July 2013.

### 4. NSW Community Cabinet Meeting in Armidale - Monday 26 August 2013:

- ☒ Media Release issued Wednesday 24 July 2013 by Member for Northern Tablelands.
- ☒ Public Notice for display in Northern Daily Leader, 27 July edition, advising change of date for August 2013 Ordinary Meeting.

### 5. Weekly Update from Member for Northern Tablelands:

- ☒ Email Update from Adam Marshal MP, issued Friday 26 July 2013 at 9:27am.

### 6. Local Government NSW (LGNSW) Weekly Magazine:

- ☒ Table of Contents for Edition 29/13, dated Friday 19 July 2013.

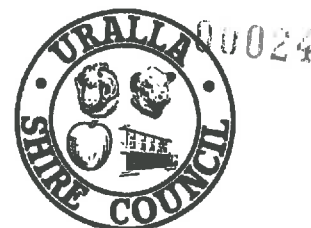
## NOTICE:

### 7. Mayor & Councillor Briefing (MCB) Rescheduled to 10:00am Monday 29 July 2013:

- ☒ Due to General Manager's 8:00am Dental Appointment, the MCB set down for 9:00am Monday 29 July 2013 will now commence at 10:00am.

-000-

# Mailout to Councillors



9 August 2013

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## CONFIDENTIAL ITEMS:

### 1. MANEX:

- ☒ No Meeting Scheduled for Week ending Friday 9 August 2013.

## OTHER ITEMS:

### 2. NSW Community Cabinet 26 August 2013 Visit to the Northern Tablelands:

- ☒ Invitation to Mayor, received 6 August 2013, from NSW Premier.
- ☒ Stakeholder Meeting 'Expression of Interest' Returns for Mayor and General Manager.

### 3. Reform of Aeromedical (Rotary Wing) Retrieval Services in NSW:

- ☒ Email sent 11:34am, Tuesday 23 July 2013, from General Manager to Member for Northern Tablelands.
- ☒ Letter dated 31 July 2013, from Chairperson Namoi Councils to NSW Premier.
- ☒ Letter dated 2 August 2013, from Member for Tamworth to NSW Minister for Health and Medical Research.

### 4. ILGRP – Community-Level Governance (Local Boards) Research Report:

- ☒ ILGRP Invitation to Comment on the 70 page July 2013 Research Report available at: <http://www.localgovernmentreview.nsw.gov.au/Index.asp?areaindex=LGR&index=42&acode=TR&mi=2>
- ☒ Email issued 3:27pm Friday 2 August 2013, for and on behalf of LGNSW Joint Presidents, enclosing Letter to all Councillors dated 2 August 2013.

### 5. Member for Northern Tablelands, Adam Marshall MP:

- ☒ Weekly Column for week ended Friday 1 August 2013.
- ☒ Media Release issued Monday 5 August 2013.

### 6. Works Progress Advisory Unit Rescheduled to Wednesday 14 August 2013:

- ☒ Email advice to the Committee, issued 9 August 2013 by Director Engineering Services.

### 7. Local Government NSW (LGNSW) Weekly Magazine:

- ☒ Table of Contents for Edition 30/13, dated Friday 26 July 2013.
- ☒ Table of Contents for Edition 31/13, dated Friday 2 August 2013.

## REMINDERS:

### 8. Mayor and Councillor Briefing (MCB):

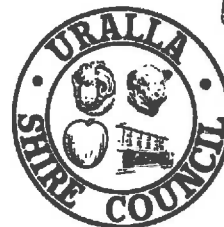
- ☒ The next MCB will be held Monday 19 August 2013, commencing at 9:00am.

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[www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au)

CC: Senior Staff, Uralla Shire Council

# Mailout to Councillors



00025

16 August 2013

## CONFIDENTIAL ITEMS:

### 1. MANEX:

- ☒ Minutes of Meeting held Thursday 15 August 2013 at 3:00pm

### 2. Lehman Brothers Australia Ltd – Chapter 11 Proceedings:

- ☒ Letter of Advice to General Manager, dated 9 August 2013, from Piper Alderman Partner, Amanda Banton.
- ☒ Email reply to General Manager, received 2:49pm 12 August 2013, from Piper Alderman Special Counsel, Lisa Gallate.

### 3. Lehman Brothers Australia Ltd – Notice of General Meeting of Creditors:

- ☒ Email reply to IMF Case Manager, sent 7:41am 14 August 2013, by General Manager.

### 4. Lehman Brothers Australia Ltd – Proof of Debt for Voting Purposes:

- ☒ Email advice to General Manager, received 9:36am 16 August 2013, from IMF Investment Manager, Susanna Khouri enclosing letter dated 13 August 2013 from PPB Advisory.

## OTHER ITEMS:

### 5. Alternate Approach to ILGRP Four Council Merger Proposal:

- ☒ Email to ILGRP Chair, Professor Graham Sansom, sent 3:53pm 14 August 2013 enclosing General Manager's 'Alternative Approach' Submission dated 12 August 2013.

### 6. NSW Community Cabinet 26 August 2013 Visit to Northern Tablelands:

- ☒ Email Advice to Mayors and General Managers, issued 12 August 2013, by Member for Northern Tablelands.
- ☒ Media Release, issued 12 August 2013, by Member for Northern Tablelands.

### 7. NSW Treasurer Economic Update:

- ☒ August 2013 Update from NSW Treasurer and Minister for Industrial Relations.

### 8. NSW Government Investment to Support New Teachers in Public Schools:

- ☒ Media Release dated 13 August 2013.

### 9. Local Government (LG) Focus Magazine:

- ☒ Volume 29, Number 08, August 2013 edition.

Continued /...

# Mailout to Councillors

16 August 2013

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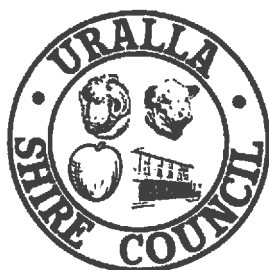
## 10. Local Government NSW (LGNSW) Weekly Magazine:

- ☒ Table of Contents for Edition 32/13 dated 9 August 2013.
- ☒ Election Notice and Call for Nomination of Candidates for Election to the Board of Directors.
- ☒ Election Candidate Nomination Form.

## REMINDERS:

### 11. Mayor and Councillor Briefing (MCB):

- ☒ The next MCB will be held Monday 19 August 2013, commencing at 9:00am.



## MAYORAL MINUTE

27 August 2013

Mayor, Cr Michael Pearce

**MAYORAL MINUTE**  
Mayor, Councillor Michael Pearce

MAYORAL MINUTE

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27 August 2013

Page No.

<b>Mayoral Minute .....</b>	<b>2</b>
<b>Item 1 .....</b>	<b>2</b>
Donation to Uralla Driver Reviver .....	2
RECOMMENDATION.....	3
ATTACHMENTS TO THE MAYORAL MINUTE.....	3

## MAYORAL MINUTE

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Councillors  
Uralla Shire Council

00029

**SECTION:** Mayoral Minute

**ITEM NUMBER:** Item 1

**SUBJECT:** Donation to Uralla Driver Reviver

**File Reference:** U12/124

**Reason:** Letter requesting assistance received from the Coordinator, Merle Wilkinson, of the Uralla Driver Reviver Unit.

**Objective:** For Council consideration

**Budget Implication:** Any donation will require a Council resolution as it is outside the Council's Adopted Policy 1.2.06 (Clauses 1 and 2) for the principal means of providing assistance to local organisations through the Community Store.

**Operational Plan:** Part 3 Principal Activity 1.1 - Governance

### INFORMATION

The Coordinator of the Uralla Driver Reviver Unit, Merle Wilkinson, has written to council seeking assistance from Council to help defray some of the cost of operating the Driver Reviver facility in Uralla.

It is Council's policy to provide assistance to local organisations through the free use of the Community Store in Bridge Street. The Council Policy 1.2.06 states (in part)

1. *The principal means of providing assistance to local organisations, in lieu of cash donations, is the provision of free of charge use of the Community Store at Bridge Street.*
  2. *The allocation of the use of the Community Store is set out in "Community Store Policy" and "Community Store – Operating Practice Note".*
  3. *There will, from time to time, be applications from non-local organisations or for projects and proposals that can not be accommodated by the allocation of the use of the Community Store. Such applications will be considered by Council on their merits.*
- and
7. *All applications for expenditure under Section 356 must be made to Council in writing.*

The request from the Driver Reviver, whilst outside the normal practice of the policy, is in accordance with Clauses 3 and 7 and needs to be considered by Council on its merits.

The Driver Reviver Unit provides a service to the travelling public, reminding the drivers to take a much needed break, especially at the half-way point of the journey from Brisbane to Sydney. Driver Reviver Units were set up under the auspices of the former RTA and are by rights a State responsibility. However, over the years the units have lost the funding from the State Government. This is another form of an unfunded mandate. Rather than passing the cost to local government the cost has been passed to volunteer organisations.

There is no doubt that the Uralla Driver Reviver Unit is a successful operation and has Community support. The unit unlike other units operates from an in town facility, which it is purchasing, rather than occupying road reserves as remaining units do throughout the state. In purchasing their property the unit has to meet the costs of Council rates and property insurance, in addition to public liability insurance. Merle Wilkinson has provided an indication of these additional costs in her letter of 20 June 2013. These costs amount to \$3,424 for the 2012/2013 year. The rates, insurance and electricity for 2013/2014 would therefore be no less than \$3,600.

**Prepared by:** General Manager  
**Prepared for:** Mayor



## MAYORAL MINUTE

(continued)

00030

### RECOMMENDATION

That Council

- provide a one-off donation of \$1,800 towards the cost of rates, insurance and electricity in the 2013/2014 year; and
- provide assistance in seeking alternate on-going funding for the Uralla Driver Reviver Unit.

### ATTACHMENTS TO THE MAYORAL MINUTE

#### INDEX OF INCLUDED ATTACHMENTS

The Following Documents are Included as Attachments to the Preceding Mayoral Minute

Attachment Name:	Page Count:
A: Letter dated 20 June 2013 from Merle Wilkinson, Coordinator of the Uralla Driver Reviver Unit seeking Council's financial assistance.	1
B: Acknowledgement letter from Mayor M Pearce dated 26 June 2013.	1



Cr Michael Pearce  
Mayor, Uralla Shire Council

Attachment: A

Merle Wilkinson  
 Coordinator  
 Uralla Driver Reviver  
 "Lilyfield"  
 Uralla NSW 2358  
 20/06/2013

The Mayor  
 Mr Michael Pearce  
 Uralla Shire Council  
 PO Box 106  
 Uralla

Dear Michael,

Following our discussion the other day, regarding the Uralla Driver Reviver, I write to you today to seek your support.

While it could be argued that Uralla itself does not benefit from our local Driver Reviver, we feel we play an important role by directing travellers to local tourist attractions i.e. local galleries, McCrossins Mill, the new Brewery and other Historic sites. Uralla residents visit other Driver Reviver posts during their travels, with the whole system working in a constant circle, to alleviate driver fatigue and save lives.

The cost in maintaining this service continues to rise, we constantly battle to raise money via the local market, raffles and the street stall (generously provided by Council to Local Charities) however it is getting more difficult to cover the rising costs.

Insurance (\$1,217.00 last year)  
 Rates (\$1,372.00)  
 Electricity (\$835.00)

TOTAL: ~~\$2,424.00~~ \$3,424

All the while, meeting the mortgage payment, together totalling more than \$6,000.00 annually, we are also expecting increases across the board, with this financial year now almost at an end.

We recognise it is not Council policy to reduce rates, but we now ask if Council can please support us in some way, perhaps by covering the annual Insurance costs, or would it be possible to apply the Pensioner land rate discount annually to Driver Reviver.

Any and all assistance would be appreciated.

Kind Regards

*Merle Wilkinson*

Merle Wilkinson  
 Coordinator Uralla Driver Reviver

Attachment: B

## OFFICE OF THE MAYOR

## Uralla Shire Council



Address correspondence to:  
Mayor, Uralla Shire Council  
32 Salisbury Street  
URALLA NSW 2358

Phone: (02) 6778 6300  
Fax: (02) 6778 5073  
Email: [council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au)  
ABN 55 868 272 018

In Reply Please Quote:  
MP : PS : U12/124  
RESPONSE TO : UI/13/2867

26 June 2013

Merle Wilkinson  
COORDINATOR  
Uralla Driver Reviver  
"Lilyfield"  
URALLA NSW 2358

Dear Merle

**Uralla Driver Reviver**

Your letter, dated 20 June 2013, in regard to the Uralla Driver Reviver facility is acknowledged with thanks.

The matter you have raised, in relation to provision of Council support for Driver Reviver operations in Uralla, will be tabled for consideration at the next meeting of Council's Finance Committee.

Yours faithfully

A handwritten signature in black ink, appearing to read "m. pearce".

Cr Michael Pearce  
MAYOR



**GENERAL MANAGER'S REPORT  
TO  
COUNCIL**

**27 August 2013**

**1. Governance and Administration**

**GENERAL MANAGER'S REPORT**  
**Governance and Administration**

TABLE OF CONTENTS

00034

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GENERAL MANAGER'S REPORT

---

27 August 2013

Page No.

<b>Governance and Administration.....</b>	<b>1:2</b>
<b>Item 1 .....</b>	<b>1:2</b>
Delivery Program and Operational Plan Review .....	1:2
RECOMMENDATION 1.....	1:5
ATTACHMENTS TO THE ITEM 1 REPORT.....	1:5
<b>Item 2 .....</b>	<b>1:6</b>
Uralla Shire Council Operating Policies for advertising.....	1:6
RECOMMENDATION.....	1:7
ATTACHMENTS TO THE ITEM 2 REPORT .....	1:8
<b>Item 3 .....</b>	<b>1:9</b>
Uralla Shire Council Operating Policies for adoption .....	1:9
RECOMMENDATION.....	1:9
RECOMMENDATION 2.....	1:11
ATTACHMENTS TO THE ITEM 3 REPORT .....	1:12
<b>Item 4 .....</b>	<b>1:13</b>
Financial Assistance Grants .....	1:13
RECOMMENDATION 1.....	1:14
RECOMMENDATION 2.....	1:14
ATTACHMENTS TO THE ITEM 4 REPORT .....	1:15
<b>Item 5 .....</b>	<b>1:16</b>
Water Usage Report.....	1:16
RECOMMENDATION.....	1:16
ATTACHMENTS TO THE ITEM 5 REPORT .....	1:17
<b>Item 6 .....</b>	<b>1:18</b>
Christmas Leave Period and Office Closure .....	1:18
RECOMMENDATION.....	1:18
ATTACHMENTS TO THE ITEM 6 REPORT .....	1:19
<b>Item 7 .....</b>	<b>1:20</b>
Local Government Elections 2016 .....	1:20
RECOMMENDATION.....	1:20
ATTACHMENTS TO THE ITEM 7 REPORT .....	1:21
<b>Item 8 .....</b>	<b>1:22</b>
Namoi Councils Meeting of Thursday 8 August 2013 .....	1:22
RECOMMENDATION.....	1:23
Attachments to the Item 8 Report.....	1:23
<b>Item 9 .....</b>	<b>1:24</b>
Namoi Councils Meeting of Thursday 8 August 2013 .....	<b>Error! Bookmark not defined.</b>
RECOMMENDATION.....	1:25
Attachments to the Item 9 Report.....	1:26

## GENERAL MANAGER'S REPORT TO COUNCIL

Mayor and Councillors  
Uralla Shire Council

00035

**SECTION: Governance and Administration**

**ITEM NUMBER:** Item 1

**SUBJECT:** Delivery Program and Operational Plan Review

**File Reference:** U08/6484

**Reason:** Statutory requirement.

**Objective:** To have the review of the Delivery Program 2011/2013 to 2015/2016 and the 2012/2013 Operational Plan Part 3 for the 2012/2013 year considered and adopted by Council.

**Budget Implication:** Nil.

**Operational Plan:** Volume 4 Principal Activity 1.1 – Governance, principally and for all other Principal Activities

### INFORMATION

In previous years the General Manager has reported quarterly on the review of the implementation of that year's Uralla Shire Council's Management Plan and in July/August on the year ended 30 June. The Planning a Sustainable Future Process, Planning and Reporting Guidelines for local government in NSW and Manual suggests that:

*"At the Operational Plan level, the main focus will be on outputs because this Plan will involve multiple activities within the space of one year, which may only go part of the way to achieving higher level strategies and objectives. Therefore, it may be difficult to assess the achievement of outcomes at this level.*

*The achievement of outcomes will be assessed over the four years of the Delivery Program. The sum of all actions undertaken should move Council towards achieving its objectives.*

*Some councils prefer to combine targets and measures at Operational Plan level. For example, the measure might be to complete a certain task, the target might be to be completed by a certain date. This combination allows Council to ascertain not only whether it delivered what it said it would do, but also whether it delivered it to the timeframes, costing and quality standards expected.*

*Each council will make its own judgement on how detailed its measures or targets should be. The minimum expectation is that some form of assessment exists."*

The Uralla Shire Council's Operational Plan includes, in Part 3 a table of the Community Strategic Goals, Delivery Plan 2012/2013 to 2015/2016 Strategies, Operational Plan Strategies/tasks and Performance Measures (targets). Therefore a review of these performance measures and reporting of the review for each Sub- Activity, within the three principal activities – People Activity, Place Activity and Infrastructure Activity needs to be carried out and reported upon.

The review of the extent to which the performance measures/targets set by Council for its 2012/2013 year of the Operational Plan 2012/2013 adopted on Monday 25 June 2012 (Resolution 234/12) has been completed for the year ended 30 June 2013. The Review has noted the outcome of the Strategies of the eleven Principal Activities of Council.

The General Manager has assessed the outcomes of the Performance Assessment for Operational Plan 2012/2013 strategies as one of the following:

Achieved

where the outcome has been completed in full.

Achieving

where the outcome is part of a multi-year outcome, however the activity is being actioned.

Not Achieved

Where the outcome was due in the year and has not been met either as a whole or only partially.

Not achieving

where the outcome is part of a multi-year outcome, however the activity is not being actioned.

# GENERAL MANAGER'S REPORT TO COUNCIL

(continued)

00036

Within the Attachments is the 2012/2013 Delivery Program and Operational Plan annual Review. At the foot of each Principal Activity section is a Summary of outcomes listing the assessment of each performance assessment recorded by the aforementioned, Achieved, Achieving, Partly Achieved, Not Achieved, or Not Achieving. The summary also has comments in respect to each Not Achieved or Not Achieving and also comments for some significant Achieved items.

Page		Achieved/ Achieving	Not Achieved/ Not Achieving	Total Outcomes
5	<b>Governance</b>	10	2	12
	<b>Administration</b>			
8	Corporate Support Services	16	1	17
9	Plant Services	9	0	9
	<b>Public Order and Safety</b>			
11	Fire Protection	3	1	4
13	Animal and Abandoned Articles Control	4	0	4
14	Emergency Services	2	1	3
	<b>Health</b>			
15	Inspection Services	5	0	5
16	Noxious Plant Control	1	0	1
	<b>Community Services and Education</b>			
18	Youth Services and Education	6	0	6
19	Aged Units	3	0	3
21	Aged Care Centres	4	1	5
22	Community Support Options Programs	4	0	4
23	Tablelands Community Transport	4	0	4
24	Community Centre	3	0	3
25	Bundarra Neighbour Aid Service	5	0	5
26	Other Community Services	1	0	1
	<b>Economic Affairs</b>			
27	Camping and Caravan Areas	0	2	2
28	Tourism	5	0	5
30	Community Development	6	0	6
31	Private Works	2	0	2
32	Other Business	3	0	3
33	Television Re-transmission Tower	2	0	2
	<b>Housing and Community Amenities</b>			
35	Urban and Rural Planning and Assessment	8	0	8
37	Garbage Collection and Disposal	5	1	6
38	Street Cleaning	7	0	7
39	Urban Stormwater Drainage	5	0	5
41	Public Cemeteries	6	1	7
43	Environmental Management	6	1	7
44	Heritage	3	0	3
45	Other Conveniences	5	0	5
	<b>Recreation and Culture</b>			
47	Public Libraries	6	0	6
48	Public Halls	4	1	5
50	Swimming Facilities	4	1	5
51	Sporting Grounds and Facilities	2	0	2
52	Parks, Gardens and Reserves	2	0	2
54	Other Recreation and Culture	6	1	7
	<b>Mining Manufacturing and Construction</b>			
55	Quarries and Pits	2	0	2

# GENERAL MANAGER'S REPORT TO COUNCIL

(continued)

00037

Page		Achieved/ Achieving	Not Achieved/ Not Achieving	Total Outcomes
	<b>Transport and Communication</b>			
57	Urban Roads	6	0	6
59	Sealed Local Rural Roads	6	0	6
61	Sealed Regional Rural Roads	5	0	5
63	Unsealed Local Rural Roads	3	0	3
64	Unsealed Regional Rural Roads	2	0	2
67	Bridges	6	0	6
68	Footpaths	3	0	3
70	Parking Areas	3	0	3
72	Miscellaneous Transport	8	0	8
	<b>Water Supplies</b>			
74	Uralla/Bundarra	6	0	6
75	Rural	2	0	2
	<b>Sewerage Services</b>			
77	Uralla	5	0	5
77	Bundarra	0	0	0
78	Rural	2	0	2
		<b>226</b>	<b>12</b>	<b>238</b>

The 238 outcomes assessed have resulted in 226 achieved (212 Achieved, 10 Achieving and 1 Partially Achieved) outcomes (or 94.96%). The General Manager's Contract Schedule B for 2012/2013 requires, in part, "to achieve a 95% achieved for performance indicators from Council's 2012/2013 Operational Plan (continuing the improvement from 75.5% in 2007/2008 to 85.0% in 2008/2009 to 90.7% for 2009/2010, 92.3% in 2010/2011 and 94.95% in 2011/2012)".

The 12 outcomes (5.04% of the assessed targets) that have not been achieved or are not being achieved are noted in the Outcome Summary at the end of each activity and sub-activity. The outcome number and the explanations follow:

- ( 7)
- (10) The targets "not achieving" in Governance relate to (7) minutes taking more than 8 days to be completed and on the website and (10) Delivery Program not updated before the Election, left for new Council to review and adopt as the timetable was changed to after September 2012 for consideration by the incoming Council.
- (22) The "not achieved" in Corporate Support is for the rates collection, while the outstanding rates improving from 7.22% at 30 June 2012 to 5.86% at 30 June 2013 it is still greater than the long term target of 3%. The collection target was 97%, the achieved was 94.1%.
- (42) The "not achieved" in the Public Order and Safety – Fire required an annual attendance and report to Council by the Zone Commander of the NSW Fire Brigade, however changes in command have interrupted with agreed attendance dates.
- (49) The "not achieved" in the Public Order and Safety – State Emergency Service Fire required the number of incidents attended by the SES to be reported to Council, however a report was not received from local SES Co-ordinator
- (64) McMaugh Gardens Aged Care Centre (Fund 4) operated the year at a loss of \$31,027. The employee costs of \$1,487,483 was 69.2% of the income, whilst the target was for 70%.
- (85)
- (86) The two targets "not achieved" in Camping and Caravan Parks relate to reports to Council required in August. No reports have been provided to Council on Caravan Parks. The Uralla Caravan Park lease has still not been finalised as this has been complicated by the need to have the Lands Department extend the permitted occupancy of the part of the land that forms the caravan park. On completion a report will be provided to Council.



## GENERAL MANAGER'S REPORT TO COUNCIL

(continued)

00038

- (115) The target "not achieved" in Waste Management is due to the Waste and Recycling Management Plan being replaced with a Filling Plan (in process) and Pollution Incident Response Plan (Drafted) for Uralla Landfill site.
- (133) The target "not achieved" in Public Cemeteries is due to the fact that No Cemetery Committee was formed.
- (148) The target "not achieved" in Environmental Management was due to the U3CF Committee experiencing difficulty in retaining a focus during this year, so they have not been active.
- (174) The target "not achieved" in Other Recreation and Culture is because the proposal by the Uralla Arts Council to prepare a Cultural Plan that was adopted by Council at its meeting of 27 February 2012 depended upon a principal person from the Arts Council who would drive the project, Andrew Parker. However Andrew being absent from Uralla as part of his employment meant that the Arts Council was not able to complete the project in this year.

With 12 "Not Achieved or Not Achieving" the overall assessment of the review of the 2012/2013 Uralla Shire Council's Management Plan with an achievement percentage of 94.95% is satisfactory. Two of the not achieved targets were as a result of outside factors (42) with the Fire Brigade Zone Commander not being able to attend a Council meeting and (49) with no reports being provided by the local SES Coordinator. Had these two targets been recorded as not achievable rather than not achieved the achievement percentage would have been 95.8%.

Prepared by: General Manager

### RECOMMENDATION 1

That Council adopt the Delivery Program and Operational Plan Review with an achievement percentage of 94.96% for which Tasks and Targets have been achieved in the year ended 30 June 2013.

## ATTACHMENTS TO THE ITEM 1 REPORT

### INDEX OF INCLUDED ATTACHMENTS

The Following Documents are Included as Attachments to the Preceding Report

Attachment Name:

Page Count:

A: 2012/2013 Delivery Program and Operational Plan Review

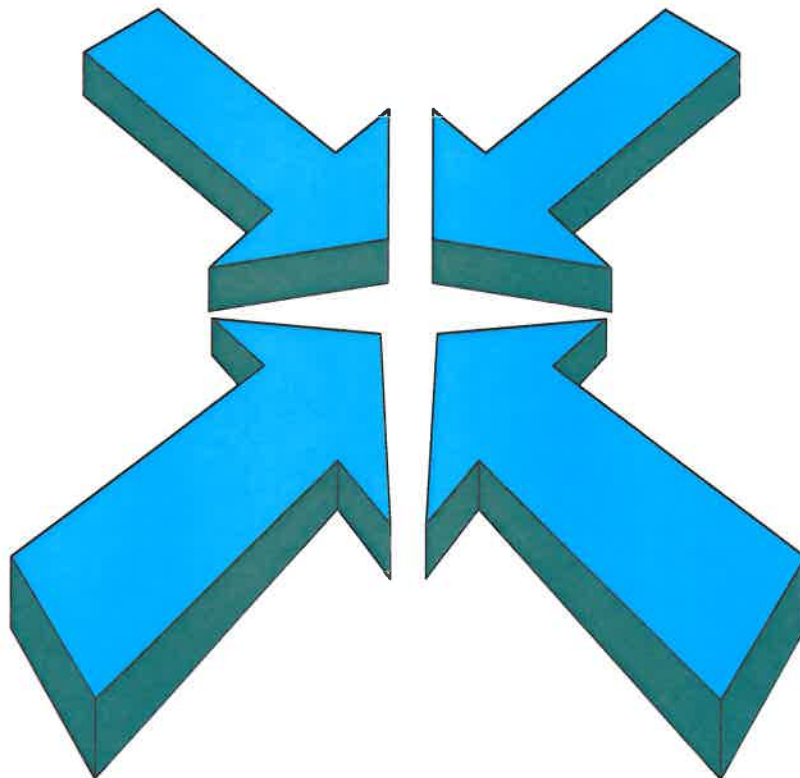
79



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# 2012/2013 DELIVERY PROGRAM AND OPERATIONAL PLAN ANNUAL REVIEW

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**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**OBJECTIVES, GOALS AND STRATEGIES INDEX**

<b>People Activities:</b>		
Principal Activity:	PA1. Administration (Sub-Activity – PA1.1 Governance)	4
Principal Activity:	PA1. Administration (Sub-Activity – PA1.2 Corporate Support)	7
Principal Activity:	PA1. Administration (Sub-Activity – PA1.3 Plant Services)	10
Principal Activity:	PA2. Public Order and Safety (Sub-Activity - PA2.1 Fire Protection)	12
Principal Activity:	PA2. Public Order and Safety (Sub-Activity – PA2.2 Animal and Abandoned Articles Control)	13
Principal Activity:	PA2. Public Order and Safety (Sub-Activity – PA2.3 Emergency Services)	15
Principal Activity:	PA3. Health (Sub-Activity – PA3.1 Inspection Services)	16
Principal Activity:	PA3. Health (Sub-Activity – PA3.2 Noxious Plant Control)	17
Principal Activity:	PA4. Community Services and Education (Sub-Activity - PA4.1 Youth Services and Education)	18
Principal Activity:	PA4. Community Services and Education (Sub-Activity - PA4.2.1. Aged and Disabled Services [Aged Units])	19
Principal Activity:	PA4. Community Services and Education (Sub-Activity - PA4.2.2. Aged and Disabled Services [Aged Care Centres]).	20
Principal Activity:	PA4. Community Services and Education (Sub-Activity - PA4.2.3 Aged and Disabled Services [Community Support Options Programs])	22
Principal Activity:	PA4. Community Services and Education (Sub-Activity - PA4.2.4 Aged and Disabled Services [Tablelands Community Transport])	23
Principal Activity:	PA4. Community Services and Education (Sub-Activity - PA4.2.5 Aged and Disabled Services [Community Centre])	24
Principal Activity:	PA4. Community Services and Education (Sub-Activity - PA4.2.6 Aged and Disabled Services [Bundarra Neighbour Aid])	25
Principal Activity:	PA4. Community Services and Education (Sub-Activity - PA4.2.7 Aged and Disabled Services [Other Community Services])	26
Principal Activity:	PA11. Economic Affairs (Sub-Activity - PA11.1 Camping and Caravan Areas)	27
Principal Activity:	PA11. Economic Affairs (Sub-Activity - PA11.2 Tourism Development and Visitor Information Centre)	28
Principal Activity:	PA11. Economic Affairs (Sub-Activity PA11.3 Economic, Social and Community Development)	29
Principal Activity:	PA11. Economic Affairs (Sub-Activity - PA11.4 Private Works)	31
Principal Activity:	PA11. Economic Affairs (Sub-Activity - PA11.5 Other Business)	32
Principal Activity:	PA11. Economic Affairs (Sub-Activity - PA11.6 Television re-transmission Tower)	33

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

## **Place Activities:**

Principal Activity:	PA5. Housing and Community Amenities (Sub-Activity - PA5.1 Urban and Rural Planning and Development Assessment)	34
Principal Activity:	PA5. Housing and Community Amenities (Sub-Activity - PA5.2 Garbage Collection and Disposal Services)	36
Principal Activity:	PA5. Housing and Community Amenities (Sub-Activity - PA5.3 Street Cleaning)	38
Principal Activity:	PA5. Housing and Community Amenities (Sub-Activity - PA5.4 Urban Stormwater Drainage)	39
Principal Activity:	PA5. Housing and Community Amenities (Sub-Activity - PA5.5 Public Cemeteries)	40
Principal Activity:	PA5. Housing and Community Amenities (Sub-Activity - PA5.6 Environmental Management)	42
Principal Activity:	PA5. Housing and Community Amenities (Sub-Activity - PA5.7 Heritage)	44
Principal Activity:	PA5. Housing and Community Amenities (Sub-Activity - PA5.8 Other Conveniences)	45
Principal Activity:	PA8. Recreation and Culture (Sub-Activity - PA8.1 Public Libraries)	46
Principal Activity:	PA8. Recreation and Culture (Sub-Activity - PA8.2 Public Halls)	48
Principal Activity:	PA8. Recreation and Culture (Sub-Activity - PA8.3 Swimming Pool)	49
Principal Activity:	PA8. Recreation and Culture (Sub-Activity - PA8.4 Sporting Grounds and Facilities)	51
Principal Activity:	PA8. Recreation and Culture (Sub-Activity - PA8.5 Parks, Gardens and Reserves)	52
Principal Activity:	PA8. Recreation and Culture (Sub-Activity - PA8.6 Other Recreation and Culture)	53

## **Infrastructure Activities:**

Principal Activity:	PA9. Mining, Manufacturing and Construction (Sub-Activity - PA9.1 Quarries and Pits)	55
Principal Activity:	PA10. Transport and Communications (Sub-Activity - PA10.1 Urban Roads)	56
Principal Activity:	PA10. Transport and Communications (Sub-Activity - PA10.2 Sealed Rural Roads)	58
Principal Activity:	PA10. Transport and Communications (Sub-Activity - PA10.3 Unsealed Rural Road)	62
Principal Activity:	PA10. Transport and Communications (Sub-Activity - PA10.4 Bridges)	65
Principal Activity:	PA10. Transport and Communications (Sub-Activity - PA10.5 Footpaths)	68
Principal Activity:	PA10. Transport and Communications (Sub-Activity - PA10.6 Parking Areas)	69
Principal Activity:	PA10. Transport and Communications (Sub-Activity - PA10.7 Miscellaneous)	71
Principal Activity:	PA6. Water Supply (Sub-Activity - PA6.1 Uralla and Bundarra Water Supply)	73
Principal Activity:	PA6. Water Supply (Sub-Activity - PA6.2 Rural Water Supplies)	75
Principal Activity:	PA7. Sewerage Services (Sub-Activity - PA7.1 Uralla Sewerage)	76
Principal Activity:	PA7. Sewerage Services (Sub-Activity - PA7.2 Bundarra Sewerage)	77
Principal Activity:	PA7. Sewerage Services (Sub-Activity - PA7.3 Rural Waste Water)	78

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

## **SUMMARY**

The following pages list the Community Strategic Plan Goals, the Delivery Program Strategies to achieve the Strategic Goals, and the Operational Plan Strategies and Outcomes (Performance Assessments) to allow Council, and the Community, to ascertain whether the tasks and targets are being achieved.

Council has 12 Principal Activities, each of which may have sub-activities. The principal activities has a number of program areas. These have a number of Strategic Objectives, Objectives, tasks and targets. The Outcomes for the first year of the Preliminary Draft Delivery Program have been reviewed and summarised on the following pages as follows:

### **Achieved**

where the outcome has been completed in full.

### **Achieving**

where the outcome is part of a multi-year outcome, however the activity is being actioned.

### **Not Achieved**

Where the outcome was due in the year and has not been met either as a whole or only partially.

### **Not achieving**

where the outcome is part of a multi-year outcome, however the activity is not being actioned.

### **Withdrawn as Not Achievable**

Where outcomes have become unattainable by determinations of Council or others.

Outcomes	Performance indicators	Number
Achieved	2 to 7, 10 to 14, 16 to 24, 26 to 40, 42 to 61, 64 to 84, 87 to 91, 93 to 110, 112, 115 to 126, 128 to 142, 144, 146 and 147, 149 to 155, 157 to 160, 162 to 165, 167 to 173, 175 to 219, 221 to 239.	214
Achieving	1, 8, 25, 62, 92, 110, 113, 143, 145, 156, 220	11
Partially Achieved	5	1
<b>Achieved/Achieving</b>		<b>226</b>
Not Achieved	22, 41, 63, 85, 86, 114, 127, 166	8
Not Achieving	9, 148, 161, 174	4
<b>Not Achieved/Not Achieving</b>		<b>12</b>
<b>Total Assessed</b>		<b>238</b>
Not Achievable	15	1
<b>Total Operational Plan Outcomes</b>		<b>239</b>

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:**

**PA1. Administration (Sub-Activity – PA1.1 Governance)**

**Strategic Objective:**

To provide appropriate opportunity for residents to attend Council Meetings, to advertise its proposals openly, to ensure convenient access to its management plans and associated reports and to encourage the democratic process.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE01 Uralla Leadership is visionary, compassionate, and representative and promotes the needs of the Community.	<ul style="list-style-type: none"> <li>Mayor and Councillors are freely available to the Community and strongly advocate their views to State and Federal Representatives.</li> </ul>	<ul style="list-style-type: none"> <li>Mayor and Councillors are freely available to the Community and strongly advocate their views to State and Federal Representatives.</li> <li>General Manager to implement the strategies contained in Council's Policy 1.2.15 on Candidates for Council and new Councillor induction</li> </ul>	<ol style="list-style-type: none"> <li>Uralla Shire Council strongly represents the views and needs of the Uralla Shire Community.</li> <li>Articles in Council Newsletter and other media inviting candidates for 8 September 2012 election.</li> <li>Councillor Induction held</li> </ol>
PE02 Council meetings held monthly.	<ul style="list-style-type: none"> <li>Meetings held monthly on the fourth Monday of the month other than when the Monday is a public holiday.</li> <li>Council to examine a proposal to commence the meeting mid afternoon to suit residents.</li> </ul>	<ul style="list-style-type: none"> <li>Meetings held monthly on the fourth Monday of the month other than when the Monday is a public holiday.</li> <li>Council to examine a proposal to commence the meeting mid afternoon to suit residents.</li> </ul>	<ol style="list-style-type: none"> <li>Twelve meetings a year, one per month.</li> <li>No more than 4 complaints received about inconvenient meeting times.</li> </ol>
PE03 Distribute Business Papers prior to meeting.	<ul style="list-style-type: none"> <li>Reports for Business Paper close 10 working days prior to ordinary meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Reports for Business Paper close 10 working days prior to ordinary meeting.</li> </ul>	<ol style="list-style-type: none"> <li>Business Paper distributed 5 days prior to meeting.</li> </ol>
PE04 Minutes of meeting prepared and distributed.	<ul style="list-style-type: none"> <li>Preparation of the minutes given top priority following meeting and put onto the website shortly after the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of the minutes given top priority following meeting and put onto the website shortly after the meeting.</li> </ul>	<ol style="list-style-type: none"> <li>Minutes prepared, distributed and on the Council's website, within 8 working days of meeting.</li> </ol>
PE05 Council activities, projects and achievements publicised widely.	<ul style="list-style-type: none"> <li>Staff to prepare a monthly <i>Newsletter</i> distributed to all postal addresses in the Shire.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to prepare a monthly <i>Newsletter</i> distributed to all postal addresses in the Shire.</li> </ul>	<ol style="list-style-type: none"> <li>12 issues per year of Council's <i>Newsletter</i> produced with no more than 1 complaint per issue received.</li> </ol>

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA1. Administration (Sub-Activity – PA1.1 Governance) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE06. Improve the efficiency of communication to Councillors, Councillors and Staff and Councillors and Staff and the Community.	<ul style="list-style-type: none"> <li>Council to meet work related e-mail expenses and connecting Councillors to an ISP where relevant.</li> </ul>	<ul style="list-style-type: none"> <li>Council to meet work related e-mail expenses and connecting Councillors to an ISP where relevant.</li> <li>That Council correspondence and reports will include the full name of an agency or process initially then the common abbreviation for the information of occasional users.</li> </ul>	9. All Councillors using the e-mail facility and protocol for e-mailing of Councillors and Staff established and advertised.
PE07 Continue to incorporate Integrated Planning and Reporting guidelines into Council Strategic Planning.	<ul style="list-style-type: none"> <li>Regular Public Forums to discuss activities, levels of service and performance measures.</li> </ul>	<ul style="list-style-type: none"> <li>Public Forums to discuss activities, levels of service and performance measures to be held in July 2012.</li> </ul>	10. Delivery Program 2011/2016 modified to 2012/2016 for election candidates by 31 July 2012.
PE08. Comply with statutory requirements of the Local Government and other Acts.	<ul style="list-style-type: none"> <li>Utilise the Strategic Tasks for Council's Checklist prepared by the Division of Local Government.</li> </ul>	<ul style="list-style-type: none"> <li>Utilise the Strategic Tasks for Council's Checklist prepared by the Division of Local Government.</li> </ul>	11. Annual Operational Plans developed and ready for adoption by 31 May 2013.  12. All items on the Strategic Tasks for Council's Checklist completed within statutory timeframes.

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA1. Administration (Sub-Activity – PA1.1 Governance) (Continued)

The Governance service was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$459,008 (2011/2012 - \$290,178) for the General Manager's Office recurrent expenditure and \$148,716 (2011/2012 - \$145,248) for the Elected Members expenditure a total of \$603,241 (2012/2013 - \$435,426) recurrent expenditure and \$ Nil (2011/2012 – Nil) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	2, 3, 4, 5, 6, 8, 9, 11	8	
Achieving	1,	1	
Partially Achieved	12	1	No Delivery Program 6 monthly report
Not Achieved	7, 10	2	(7) Minutes taking more than 8 days to be completed and on the website. (10) Delivery Program not updated before the Election, left for new Council to review and adopt.
Not Achieving			
		12	

00045



## URALLA SHIRE COUNCIL OPERATIONAL PLAN 2012/2013

### Principal Activity:

PA1. Administration (Sub-Activity – PA1.2 Corporate Support)

### Strategic Objective:

To provide the optimum level of staff and equipment to enable Council to operate as a corporate body in an efficient and cost effective manner so that Council is properly funded and professionally managed in accordance with appropriate Acts and Regulations for the good of all residents of the Shire.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE09 To consult widely in the preparation of Council's Operational Plan.	<ul style="list-style-type: none"> <li>Utilising Press releases, advertising in Newsletter, making available at the public library and other convenient access points.</li> <li>By outsourcing IT service.</li> </ul>	<ul style="list-style-type: none"> <li>Utilising Press releases, advertising in Newsletter, making available at the public library and other convenient access points.</li> <li>By outsourcing IT service.</li> </ul>	13. The Strategic Tasks for Council's Checklist completed within statutory timeframes
PE10 To develop best practice and utilise service delivery and co-operative arrangements for the provision of services, wherever economical.	<ul style="list-style-type: none"> <li>By outsourcing IT service.</li> </ul>	<ul style="list-style-type: none"> <li>By outsourcing IT service.</li> </ul>	14. IT operating effectively with regular monthly financial reports and budget reviews each quarter to Finance Committee.
PE11 To ensure the individual rate burden on the Shire is reasonable.	<ul style="list-style-type: none"> <li>Council will set rate levels each year with a base rate equal to the cost of Governance and Public Order and Safety.</li> </ul>	<ul style="list-style-type: none"> <li>Council will set rate levels each year with a base rate equal to the cost of Governance and Public Order and Safety.</li> </ul>	15. Rate per capita is no higher in comparison to the Group 10 Councils in DLG Comparative Information: 6 <sup>th</sup> highest (of 26) for residential, and 15 <sup>th</sup> highest (of 26) for business.
PE12 To ensure financial stability by ensuring that rates, user charges and contracted grants to total revenue does not fall below 65%.	<ul style="list-style-type: none"> <li>Council will set the rates and charges levels each year and Council will live within its means.</li> </ul>	<ul style="list-style-type: none"> <li>Council to set the rates and charges levels in Revenue Policy at a level in which Council will live within its means.</li> </ul>	16. Budgeted ratio achieved.
PE13 To have in place and operating a best practice management accounting reporting system.	<ul style="list-style-type: none"> <li>Continually developing the Council's management accounting format.</li> </ul>	<ul style="list-style-type: none"> <li>Continually developing the Council's management accounting format.</li> </ul>	17. Monthly reports to users on 1 <sup>st</sup> working day and to Finance Committee on 2 <sup>nd</sup> Monday of month.
PE14 To invest surplus funds for the best advantage of Council, within Council's policies and Local Government guidelines.	<ul style="list-style-type: none"> <li>Investing surplus funds principally in term deposits with a spread of risk.</li> </ul>	<ul style="list-style-type: none"> <li>Investing surplus funds principally in term deposits with a spread of risk.</li> </ul>	18. Interest earned on investment for all funds to be \$300,000 for year. 19. Weekly reports to Manex of cash position.

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA1. Administration (Sub-Activity – PA1.2 Corporate Support) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE15 To assess the degree to which revenues are committed to the repayment of debt in the General Fund.	<ul style="list-style-type: none"> <li>Analysing of Annual Financial Statements to assess effectiveness of a moratorium on loan raising.</li> </ul>	<ul style="list-style-type: none"> <li>Analysing of Annual Financial Statements to assess effectiveness of a moratorium on loan raising.</li> </ul>	20. The underlying debt service ratio (not including debt redemption) to be less than 4%.
PE16 To ensure the receipt of monies due to Council.	<ul style="list-style-type: none"> <li>Strict and constant Debtor Control.</li> </ul>	<ul style="list-style-type: none"> <li>Strict and constant Debtor Control.</li> </ul>	21. Ratio of over three months overdue amounts to be less than 7.5% of outstanding debtors.
PE17 To maintain a high level of Rate Debtor collection to provide the funds to resource the Council's activities.	<ul style="list-style-type: none"> <li>Ensuring that, as far as possible, all general rates are paid within the prescribed period by instituting a sound follow-up system.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring that, as far as possible, all general rates are paid within the prescribed period by instituting a sound follow-up system.</li> </ul>	22. Report percentage of rates collected quarterly as a % of levy and total due. * First quarter 30% * Second quarter 53% * Third quarter 77% * Fourth quarter 97%.
PE18 To Invest adequate resources into training staff to maintain necessary skill levels.	<ul style="list-style-type: none"> <li>Maintaining staff expertise and communications skills, through rates training and seminars.</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining staff expertise and communications skills, through rates training and seminars.</li> </ul>	23. Two training sessions attended per annum.
PE19 To continue to provide safe and comfortable working conditions at Uralla offices and Uralla and Bundarra Works Depots.	<ul style="list-style-type: none"> <li>Develop Training Plan through Consultative Committee and allocate funds in Budget.</li> </ul>	<ul style="list-style-type: none"> <li>Complete the Workforce Plan and develop a Training Plan through Consultative Committee and allocate funds in Budget.</li> </ul>	24. Workforce Plan completed by September 2012.
PE20 To maintain effective control over stock on hand with minimal stock write-off.	<ul style="list-style-type: none"> <li>By having Council staff provide items of concern to the W.H. and S Committee through a workplace issues register.</li> </ul>	<ul style="list-style-type: none"> <li>By having Council staff provide items of concern to the W.H. and S Committee through a workplace issues register.</li> </ul>	25. Works completed and W.H. and S. issues cleared.
	<ul style="list-style-type: none"> <li>Ensuring that a sound stock control system is being maintained with spot check conducted by nominated staff.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring that a sound stock control system is being maintained with spot check conducted by nominated staff.</li> </ul>	26. Value of stock written off is less than \$1,500 per annum.
	<ul style="list-style-type: none"> <li>Ensuring an adequate skill level is maintained by the supervising storemen.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring an adequate skill level is maintained by the supervising storemen.</li> </ul>	27. Percentage of staff training budget to salaries and wages costs to be no less than 2%.

00047

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA1. Administration (Sub-Activity – PA1.2 Corporate Support) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE21 To lose no work days to industrial disputes.	<ul style="list-style-type: none"> <li>Having an effective Consultative Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Having an effective Consultative Committee.</li> </ul>	28. No days lost to industrial disputes of a local nature.
PE22 To maintain a low rate of occupational injuries.	<ul style="list-style-type: none"> <li>Having an effective Occupational Health and Safety (OH &amp; S) Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Having an effective Work Health and Safety (WH &amp; S) Committee.</li> </ul>	29. Workplace lost time injury claims to be less than 5 per 100 workers per quarter. (with General employees less than 4 and McMaugh Aged Care employees less than 7 per hundred).

The Corporate Support (including Engineering and Depot) service was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$1,941,057 (2011/2012 - 1,919,861) recurrent expenditure and \$42,742 (2011/2012 - \$427) capital expenditure.

The net recurrent costs of Administration, after allowing for income of \$74,764, totalling \$1,254,865 (2011/2012 \$112,812 and total of \$1,142,542) are to be distributed over all other Principal Activities in proportion to the recurrent costs of those activities less debt servicing and depreciation. Similarly, after allowing for income of \$17,500 an amount of \$664,769 is to be distributed to engineering projects (2011/2012 \$10,000 and total of \$664,507). It is intended to selectively move towards direct charging of identified engineering costs to state funded projects leaving the allocation based on expenditure for local funded projects.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 26, 27, 28, 29.	14	
Achieving	25	1	
Partially Achieved	24	1	(24) Workforce Plan substantially completed, given lower priority by Manex to the review of the community Strategic Plan.
Not Achieved	22	1	(22) Collection target 97% achieved 94.1%. Outstanding rates percentage improved from 7.22% to 5.86% (long term target 3%)
Not Achievable		17	

## URALLA SHIRE COUNCIL OPERATIONAL PLAN 2012/2013

### Principal Activity:

#### Strategic Objective

To own and operate a modern plant fleet, of appropriate size and composition, effectively and efficiently, in order to carry out the provision of services for the benefit of the Shire's residents.

### PA1. Administration (Sub-Activity – PA1.3 Plant Services)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE23 To ensure that plant, equipment and vehicles are maintained in a serviceable condition at all times.	<ul style="list-style-type: none"> <li>Maintain a Service Register of all major equipment and ensure that staff and skill levels are maintained to achieve full servicing.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a Service Register of all major equipment and ensure that staff and skill levels are maintained to achieve full and effective servicing.</li> </ul>	30. Reports to management on the number of major breakdowns/or accidents due to faulty plant and to Council through the Works Planning Advisory Unit.
PE24 To ensure Council's operators and workshop staff are adequately skilled and appropriately licensed and have access to modern tools and equipment.	<ul style="list-style-type: none"> <li>Send staff to appropriate training courses which are to be included in Council's training plan.</li> </ul>	<ul style="list-style-type: none"> <li>Send staff to appropriate training courses which are to be included in Council's training plan.</li> </ul>	31. All staff with appropriate licences.
	<ul style="list-style-type: none"> <li>Keep staff records of all licences needed and held.</li> </ul>	<ul style="list-style-type: none"> <li>Keep staff records of all licences needed and held.</li> </ul>	32. Records maintained up to date.
	<ul style="list-style-type: none"> <li>Small plant and tools maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Small plant and tools maintained.</li> </ul>	33. Small plant and tools up-dated.
PE25 To achieve no less than 1000 operating hours per year for major plant items and 1500 operating hours for key machines such as graders.	<ul style="list-style-type: none"> <li>Start and finish crews on the job when working at sites more than 30km from the depot.</li> </ul>	<ul style="list-style-type: none"> <li>Start and finish crews on the job when working at sites more than 30km from the depot.</li> </ul>	34. Uralla Construction Graders operate for 1,500 hours and the Bundarra Grader operates for 1,000 hrs per annum. Report reasons for any plant items not meeting the targets hours.
	<ul style="list-style-type: none"> <li>Review work practices to take advantage of good weather conditions.</li> </ul>	<ul style="list-style-type: none"> <li>Review work practices to take advantage of good weather conditions.</li> </ul>	35. Work practices reviewed.
PE26 To set plant hire rates which will cover plant operating costs.	<ul style="list-style-type: none"> <li>Rates set by staff using historical records.</li> </ul>	<ul style="list-style-type: none"> <li>Rates set by staff using historical records.</li> </ul>	36. Surplus on plant operation plus depreciation to fund plant purchases.
PE27 Replace Plant and vehicles as recommended by the Works Committee meeting to Council.	<ul style="list-style-type: none"> <li>Replacement purchases and sales by tender or quotation.</li> </ul>	<ul style="list-style-type: none"> <li>Replacement purchases and sales by tender or quotation.</li> </ul>	37. Purchases, to approved listing completed annually by March.
PE28 Maintain a five year Plant Replacement Program to maintain a modern and efficient fleet.	<ul style="list-style-type: none"> <li>Maintain a Plant Utilisation and Service Register for data.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a Plant Utilisation and Service Register for data.</li> </ul>	38. Six year Plan updated annually for budget preparation and expanded to ten years for asset management and financial planning.

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:**      **PA1. Administration (Sub-Activity – PA1.3 Plant Services) (Continued)**

The Plant service was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$206,147, after distribution of costs of \$1,980,065 (2011/2012 - \$Nil, after distribution of costs of \$1,560,286) net recurrent expenditure and \$705,750 – \$1,123,000 less trades of \$417,250 (2011/2012 - \$687,965 - \$1,100,265 less trades of \$412,300) net capital expenditure.

**Summary of Outcomes**

<b>Outcomes</b>	<b>Performance indicators</b>	<b>Number</b>	<b>Comments</b>
Achieved	30, 31, 32, 33, 34, 35, 36, 37, 38.	9	Grader operations Clock hours 1,150, 1,199 and 896 allowing for charging hours in excess of 4,000 hours.
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		9	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

## **Principal Activity:** PA2. Public Order and Safety (Sub-Activity - PA2.1 Fire Protection)

### **Strategic Objective:**

To provide effective, cost-efficient fire protection for the residents of Uralla Shire.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE29 To facilitate an effective Bush Fire protection through a mutually agreed Service Level Agreement with the Rural Fire Service.	<ul style="list-style-type: none"> <li>Annual Service Level Agreements (SLA) between the Rural Fire Service and Council for service delivery.</li> <li>By an agreement through the New England Zone and RFS regarding the sharing of costs of the Zone Operation portion of the annual cost of RFS so the invoice from Emergency Management can be directly to Council for the cost of RFS.</li> <li>Liaison with the Zone Commander of the NSW Fire Brigade.</li> </ul>	<ul style="list-style-type: none"> <li>A Service Level Agreement (SLA) received for 2012/2013 between the Rural Fire Service and Council for service delivery.</li> <li>By an agreement through the New England Zone and Armidale Dumaresq Council regarding the sharing of costs of the Zone Operation portion of the annual cost of RFS are paid by ADC and apportioned to the four councils and all the reimbursable costs are fully accounted for by ADC.</li> <li>Liaison with the Zone Commander of the NSW Fire Brigade.</li> </ul>	<p>39. SLA reviewed annually by December and reported to Council by February.</p> <p>40. Annual payment made through Armidale Dumaresq Council.</p> <p>41. Council to lobby for the RFS to become fully accounting and separate from councils.</p> <p>42. Annual attendance and report to Council by the Zone Commander of the NSW Fire Brigade held.</p>
PE30 To facilitate an effective Urban Fire protection through a mutually agreed Service Level Agreement with the Board of Fire Commissioners.			

The Fire Protection service is funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$161,099 (2011/2012 - \$210,592) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

### Summary of Outcomes

Outcomes	Performance indicators	Number	Comments
Achieved	39, 40	2	
Achieving	41	1	
Partially Achieved		0	
Not Achieved	42	1	Changes in command have interrupted with agreed attendance dates.
Not Achieving		0	
		4	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA2. Public Order and Safety (Sub-Activity – PA2.2 Animal and Abandoned Articles Control)

**Strategic Objective:**

To ensure the residents of Uralla Council are protected from animal nuisance and that safety and amenity is enhanced by removal of stock and abandoned articles from public areas

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE31 To protect the residents of the Shire from animal nuisance and reduce number of associated complaints. (Dog complaints rank second to Unsealed road complaints for most rural councils, however top complaint for Uralla Shire Council.)	<ul style="list-style-type: none"> <li>Provide adequate numbers of authorised impounding staff, through outsourced service with Armidale Dumaresq Council and by providing an education program for owners.</li> <li>To have the care and maintenance of companion animal items regularly in the Council's Newsletter to inform and instruct animal owners of their community responsibility to others as well as their pets.</li> </ul>	<ul style="list-style-type: none"> <li>Provide adequate numbers of authorised impounding staff, through outsourced service with Armidale Dumaresq Council and by providing an education program for owners.</li> <li>To have the care and maintenance of companion animal items regularly in the Council's Newsletter to inform and instruct animal owners of their community responsibility to others as well as their pets.</li> </ul>	<p>43. The number of complaints per</p> <ul style="list-style-type: none"> <li>100 registered dogs</li> <li>100 registered cats</li> <li>other total complaints reduced by 5% from prior year.</li> </ul> <p>44. At least 4 items in the Council's Newsletter annually.</p>
PE32 Provide an efficient and effective pound facility.	<ul style="list-style-type: none"> <li>Utilising the Regional Animal Shelter, ADC and local rangers.</li> </ul>	<ul style="list-style-type: none"> <li>By utilising the Regional Animal Shelter, ADC and local rangers.</li> </ul>	45. Cost of operating of the joint facility per head of population maintained at or below \$6.25.
PE33 To have abandoned articles, animals and vehicles removed from public areas.	<ul style="list-style-type: none"> <li>Service provided by Council staff and plant.</li> </ul>	<ul style="list-style-type: none"> <li>Service provided by Council staff and plant.</li> </ul>	46. All complaints actioned immediately for animals and within 3 working days for other articles.

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity: PA2. Public Order and Safety (Sub-Activity – PA2.2 Animal and Abandoned Articles Control) (Continued)**

The Animal and Abandoned Articles Control service was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$35,739 (2011/2012 - \$37,981) recurrent expenditure and \$Nil (2011/2012 - \$5,346) capital expenditure.

**Summary of Outcomes**

<b>Outcomes</b>	<b>Performance indicators</b>	<b>Number</b>	<b>Comments</b>
Achieved	43, 44, 45, 46	4	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		4	



**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:**

**PA2. Public Order and Safety (Sub-Activity – PA2.3 Emergency Services)**

**Strategic Objective:**

To provide a management structure for the efficient operation and coordination of Emergency Services, welfare support and rehabilitation in the event of an emergency occurring.

To aid in the protection of the community through cooperation with local policing authority.

<b>Community Strategic Goals</b>	<b>Delivery Plan 2011/2016 Strategies</b>	<b>Operational Plan 2012/2013 Strategies</b>	<b>Performance Assessment</b>
PE34 To ensure currency of the Uralla Shire Disaster Plan - DISPLAN.	<ul style="list-style-type: none"> <li>Uralla Shire DISPLAN in conjunction with the SES Namoi headquarters.</li> </ul>	<ul style="list-style-type: none"> <li>Uralla Shire DISPLAN in conjunction with the SES Namoi headquarters.</li> </ul>	47. Review and update the Uralla Shire DISPLAN annually by March.
PE35 To ensure an effective SES service is provided.	<ul style="list-style-type: none"> <li>Providing a purpose built headquarters with \$130,000 funding from SES in 2012/2013.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain the building to high standard.</li> </ul>	48. Building maintained on corner of Uralla Depot site.
PE36 Local SES Group operating efficiently and effectively.	<ul style="list-style-type: none"> <li>The appointment of SES Co-ordinator and appropriate accommodation of the service.</li> </ul>	<ul style="list-style-type: none"> <li>The appointment of SES Co-ordinator and appropriate accommodation of the service.</li> </ul>	49. The number of incidents attended by the SES reported to Council.

The Emergency Services are funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$29,411 (2011/2012 - \$29,264) recurrent expenditure and \$Nil (2011/2012 - \$140,000 capital expenditure.

**Summary of Outcomes**

<b>Outcomes</b>	<b>Performance indicators</b>	<b>Number</b>	<b>Comments</b>
Achieved	47, 48	2	
Achieving		0	
Partially Achieved		0	
Not Achieved	49	1	Report not received from local SES Co-ordinator
Not Achieving		0	
		3	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

## **Principal Activity:** PA3. Health (Sub-Activity – PA3.1 Inspection Services)

### **Strategic Objective:**

To assist in the maintenance and improvement of the general overall health of all residents of, and visitors to, the Shire of Uralla.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE37 An annual improvement in premises that do not meet satisfactory food handling standards.	<ul style="list-style-type: none"> <li>By food inspections are conducted in accordance with Council's agreement with the NSW Food Authority to ensure food handlers comply with the Food Act.</li> </ul>	<ul style="list-style-type: none"> <li>By food inspections are conducted in accordance with Council's agreement with the NSW Food Authority to ensure food handlers comply with the Food Act.</li> </ul>	50. Complaints Register operating and effective.
PE38 To ensure that inspections are carried out at less than full net cost to the general community and are partially on a "user pays" basis.	<ul style="list-style-type: none"> <li>Inspections are carried out following any complaint or request.</li> <li>Orders are issued or served, where necessary.</li> <li>Set fees and charges in Annual Budget.</li> </ul>	<ul style="list-style-type: none"> <li>Inspections are carried out following any complaint or request.</li> <li>Orders are issued or served, where necessary.</li> <li>Set fees and charges in Annual Budget.</li> </ul>	51. MHBES reports to council on the number of complaints received. 52. All inspections from complaints or requests are carried out immediately for food and within 2 working days for other complaints. 53. Orders issued promptly. 54. Fees for inspection services set to recover costs less 25% CSO.

The Inspection Services were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$57,686 (2011/2012 - \$49,8437) recurrent expenditure and \$Nil (2011/2012 - \$ Nil) capital expenditure.

### **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	50, 51, 52, 53, 54	5	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		5	

# **URALLA SHIRE COUNCIL OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA3. Health (Sub-Activity – PA3.2 Noxious Plant Control)

**Strategic Objective:**

To contribute to the overall control of noxious weeds in the Council area to protect the natural environment

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE39 To support the New England Tablelands (Noxious Weeds) County Council in the control; and eradication of noxious weeds.	<ul style="list-style-type: none"> <li>By paying a contribution to New England Weeds County Council at the previous year's level plus rate pegging increase.</li> </ul>	<ul style="list-style-type: none"> <li>By paying a contribution to New England Weeds County Council at the previous year's level plus rate pegging increase.</li> </ul>	55. Contribution made to the New England Weed Authority on time.
	<ul style="list-style-type: none"> <li>By working with the New England Weeds County Council in ensuring that Council staff are trained in weed identification.</li> </ul>	<ul style="list-style-type: none"> <li>By working with the New England Weeds County Council in ensuring that Council staff are trained in weed identification.</li> </ul>	

The Noxious Weed Control service was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$73,480 (2011/2012 - \$70,181) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

## **Summary of Outcomes**

Outcomes	Performance Indicators	Number	Comments
Achieved	55	1	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		1	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

## **PA4. Community Services and Education (Sub-Activity - PA4.1 Youth Services and Education)**

### **Principal Activity:**

### **Strategic Objective:**

To support the providers of services aimed at enhancing the quality of life for the Shire's youth, particularly where these services result in people continuing to live in the Shire or moving to the Shire.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE40 To meet all costs of transporting the Life Education Van into and around the Shire on its annual visit to the schools in the Shire.	<ul style="list-style-type: none"> <li>Use council's Plant and works personnel to move Life Education van.</li> </ul>	<ul style="list-style-type: none"> <li>Use council's Plant and works personnel to move Life Education van.</li> </ul>	56. Van moved when requested.
PE41 To facilitate the provision of recreational and leisure opportunities and support programs for youth.	<ul style="list-style-type: none"> <li>Financial assistance to private clubs and other organisations that provide services for youth.</li> </ul>	<ul style="list-style-type: none"> <li>Provide youth programs with seed funding provided in the budget estimates for 2013/2014.</li> </ul>	57. Financial assistance provided. 58. Report to Council of programs to be funded annually in July.
PE42 Ascertain and facilitate Youth activities for non sport activities.	<ul style="list-style-type: none"> <li>By providing programs identified by Youth</li> <li>Utilise the Tablelands Youth Survey 2010 and follow-up survey with students of Uralla Shire Schools.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to support the Youth council.</li> </ul>	59. Youth programs developed and provided.
PE43 To maintain Council's education facilities.	<ul style="list-style-type: none"> <li>Maintenance of the outside of the Uralla Pre-School building.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of the outside of the Uralla Pre-School building.</li> </ul>	60. All requested and identified work completed.
PE44 Support Youth Week Activities	<ul style="list-style-type: none"> <li>Provide matching funding to grant funds to Uralla Neighbourhood Centre to run Youth Week</li> </ul>	<ul style="list-style-type: none"> <li>Provide matching funding to grant funds to Uralla Neighbourhood Centre to run Youth Week</li> </ul>	61. Successful Youth Week Activities reported to Communities NSW and funding acquitted.

The Youth Services and Education is funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$12,314 (2011/2012 - \$19,230 recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

### **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	56, 57, 58, 59, 60, 61	6	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		6	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

## **Principal Activity:** PA4. Community Services and Education (Sub-Activity - PA4.2.1. Aged and Disabled Services [Aged Units])

### **Strategic Objective:**

To support the providers of services aimed at enhancing the quality of life of the Shire's aged and disabled people particularly where these services result in those people continuing to live in the Shire or the region.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE45 To continue to provide accommodation for the aged in self-contained units in Uralla at no net cost to the community.	<ul style="list-style-type: none"> <li>By renting of the four Hill Street Units.</li> <li>Carrying out improvements to maintain the attractiveness and viability of the units.</li> </ul>	<ul style="list-style-type: none"> <li>By renting of the four Hill Street Units.</li> <li>Carrying out major maintenance to maintain the attractiveness and viability of the units.</li> </ul>	<p>62. Rental income exceeds expenditure with a return on Capital invested.</p> <p>63. Work completed.</p>
PE46 To research the methods and funding sources to provide additional units in Hill Street.	<ul style="list-style-type: none"> <li>Review of funding sources and survey of potential residents.</li> </ul>	<ul style="list-style-type: none"> <li>Review of funding sources and survey of potential residents.</li> </ul>	<p>64. Report to Council annually in March or when a funding source becomes available.</p>

The Aged and Disabled Services (Aged Units) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$13,374 (2011/2012 - \$15,695) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

### **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	62, 63	2	
Achieving	64	1	No progress on aged units, however a number of residents are interested in over 50s accommodation and this is still being researched.
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		3	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

## **Principal Activity:** PA4. Community Services and Education (Sub-Activity - PA4.2.2. Aged and Disabled Services [Aged Care Centres]).

### **Strategic Objective:**

To support the providers of services aimed at enhancing the quality of life of the Shire's aged and disabled people particularly where these services result in those people continuing to live in the Shire or the region.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE47 To operate the McMaugh Gardens Aged Care Centre as an autonomous viable unit.	<ul style="list-style-type: none"> <li>Operate the Centre with the assistance of an Advisory Committee of Council, with Council delegation under Section 355 of the Local Government Act.</li> </ul>	<ul style="list-style-type: none"> <li>Operate the Centre with the assistance of an Advisory Committee of Council, with Council delegation under Section 355 of the Local Government Act.</li> </ul>	65. Centre operates with income in excess of expenditure.
PE48 To assist McMaugh Gardens Aged Care Centre by operating their accounts providing advice and other financial, administrative services to Management and the Committees.	<ul style="list-style-type: none"> <li>Council representatives and DAS attending Committee meetings as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Council representatives and DAS attending Committee meetings as necessary.</li> </ul>	66. Meetings held, attended by Finance Manager and Council representatives
PE48 To assist McMaugh Gardens Aged Care Centre by operating their accounts providing advice and other financial, administrative services to Management and the Committees.	<ul style="list-style-type: none"> <li>Council administration staff to provide service (at a fee) and DAS to advise Centre Manager as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Council administration staff to provide service (at a fee) and DAS to advise Centre Manager as necessary.</li> </ul>	67. Service fee charged.
PE49 To operate McMaugh Gardens Aged Care Centre to the highest possible standard for accreditation	<ul style="list-style-type: none"> <li>Centre Management and staff well trained and motivated.</li> </ul>	<ul style="list-style-type: none"> <li>Centre Management and staff well trained and motivated.</li> </ul>	68. The Centre maintains the past excellent performance requirements of accreditation.
PE50 To operate the Grace Munro Centre Aged Care Facility through a management agreement with Grace Munro Aged Care Centre Ltd.	<ul style="list-style-type: none"> <li>Management agreement operating at cost to Council of debt service of the original \$400,000 loan and building ownership costs.</li> </ul>	<ul style="list-style-type: none"> <li>Management agreement operating at cost to Council of debt service of the original \$400,000 loan and building ownership costs.</li> </ul>	69. Report on operation for prior year received by Council management from GMACC Ltd and reported to Manex and Council.

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA4. Community Services and Education (Sub-Activity - PA4.2.2. Aged and Disabled Services [Aged Care Centres]).(Continued)

The Aged and Disabled Services (Aged Care Centres) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation for McMaugh Gardens of \$2,000,834 (2011/2012 - \$1,969,562) recurrent expenditure and \$10,500 (2011/2012 - \$192,029) capital expenditure and an allocation for Grace Munro Centre of \$49,894 (2011/2012 - \$49,894) recurrent expenditure and \$16,434 (2011/2012 - \$15,407) capital expenditure.

Summary of Outcomes			
Outcomes	Performance indicators	Number	Comments
Achieved	66, 67, 68, 69	4	
Achieving		0	
Partially Achieved		0	
Not Achieved	65	1	McMaugh Aged Care Centre operated at a loss of \$31,027 for the year compared to \$151,051 last year with employee costs at 69.2% of income against a targeted 70%.
Not Achieving		0	
		5	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA4. Community Services and Education (Sub-Activity - PA4.2.3 Aged and Disabled Services [Community Support Options Programs])

**Strategic Objective:**

To support the providers of services aimed at enhancing the quality of life of the Shire's aged and disabled people particularly where these services result in those people continuing to live in the Shire or the region.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE51 To auspice the Tablelands Community Support Options Project (TCSOP), on a 100% grant funding basis.	<ul style="list-style-type: none"> <li>Operate the programs through employed staff and contracted service delivery at a standard, which meets the accreditation requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Operate the programs through employed staff and contracted service delivery at a standard, which meets the accreditation requirements.</li> </ul>	70. Acquittal lodged and acknowledged
PE52 To auspice the Kamilaroi Ageing and Disabilities Services (KADS) on a 100% grant funding basis.	<ul style="list-style-type: none"> <li>Council staff and resources to operate accounts on a fee-for-service basis and rental for accommodation with the DAS advising the Project Manager on financial matters.</li> </ul>	<ul style="list-style-type: none"> <li>Council staff and resources to operate accounts on a fee-for-service basis and rental for accommodation with the DAS advising the Project Manager on financial matters.</li> </ul>	71. Accreditation standards meet and reported to Council. 72. Service fee charged. 73. Rental fee charged.
PE53 To assist TCSOP and KADS by operating their accounts providing advice and other financial, administrative services.			

The Aged and Disabled Services (Community Options Programs) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$3,142,189 (2011/2012 - \$2,963,690) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	70, 71, 72, 73	4	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		4	



**URALLA SHIRE COUNCIL**  
**OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA4. Community Services and Education (Sub-Activity - PA4.2.4 Aged and Disabled Services [Tablelands Community Transport])

**Strategic Objective:**

To support the providers of services aimed at enhancing the quality of life of the Shire's aged and disabled people particularly where these services result in those people continuing to live in the Shire or the region.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE54 To auspice the Tablelands Community Transport (TCT), on a 100% grant funding basis.	<ul style="list-style-type: none"> <li>Operate the programs with the assistance of an Advisory Committee with delegation under Section 355 of the Local Government Act.</li> </ul>	<ul style="list-style-type: none"> <li>Operate the programs with the assistance of an Advisory Committee with delegation under Section 355 of the Local Government Act.</li> </ul>	74. Meetings held and reported to Council.
PE55 To assist TCT by operating their accounts providing advice and other financial, administrative services	<ul style="list-style-type: none"> <li>Council staff and resources to operate accounts on a fee-for-service basis and rental for accommodation with the DAS advising the Project Manager on financial matters.</li> </ul>	<ul style="list-style-type: none"> <li>Council staff and resources to operate accounts on a fee-for-service basis and rental for accommodation with the DAS advising the Project Manager on financial matters.</li> </ul>	75. Acquittal lodged and acknowledged  76. Service fee charged. 77. Rental fee charged.

The Aged and Disabled Services (Tablelands Community Transport) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$235,500 (2011/2012 - \$244,17) recurrent expenditure and \$Nil (2011/2012 - \$ Nil) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	74, 75, 76, 77	4	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		4	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

## **Principal Activity:** PA4. Community Services and Education (Sub-Activity - PA4.2 5 Aged and Disabled Services [Community Centre])

### **Strategic Objective:**

To support the providers of services aimed at enhancing the quality of life of the Shire's aged and disabled people particularly where these services result in those people continuing to live in the Shire or the region.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE56 Operate the Community Centre in Uralla at minimal net cost to the Community.	<ul style="list-style-type: none"> <li>Set rents and fees annually in the Revenue Policy to cover operating costs, less Community Service Obligations (CSO).</li> </ul>	<ul style="list-style-type: none"> <li>Set rents and fees with 10% increase for the permanent tenants in the Revenue Policy to cover operating costs, less Community Service Obligations (CSO).</li> </ul>	78. Income plus 50% CSO exceeds the expenses less debt service costs.
	<ul style="list-style-type: none"> <li>Maintain the building to a set maintenance schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain the building to a set maintenance schedule.</li> </ul>	79. Works completed.
	<ul style="list-style-type: none"> <li>Advertise the facilities to the Community through the Newsletter and other media.</li> </ul>	<ul style="list-style-type: none"> <li>Advertise the facilities to the Community through the Newsletter and other media.</li> </ul>	80. Report to Council on additional use of the Centre over the base year of 2005/2006.

The Aged and Disabled Services (Community Centre) is funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$61,307 (2011/2012 - \$60,228) recurrent expenditure and \$4,584 (2011/2012 - \$4,332) capital expenditure.

### **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	78, 79, 80	3	(78) The budgeted CSO percentage was 50%, however the credit from solar electricity generation of \$5,898 has reduced this percentage to 42.2% (2012 -35%)
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		3	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA4. Community Services and Education (Sub-Activity - PA4.2 6 Aged and Disabled Services [Bundarra Neighbour Aid])

**Strategic Objective:** To support the providers of services aimed at enhancing the quality of life of the Shire's aged and disabled people particularly where these services result in those people continuing to live in the Shire or the region.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE57 To auspice the Bundarra Neighbour Aid, on a 100% grant funding basis.	<ul style="list-style-type: none"> <li>Operate the programs with the assistance of an Advisory Committee with delegation under Section 355 of the Local Government Act</li> </ul>	<ul style="list-style-type: none"> <li>Operate the programs with the assistance of an Advisory Committee with delegation under Section 355 of the Local Government Act</li> </ul>	81. Meetings held and reported to Council. 82. Acquittal lodged and acknowledged 83. Bundarra Neighbour Aid management confirms satisfaction with advice and service. 84. Service fee charged. 85. Rental fee charged.
PE58 To auspice the Bundarra Neighbour Aid, on a 100% grant funding basis employing the staff, operating the project accounts and providing office accommodation.	<ul style="list-style-type: none"> <li>Council staff and resources to operate accounts on a fee-for-service basis and rental for accommodation with the DAS advising the Project Manager on financial matters.</li> </ul>	<ul style="list-style-type: none"> <li>Council staff and resources to operate accounts on a fee-for-service basis and rental for accommodation with the DAS advising the Project Manager on financial matters.</li> </ul>	

The Aged and Disabled Services (Bundarra Neighbour Aid) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$61,896 (2011/2012 - \$64,132) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	81, 82, 83, 84, 85	5	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		5	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA4. Community Services and Education (Sub-Activity - PA4.2.7 Aged and Disabled Services [Other Community Services])

**Strategic Objective:**

To support the providers of services aimed at enhancing the quality of life of the Shire's aged and disabled people particularly where these services result in those people continuing to live in the Shire or the region.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE59 Community Services to pay administration calculated on a percentage of grants received rather than on expenditure.	<ul style="list-style-type: none"> <li>Council to accept the differential between the administration fees calculated on the set percentage of grant income and that calculated on expenditure.</li> </ul>	<ul style="list-style-type: none"> <li>Council to accept the differential between the administration fees calculated on the set percentage of grant income and that calculated on expenditure.</li> </ul>	86. Council contribution minimised.

The Aged and Disabled Services (Other Community Services) did not require funding in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) as there is a budgeted recovery of \$151,391 (2011/2012 - \$39,849) of absorbed administration costs from McMaugh Gardens and from other State and Federal Funded Programs.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	86	1	Recovery to 30 June 2013 of \$115,281 calculated.
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		1	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA11. Economic Affairs (Sub-Activity - PA11.1 Camping and Caravan Areas)

**Strategic Objective**

To provide an alternate service to the independent traveller with Caravan Parks and Camping Grounds adjacent to the award winning Alma Park in Uralla and in Bundarra.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE60 To work with the lessee of the Caravan Park to maintain the Tourist Park to the two and a half star rating.	<ul style="list-style-type: none"> <li>Work carried out by the Caravan Park lessees, supported by Council.</li> <li>By encouraging the lessee to provide incentives to stay, such as three nights for the price of two.</li> </ul>	<ul style="list-style-type: none"> <li>Work carried out by the Caravan Park lessees, supported by Council.</li> <li>By encouraging the lessee to provide incentives to stay, such as three nights for the price of two.</li> </ul>	87. Report annually to Council in August on the operation of the lease.
PE61 To work with the managers of the Bundarra Caravan Park (The Bundarra Economic Development, Tourism and Caravan Park Committee) to provide comfortable overnight facility.	<ul style="list-style-type: none"> <li>Caravan Park maintained by Council workforce during week days and Committee on weekends.</li> </ul>	<ul style="list-style-type: none"> <li>Caravan Park maintained by Council workforce during week days and Committee on weekends.</li> </ul>	88. Report annually to Council in August on the operation of the caravan park.

Economic Affairs Services (Camping and Caravan Areas) are funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$7,374 (2011/2012 - \$9,261) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved		0	
Achieving		0	
Partially Achieved		0	
Not Achieved	87, 88	2	No reports have been provided to Council on Caravan Parks. The Uralla Caravan Park lease has not been finalised.
Not Achieving		0	
		2	

## URALLA SHIRE COUNCIL OPERATIONAL PLAN 2012/2013

**Principal Activity:** PA11. Economic Affairs (Sub-Activity - PA11.2 Tourism Development and Visitor Information Centre)

**Strategic Objective:**

To promote tourism services; which are efficient, cost effective and readily available so that the whole Shire Community may benefit financially.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
<b>Tourism:</b> PE62 To progressively increase the number of visitors to the Uralla Shire and number of internet hits to the Uralla Tourism website on tourism matters and to satisfy those enquiries.  PE63 Participate in Regional Tourism Organisations.	<ul style="list-style-type: none"> <li>Staffing the V.I.C with Council employees and volunteers to provide tourism services seven days a week.</li> </ul>	<ul style="list-style-type: none"> <li>Staffing the V.I.C with Council employees and volunteers to provide tourism services seven days a week.</li> </ul>	89. Monthly report to Council by Visitor Information Manager on visitor numbers.
	<ul style="list-style-type: none"> <li>By continually reviewing and updating the Council's general and tourism websites.</li> </ul>	<ul style="list-style-type: none"> <li>By continually reviewing and updating the Council's general and tourism websites.</li> </ul>	90. Report to Council quarterly by the Community Development Officer.
	<ul style="list-style-type: none"> <li>Make financial contribution to regional projects and campaigns when considered appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Make financial contribution to regional projects and campaigns when considered appropriate.</li> </ul>	91. Statistics showing that the numbers through the VIC have stabilised and web site hits continue to grow.
PE64 To provide hosting and general promotion of the Shire area.	<ul style="list-style-type: none"> <li>Hosting visits and receptions for visitors</li> </ul>	<ul style="list-style-type: none"> <li>Hosting visits and receptions for visitors</li> </ul>	92. Regional Tourism achieves results to the satisfaction of Council.
			93. Functions held with positive outcomes reported to Council.

Economic Affairs Services (Tourism) was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$120,421 (2011/2012 - \$126,898) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	89, 90, 91, 92, 93	5	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		2	

**URALLA SHIRE COUNCIL**  
**OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA11. Economic Affairs (Sub-Activity PA11.3 Economic, Social and Community Development)

**Strategic Objective:**

To promote social community and economic development services; which are efficient, cost effective and readily available so that the whole Shire community may benefit financially.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
<b>Community Development</b>			
PE65 To achieve new developments or expand existing developments in the Shire and the region.	<ul style="list-style-type: none"> <li>New developers and businesses to be assisted by Council's General Manager supported by the Planning Manager.</li> </ul>	<ul style="list-style-type: none"> <li>New developers and businesses to be assisted by Council's General Manager supported by the Planning Manager.</li> </ul>	94. New businesses attracted to and commence in the Uralla Shire Area.
PE66 Uralla Shire Development Advisory Committee (USDAC) to advise Council on Development priorities.	<ul style="list-style-type: none"> <li>USDAC to be a committee of Councillors and a Section 355 Committee.</li> </ul>	<ul style="list-style-type: none"> <li>USDAC to be a committee of Councillors and a Section 355 Committee.</li> </ul>	95. Bimonthly meetings held.
PE67 To provide a new, attractive, interactive website that contains a range of variously presented information to locals, tourists and tree changers to facilitate and bolster community, cultural and economic development.	<ul style="list-style-type: none"> <li>An attractive, interactive website developed by the Webmaster and maintained by the Community Development Officer.</li> </ul>	<ul style="list-style-type: none"> <li>An attractive, interactive website maintained by the Community Development Officer.</li> </ul>	96. The number of "hits" to Council's website recorded and reported to Council.
PE68 To assist the Community develop new and inclusive groups, events and functions.	<ul style="list-style-type: none"> <li>To have a Community Development Officer responsible for the co-ordination of Community groups, activities and functions.</li> <li>Seek available funding for events and activities in the Community.</li> <li>By providing support to the Uralla Community Garden.</li> </ul>	<ul style="list-style-type: none"> <li>To have a Community Development Officer responsible for the co-ordination of Community groups, activities and functions.</li> <li>Seek available funding for events and activities in the Community.</li> <li>By providing support to the Uralla Community Garden.</li> </ul>	97. Monthly reports by CDO to Council.  98. Funding received.  99. Community support for a community garden assessed and reported to Council

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA11. Economic Affairs (Sub-Activity PA11.3 Economic, Social and Community Development) (Continued)

Economic Social and Community Development Services were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$125,767 for Community Development and \$31,228 for Festivals and Events a total of \$156,995 (2011/2012 - \$121,636, \$15,221 and \$136,857) and \$Nil capital expenditure (2011/2012 - \$23,693). The Economic Development portion is funded in the Budget Estimates of the Uralla Shire Council through Governance and Planning with no separate allocation.

**Summary of Outcomes**

<b>Outcomes</b>	<b>Performance indicators</b>	<b>Number</b>	<b>Comments</b>
Achieved	94, 95, 96, 97, 98	5	
Achieving	99	1	(99) The Community Garden has been revived by a new resident who has resurrected the Committee and is working with the old group and newcomers to work not only on the Community Garden but also the Bridge Street Blisters.
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		6	



# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA11. Economic Affairs (Sub-Activity - PA11.4 Private Works)

**Strategic Objective:**

To carry out private works to assist local residents but without adversely affecting local private contractors.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE69 Actively seek and carry out works in accordance with Competition Policy at a small profit.	<ul style="list-style-type: none"> <li>Utilising Council day labour and plant, when available and when requested.</li> <li>Advertise availability of the service through the Council Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Utilising Council day labour and plant, when available and when requested.</li> <li>Advertise availability of the service through the Council Newsletter</li> </ul>	<p>100. Gross income to be 25% plus 10% added to the cost of works.</p> <p>101. Number of customers and value of work consistent from year to year.</p>

Economic Affairs Services (Private Works) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$183,973 (2011/2012 - \$196,513 ) recurrent expenditure; providing a surplus of \$68,027 (including \$37,144 administration recovered) – 37.0% (2011/2012 - \$62,237 – 31.6%) and \$Nil (2011/2012 - \$Nil) capital expenditure.

## **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	100, 101	2	(100) Income \$96,868, Expenditure \$57,007 plus administration \$11,26, The mark up is 41.8%
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		2	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA11. Economic Affairs (Sub-Activity - PA11.5 Other Business)

**Strategic Objective:**

To ensure a profit is returned on commercial ventures of an entrepreneurial nature.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE70 Rent the office and Court Room sections of the Courthouse building at prevailing commercial rates and continue to rent the café portion of the VIC at prevailing commercial rates.	<ul style="list-style-type: none"> <li>Courthouse building rooms leased to appropriate organisations servicing the Community.</li> <li>Café portion of the VIC leased at commercial rates adjusted for CSO activities, cleaning toilets.</li> </ul>	<ul style="list-style-type: none"> <li>Courthouse building rooms leased to appropriate organisations servicing the Community.</li> <li>Café portion of the VIC leased at commercial rates adjusted for CSO activities, cleaning toilets.</li> </ul>	<p>102. Courthouse rooms rented at commercial rates.</p> <p>103. VIC café rental charged and paid up to date.</p> <p>104. Income exceeds expenditure including depreciation.</p>

Economic Affairs Services (Other Business) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$14,164 (2011/2012 - \$18,691) recurrent expenditure and an allocation of \$3,336 (2011/2012 - \$6,377) recurrent expenditure for the Rural Transaction Centre in Bundarra a total of \$17,500 (2011/2012 - \$25,068 ) and \$Nil (2011/2012 - \$Nil) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	102, 103, 104	3	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		3	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA11. Economic Affairs (Sub-Activity - PA11.6 Television re-transmission Tower)

**Strategic Objective:**

To provide a facility for television broadcasters to utilise to transmit television to the area around the township of Uralla that previously paid the special rate.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PE71 To have digital television available within and near Uralla.	<ul style="list-style-type: none"> <li>By providing a TV retransmission facility in Uralla, which will be converted to digital in late 2012 as per letter from the Minister for Broadband, Communications and the Digital Economy, Senator the Hon Stephen Conroy, dated 30 March 2010.</li> <li>By placing articles in the Council Newsletter about Senator Stephen Conroy's letter of 30 March 2010 and the timing of upgrading of the Uralla self help facility by the broadcasters.</li> </ul>	<ul style="list-style-type: none"> <li>By providing a TV retransmission facility in Uralla, which will be converted to digital in late 2012 as per letter from the Minister for Broadband, Communications and the Digital Economy, Senator the Hon Stephen Conroy, dated 30 March 2010.</li> <li>By placing articles in the Council Newsletter as information on the conversion from analogue to digital become available.</li> </ul>	<p>105. Negotiations held with broadcasters' representatives to have the facility operating with a digital signal by December 2012.</p> <p>106. Facility effectively operates as digital broadcaster, with minimal cost – electricity and depreciation of existing equipment – to Council.</p>

The TV Transmission facility was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$15,433 (2011/2012 - \$19,637) for recurrent expenditures and \$Nil capital expenditure (2011/2012 - \$Nil).

## **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	105, 106	2	103 The facility changed over on 26 July 2012 from analogue to digital and is now the responsibility of the regional broadcasters.
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		2	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity - PA5.1 Urban and Rural Planning and Development Assessment)

**Strategic Objective:**

To manage and control development and service provision within the Shire to ensure that it is balanced and environmentally sensitive, that the overall aesthetic value of the Shire is maintained and that services are provided to match the needs of the Shire's residents.

To ensure that Council consciously adopts a fully sustainable development focus.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL01 To have a Community satisfied with land use control.	<ul style="list-style-type: none"> <li>Consulting with the public on proposed amendments to planning instruments and major developments.</li> </ul>	<ul style="list-style-type: none"> <li>Continuing to work with the public on development proposals and major developments using the new LEP, DCP and other planning instruments.</li> </ul>	107. Records of the number and type of objections received from Shire residents to decisions of Council reported to DDAU and Council for action.
PL02 To ensure that Development Applications and land use enquiries are dealt with as expeditiously as possible.	<ul style="list-style-type: none"> <li>Utilising trained staff and having the Council's Development Determination Advisory Unit meet as required to deal with applications in an efficient manner.</li> <li>Actively encouraging the utilisation of Complying Development.</li> </ul>	<ul style="list-style-type: none"> <li>Utilising trained staff and having the Council's Development Determination Advisory Unit meet as required to deal with applications in an efficient manner.</li> <li>Actively encouraging the utilisation of Complying Development.</li> </ul>	<p>108. To meet the process times for Development Applications requiring staff action (non Complying Developments) with a net mean of less than 25 days.</p> <p>109. Department of Planning performance monitoring report completed with target date.</p> <p>110. Department of Planning performance monitoring statistics reported to Council.</p> <p>111. Use of Delegation of Authority reported to management and Council monthly.</p> <p>112. Council kept apprised of changes in legislation by reports to Council.</p> <p>113. Process updated and policies amended as applicable.</p>

**URALLA SHIRE COUNCIL**  
**OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity - PA5.1 Urban and Rural Planning and Development Assessment) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL03 Having a new LEP (Local Environmental Plan) that is a similar, but separate document to adjoining New England Councils, to remove as much conflicting rules as possible.	<ul style="list-style-type: none"> <li>By having in place a policy to set procedures for planning proposals to amend the LEP.</li> <li>Putting in place the procedures to enable the 2016 review of the LEP carried out within normal activity of the section.</li> </ul>	<ul style="list-style-type: none"> <li>By reviewing the new LEPs and continue to work towards an update in co-operation with neighbouring council planning staff.</li> <li>By having in place a policy to set procedures for planning proposals to amend the LEP.</li> </ul>	114. Keeping procedures current with relevant legislation to enable Council to consider all planning proposals in Planning Applications involving changes to the LEP referred to Council as changes are advised by the Department of Planning

The Housing and Community Amenities (Urban and Rural Planning and Development Assessment) is funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation for Town Planning of \$326,068 (2011/2012 - \$216,798) and Building Control of \$80,488 (2011/2012 - \$84,630) recurrent expenditure and \$NIL (2011/2012 - \$ NIL) capital expenditure. (note: there are \$90,000 in grants - \$55,000 more than the previous year to offset some of the increased expenditure)

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	106, 107, 108, 109, 110, 111, 112	7	
Achieving	114	1	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		8	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity - PA5.2 Garbage Collection and Disposal Services)

**Strategic Objective:**

To provide an efficient, cost-effective and environmentally responsible waste collection, recycling and/or disposal service, for all ratepayers of the Uralla Shire.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL06 To have a co-ordinated and planned approach for the constant improvement of resource recovery throughout the shire.	<ul style="list-style-type: none"> <li>By preparing, adopting and actioning a Waste and Recycling Management Plan 2011/2015, keeping the plan under constant review and updating that plan prior to 2016.</li> </ul>	<ul style="list-style-type: none"> <li>By preparing, adopting and actioning a Waste and Recycling Management Plan 2011/2015.</li> </ul>	115. Waste and Recycling Management Plan 2011/2015 adopted and actioned.
PL07 To change Community attitudes from waste disposal to resource recovery, with recycling levels at State Best percentages.	<ul style="list-style-type: none"> <li>Continuing education by the Council's Environmental Project Officers, utilising Community Engagement and by continual reinforcement through Council Newsletter and other media.</li> <li>Focused education of the benefits of recycling to target groups; children, clubs, interest groups and areas with poor recycling habits.</li> <li>By Council's automated collection trucks collection from 140 litre bins.</li> </ul>	<ul style="list-style-type: none"> <li>Continuing education by the Council's Environmental Project Officers, utilising Community Engagement and by continual reinforcement through Council Newsletter and other media.</li> <li>Focused education of the benefits of recycling to target groups; children, clubs, interest groups and areas with poor recycling habits.</li> <li>By Council's automated collection trucks collection from 140 litre bins.</li> </ul>	<p>116. Percentage of Recycling to Waste disposal better than State Average.</p> <p>117. Calculation of weight per head per annum within target of the Waste Management Plan: Recycled material - 400kgs Domestic waste - 300 kgs. (2008/2009 figures were 340 and 395 Kgs respectively)</p>
PL08 To ensure an efficient and effective kerbside waste collection service in Uralla, Bundarra, Invergowrie and adjacent rural service areas together with a contract operation for Walcha.	<ul style="list-style-type: none"> <li>By Council's automated collection trucks collection from 140 litre bins.</li> </ul>	<ul style="list-style-type: none"> <li>By Council's automated collection trucks collection from 140 litre bins.</li> </ul>	118. Number of complaints concerning missed collections less than 12 per quarter.
PL09 To ensure an efficient and effective weekly recycling service in Uralla, Bundarra, Invergowrie and adjacent rural service areas.	<ul style="list-style-type: none"> <li>By Council's automated collection truck as co-mingled material in 240 litre bins and a material recovery facility (MRF) at the landfill.</li> </ul>	<ul style="list-style-type: none"> <li>By Council's automated collection truck as co-mingled material in 240 litre bins and a material recovery facility (MRF) at the landfill.</li> </ul>	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity - PA5.2 Garbage Collection and Disposal Services) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL10 Operate the Uralla Recycling/Landfill site as a separate viable operation.	<ul style="list-style-type: none"> <li>By utilising Council day labour and continually improving the landfill facility as a 7 day a week operation, except for significant public holidays.</li> <li>By creating and operating an opportunity shop for locals to purchase re-usable items.</li> <li>By monitoring of operations at landfill sites and manning the Uralla and Bundarra landfill sites.</li> </ul>	<ul style="list-style-type: none"> <li>By utilising Council day labour and continually improving the landfill facility as a 7 day a week operation, except for significant public holidays.</li> <li>By creating and operating an opportunity shop for locals to purchase re-usable items.</li> <li>By monitoring of operations at landfill sites and manning the Uralla and Bundarra landfill sites.</li> </ul>	119. Landfill site is a clean and tidy operation and operates within budget.
PL11 Comply with DECCW Licence Conditions at Uralla Landfill.			120. Non compliance limited to 4 per year.

The Housing and Community Amenities (Garbage Collection and Disposal) is funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$396,941 for collections and \$516,412 for landfill operations (2011/2012 - \$418,170 for collections and \$473,414 for landfill operations) recurrent expenditure and \$60,000 (2011/2012 - \$149,624) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	116, 117, 118, 119, 120	5	
Achieving		0	
Partially Achieved		0	
Not Achieved	115	1	(115) Waste and Recycling Management Plan replaced with a Filling Plan (in process) and Pollution Incident Response Plan (Drafted) for Uralla Landfill site.
Not Achieving		0	
		6	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity - PA5.3 Street Cleaning)

**Strategic Objective:**

To sweep and rinse gutters and empty street garbage bins to provide a clean and pleasant streetscape in Uralla and Bundarra towns.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL11 To present a clean and cared for look to the Main Streets of Uralla and Bundarra.	<ul style="list-style-type: none"> <li>In Uralla, (a) to sweep gutters on Monday, Wednesday and Friday.</li> <li>(b) empty bins daily in the CBD that is: Bridge Street, from the Coachwood and Cedar Hotel to the Tourist Information Centre, and in Hill Street from the Post Office to Bridge Street.</li> <li>(c) provide 25 hours per week of cleaning of the CBD, footpath, blisters and gutters.</li> </ul>	<ul style="list-style-type: none"> <li>In Uralla, (a) to sweep gutters on Monday, Wednesday and Friday.</li> <li>(b) empty bins daily in the CBD that is: Bridge Street, from the Coachwood and Cedar Hotel to the Tourist Information Centre, and in Hill Street from the Post Office to Bridge Street.</li> <li>(c) provide 25 hours per week of cleaning of the CBD, footpath, blisters and gutters.</li> </ul>	<p>121. No more than 3 complaints per quarter about dirty gutters.</p> <p>122. No more than 3 complaints per quarter about overflowing or smelly bins.</p> <p>123. No missed collection days.</p> <p>124. no more than 1 complaint per quarter about dirty footpaths or untidy blisters.</p>
PL12 To have the public area at the Invergowrie Rural Fire Shed (Penelope's Park) maintained in a presentable manner.	<ul style="list-style-type: none"> <li>In Bundarra, to empty street bins on Mondays.</li> <li>In Invergowrie, to slash public areas around Fire Shed at least twice a year.</li> </ul>	<ul style="list-style-type: none"> <li>In Bundarra, to empty street bins on Mondays.</li> <li>Other areas, to slash public areas at least twice a year.</li> </ul>	<p>125. No missed collection days.</p> <p>126. No more than 1 complaint per quarter about overflowing or smelly bins in Bundarra.</p> <p>127. Cleared at least twice a year.</p>

The Housing and Community Amenities (Street Cleaning) was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5 - page 16) with an allocation of \$31,478 (2011/2012 - \$48,480) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

## **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	121, 122, 123, 124, 125, 126, 127	7	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		7	



# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity – PA5.4 Urban Stormwater Drainage)

**Strategic Objective:**

To plan, design, construct and manage new and additional stormwater drainage systems and catchment areas, to collect, transport and discharge stormwater runoff effectively, efficiently and economically to reduce flooding, soil erosion, pollution and improve water quality.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL13 To have an effective system for the collection and dispersal of stormwater arising from rain events that meet the 1 in 100 year measure;	<ul style="list-style-type: none"> <li>Continue current level of routine maintenance of existing storm water drainage system (5.6km).</li> <li>Maintain the retention basins.</li> <li>By encouraging the use in urban as well as rural areas of rain water tanks.</li> </ul>	<ul style="list-style-type: none"> <li>Continue current level of routine maintenance of existing storm water drainage system (5.6km).</li> <li>Maintain the retention basins.</li> <li>By encouraging the use in urban as well as rural areas of rain water tanks.</li> </ul>	<p>128. No more than 1 complaint per quarter about drainage problems.</p> <p>129. Cost of maintenance per km of existing stormwater pipe at \$1,000 per km per annum.</p> <p>130. Retention basins clean, maintenance completed within budget.</p>
PL14 Improved quality of water flow down stream at the Uralla boundary with the clean up of environmental weeds along the surrounding Uralla Creek.	<ul style="list-style-type: none"> <li>By the removal of environmental weeds and replanting with appropriate vegetation in defined areas.</li> <li>Monitor the effectiveness of gross pollution traps</li> </ul>	<ul style="list-style-type: none"> <li>By the removal of environmental weeds and replanting with appropriate vegetation in defined areas.</li> <li>Monitor the effectiveness of gross pollution traps</li> </ul>	<p>131. Removal of environmental weeds and replanting with appropriate vegetation in defined area reported to Council annually.</p> <p>132. Report to Council on the annual volume of gross pollutants recovered from traps</p>

The Housing and Community Amenities (Urban Stormwater Drainage) was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$16,424 (2011/2012 - \$40,259) recurrent expenditure and \$17,659 (2011/2012 - \$ Nil) capital expenditure.

## **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	128, 129, 130, 131, 132	5	(128) Target is less than 4 – 2 complaints (2012 – 27 complaints)
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		5	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity - PA5.5 Public Cemeteries)

**Strategic Objective:**

To provide cemetery facilities for the public, which are attractive, efficient, cost-effective and are sympathetically maintained whilst preserving the history of our area.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL15 To have Community interest and involvement in the operation and care of our cemeteries.	<ul style="list-style-type: none"> <li>By having an Advisory Cemetery Committee with interest persons and having open communication to the Committee members by the public.</li> </ul>	<ul style="list-style-type: none"> <li>By having an Advisory Cemetery Committee with interest persons and having open communication to the Committee members by the public.</li> </ul>	133. Committee formed and operating with input from the Community.
PL16 To have an accurate perpetual record of details of all interment.	<ul style="list-style-type: none"> <li>Record all details on a permanent register that is freely available to interested parties.</li> <li>By having a computer monitor available in the reception area for access to cemetery records.</li> </ul>	<ul style="list-style-type: none"> <li>Record all details on a permanent register that is freely available to interested parties.</li> <li>By having a computer monitor available in the reception area for access to cemetery records.</li> </ul>	134. No more than 3 enquiries per quarter that were not satisfied because of inadequate records, for records of interments after 1968.
PL16 To ensure that all cemeteries are adequately and attractively maintained.	<ul style="list-style-type: none"> <li>By ensuring that regular inspections are carried out on all cemeteries and by undertaking repairs to any damage (especially fencing).</li> </ul>	<ul style="list-style-type: none"> <li>By ensuring that regular inspections are carried out on all cemeteries and by undertaking repairs to any damage (especially fencing).</li> </ul>	135. Number of complaints received in respect of maintenance of cemeteries and cemetery facilities limited to 4 per year.
PL17 To aim that eventually all cemetery facilities and services are provided at no net direct cost to Council.	<ul style="list-style-type: none"> <li>By setting fees and charges to recover no less than 50% operating costs, providing a Community Service Obligation (CSO) of 50%.</li> <li>By extending the Niche Garden in the Garden Cemetery to provide for cremation ashes.</li> </ul>	<ul style="list-style-type: none"> <li>By setting fees and charges to recover no less than 60% operating costs, providing a Community Service Obligation (CSO) of 40%.</li> <li>By extending the Niche Garden in the Garden Cemetery to provide for cremation ashes.</li> </ul>	136. Fees and charges received are at 60% or more of operating costs.  137. Niche Garden utilised.

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity - PA5.5 Public Cemeteries) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL18 Improve historical cemetery	<ul style="list-style-type: none"> <li>By seeking heritage funding for the planned restoration of the old cemetery in Uralla recommended by the Cemetery Committee and approved by Council.</li> </ul>	<ul style="list-style-type: none"> <li>By seeking heritage funding for the planned restoration of the old cemetery in Uralla recommended by the Cemetery Committee and approved by Council.</li> </ul>	138. Heritage funding application lodged 139. Requested facilities, approved by Council, provided.

The Housing and Community Amenities (Public Cemeteries) are funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$20,334 (2011/2012 - \$21,179) recurrent expenditure and \$8,000 (2011/2012 - \$21,000) capital expenditure.

Summary of Outcomes			
Outcomes	Performance indicators	Number	Comments
Achieved	134, 135, 136, 137, 138, 139	6	
Achieving		0	
Partially Achieved		0	
Not Achieved	133	1	(133) No Cemetery Committee formed.
Not Achieving		0	
		7	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity - PA5.6 Environmental Management)

**Strategic Objective:**

To implement programs aimed at protecting and enhancing the environment of the Shire to ensure the health and well being of its residents.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL19 Review and update the State of Environment Report annually and use it to identify specific environmental programs.	<ul style="list-style-type: none"> <li>Preparation of a Southern New England State of the Environment Report, that is relevant and able to form the basis of future planning, contracted through Armidale Dumaresq Council.</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of a Uralla Shire Council State of the Environment Report, that is relevant and able to form the basis of future planning.</li> </ul>	140. The State of the Environment Report completed and adopted by Council on or before the November Council meeting.
PL20 Uralla Shire Council to continue to be a Lighthouse model of local mitigation and adaptability to Climate Change	<ul style="list-style-type: none"> <li>Utilising the Uralla Climate Change Consensus Forum (now U3CF) Project outcomes and recommendations adopted by Council resolution (438/08); including the checklist listed in E6; to be considered at each Environmental Committee meeting.</li> <li>By continuing to show leadership in the installation of solar panels on Council buildings (E8).</li> <li>By lobbying state governments to improve and expand the passenger rail system (T19).</li> <li>By continuing to change the car fleet to smaller, green and fuel efficient vehicles (T20).</li> <li>By education programs on sustainability, recycling and climate change adaptability and a communication strategy that reaches as many people as possible (ED31 and ED33).</li> </ul>	<ul style="list-style-type: none"> <li>Utilising the Uralla Climate Change Consensus Forum (now U3CF) Project outcomes and recommendations adopted by Council resolution (438/08); including the checklist listed in E6; to be considered at each Environmental Committee meeting.</li> <li>By continuing to show leadership in the installation of solar panels on Council buildings (E8).</li> <li>By lobbying state governments to improve and expand the passenger rail system (T19).</li> <li>By continuing to change the car fleet to smaller, green and fuel efficient vehicles (T20).</li> <li>By education programs on sustainability, recycling and climate change adaptability and a communication strategy that reaches as many people as possible (ED31 and ED33).</li> </ul>	<p>141. Programs identified in the SOE report incorporated into the next budget.</p> <p>142. Every Environmental Committee Agenda includes the watching brief.</p> <p>143. U3CF Group provides Council with annual report on their assessment of council's completion of their recommendations in the checklist.</p>

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity - PA5.6 Environmental Management) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL21 Increased local production and marketing reducing the need for goods transportation, lessening the carbon footprint (T23).	<ul style="list-style-type: none"> <li>By promoting industries within the Shire that improves soil carbon sequestration and supports produce for local use.</li> </ul>	<ul style="list-style-type: none"> <li>By promoting industries within the Shire that improves soil carbon sequestration and supports produce for local use.</li> </ul>	144. A growing rural industry generally and production of local products particularly.
PL22 Extend Council's Environmental Projects to improve the Gwydir River catchment within the Shire.	<ul style="list-style-type: none"> <li>By using the Uralla Sub-Catchment Management Plan for identified sites and recommended remedial actions.</li> </ul>	<ul style="list-style-type: none"> <li>By using the Uralla Sub-Catchment Management Plan for identified sites and recommended remedial actions.</li> </ul>	145. Grants applications supported by the Sub-Catchment Management Plan successful, projects developed and Council's approval obtained.
PL23 To have environmentally sensitive goldmining sensitive to the unique hydrology of the Region.	<ul style="list-style-type: none"> <li>By active discussion with mining company executives of the unique hydrology of the region and lobbying of the State Government.</li> </ul>	<ul style="list-style-type: none"> <li>By active discussion with mining company executives of the unique hydrology of the region and lobbying of the State Government.</li> </ul>	146. Mining, if approved, is environmentally responsible and closely monitored.

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity - PA5.6 Environmental Management) (Continued)

The Housing and Community Amenities (Environmental Management) was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with \$386,027 (2011/2012 - \$129,568) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure. (Note: portion of the additional budgeted expenditure covered by budgeted grants of \$139,630.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	140, 141, 142, 145	4	
Achieving	144, 146	2	
Partially Achieved		0	
Not Achieved	143	1	(143) The U3CF Committee has experienced difficulty in retaining a focus during this year, so they have not been active.
Not Achieving		0	
		7	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity – PA5.7 Heritage)

**Strategic Objective:**

To promote the retention, restoration and sympathetic renovation of Uralla Shire built heritage and maintain, restore and renovate the natural heritage of the Uralla Shire Council area.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL24 To provide the Community with access to appropriate Heritage advice and guidance and support heritage projects.	<ul style="list-style-type: none"> <li>Continue to engage a Heritage Advisor.</li> <li>By setting up a Heritage Fund for funding of projects with matching grants from the NSW Heritage Office.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to engage a Heritage Advisor.</li> <li>By setting up a Heritage Fund for funding of projects with matching grants from the NSW Heritage Office.</li> </ul>	147. Council and staff refer items to Heritage advisor.  148. Heritage Fund established and funds distributed.
PL25 To promote the retention, restoration and sympathetic renovation of Uralla Shire heritage buildings	<ul style="list-style-type: none"> <li>Council to implement the recommendations of the Heritage Strategy.</li> <li>Support the Armidale and Uralla Heritage and Design awards</li> </ul>	<ul style="list-style-type: none"> <li>Prepare a three year Heritage Strategy.</li> </ul>	149. Heritage Strategy 2012/2013 to 2014/2015 adopted by Council.

The Housing and Community Amenities (Heritage) was funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$12,643 (2011/2012 - \$103,340) recurrent expenditure and \$NIL (2011/2012 - \$ NIL) capital expenditure.

## **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	147, 148, 149	3	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving	148	0	
		3	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA5. Housing and Community Amenities (Sub-Activity – PA5.8 Other Conveniences)

**Strategic Objective:**

To provide community amenities for the general convenience of residents of and visitors to the Shire.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL26 To have a network of public toilets that cover the Shire so the there is no more than 40 kms between public toilets in the rural area.	<ul style="list-style-type: none"> <li>By having public toilets at Uralla (8), (Bundarra (2), Invergowrie, Balala, Kingstown and Kentucky.</li> <li>By having the public toilets, including details of disabled access toilets, listed on the National Public Toilet Map <a href="http://www.toiletmapp.gov.au/">http://www.toiletmapp.gov.au/</a></li> </ul>	<ul style="list-style-type: none"> <li>By having public toilets at Uralla (8), (Bundarra (2), Invergowrie, Balala, Kingstown and Kentucky.</li> <li>By having the public toilets, including details of disabled access toilets, listed on the National Public Toilet Map <a href="http://www.toiletmapp.gov.au/">http://www.toiletmapp.gov.au/</a></li> </ul>	<p>150. Public Toilet network maintained.</p> <p>151. National Public Toilet Map maintained and up to date.</p>
PL27 To have clean, maintained and serviced public toilets to a high standard.	<ul style="list-style-type: none"> <li>Using Council day labour to clean and maintain facilities with at least one service weekday and once on weekends.</li> <li>Random inspection of public toilets by Council's Senior Staff.</li> </ul>	<ul style="list-style-type: none"> <li>Using Council day labour to clean and maintain facilities with at least one service weekday and once on weekends.</li> <li>Random inspection of public toilets by Council's Senior Staff.</li> </ul>	<p>152. No more than 3 complaints per quarter regarding unsatisfactory toilet conditions.</p> <p>153. Inspections find public toilets to be well maintained.</p>
PL28 To provide a community asset in the form of a taxi shelter and street store facilities in Uralla.	<ul style="list-style-type: none"> <li>By Council providing funding for the renting of the street store from a donation by Governance.</li> </ul>	<ul style="list-style-type: none"> <li>By Council providing funding for the renting of the street store from a donation by Governance.</li> </ul>	<p>154. Street stall used at least 12 weeks and weekends per quarter.</p>

The Housing and Community Amenities (Other Conveniences) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$52,465 for Public Amenities and \$2,518 (plus \$6,320 of Street Store cost) for Urban Facilities (2011/2012 - \$53,371 and \$3,282 plus \$6,900 respectively) recurrent expenditure and \$Nil (2011/2012- \$13,798) capital expenditure.

## **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	150, 151, 152, 153, 154	5	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		5	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA8. Recreation and Culture (Sub-Activity - PA8.1 Public Libraries)

**Strategic Objective:**

To provide a library service to assist and support the community's cultural, educational and recreational needs.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL29 To operate the Library as a branch library of a regional library system.	<ul style="list-style-type: none"> <li>Continue with the opening hours of 30h/week over a seven day week.</li> <li>Utilise the contract with the Central Northern Regional Library (CNRL) managed by Tamworth Regional Council (the current five year contract is until 30 June 2014) to provide back office services at the most economical rate.</li> </ul>	<ul style="list-style-type: none"> <li>Continue with the opening hours of 30h/week over a seven day week.</li> <li>Utilise the contract with the Central Northern Regional Library (CNRL) managed by Tamworth Regional Council (the current five year contract is until 30 June 2014) to provide back office services at the most economical rate.</li> </ul>	<p>155. Library operating 30 hours per week.</p> <p>156. Satisfaction surveys conducted annually with positive results.</p>
PL30 To maintain the number of member borrowers at 1,500 or more (1,410 at Uralla and 90 at Bundarra) and the annual number of books borrowed at 28,000.	<ul style="list-style-type: none"> <li>By negotiating the extension of the current contract when it expires on 30 June 2014.</li> <li>By increasing the type and number of books and available Public Access Computers from 6 to 9.</li> <li>Publicise access for member borrowers to use Armidale and Inverell Libraries.</li> </ul>	<ul style="list-style-type: none"> <li>By negotiating the extension of the current contract when it expires on 30 June 2014.</li> <li>By increasing the type and number of books and available Public Access Computers from 6 to 9.</li> <li>Publicise access for member borrowers to use Armidale and Inverell Libraries.</li> </ul>	<p>157. New agreement with Tamworth Regional Council formalised before 30 June 2014.</p>
PL31 To increase the ratio of books borrowed to number of books in stock to 3.5:1 and to member borrowers to 19:1.	<ul style="list-style-type: none"> <li>By targeting youth as readers and users of IT equipment.</li> <li>Librarian to use CNRL to increase stock replacement rate, weed out unpopular material, and increase the number of popular categories of stock.</li> </ul>	<ul style="list-style-type: none"> <li>By targeting youth as readers and users of IT equipment.</li> <li>Librarian to use CNRL to increase stock replacement rate, weed out unpopular material, and increase the number of popular categories of stock.</li> </ul>	<p>158. The number of member borrowers is at or above 1,500.</p> <p>159. The number of books borrowed by:</p> <ul style="list-style-type: none"> <li>* First quarter 5,000</li> <li>* Second quarter 15,000</li> <li>* Third quarter 22,000</li> <li>* Fourth quarter 28,000</li> </ul> <p>The number of hours of Public Access Computers:</p> <ul style="list-style-type: none"> <li>* 300 hours per month.</li> </ul> <p>160. Annual Ratio of 3.5:1 for issues to stock and 19:1 for issues to members.</p>



**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA8. Recreation and Culture (Sub-Activity - PA8.1 Public Libraries) (Continued)

The Recreation and Culture Services (Public Libraries) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$247,620 (2011/2012 - \$264,835) recurrent expenditure and \$20,369 (2011/2012 - \$17,851) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	155, 156, 158, 159, 160	5	
Achieving	157	1	New library agreement is under review by Central Northern Regional Libraries.
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		6	

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## URALLA SHIRE COUNCIL OPERATIONAL PLAN 2012/2013

### Principal Activity: PA8. Recreation and Culture (Sub-Activity - PA8.2 Public Halls)

#### Strategic Objective:

To maintain the School of Arts Hall at Bundarra and the Uralla Memorial Hall as the centres of focus for the local community so that provision is made for recreational, educational, cultural and sporting activities.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL32 To ensure that the halls (Council and Community owned) are used regularly for all manner of functions and events, well maintained and available for public use at minimal net cost to the Community.	<ul style="list-style-type: none"> <li>By delegation to a Management Committee for Bundarra.</li> <li>By lease of Uralla Hall to Uralla Neighbourhood Centre.</li> <li>Inspections annually of both buildings by MBHS for major renovation requirements.</li> <li>Advertising the availability of the halls for hire and use at every possible occasion.</li> <li>Halls to be provided at a CSO contribution of 50% including depreciation.</li> </ul>	<ul style="list-style-type: none"> <li>By delegation to a Management Committee for Bundarra.</li> <li>By lease of Uralla Hall to Uralla Neighbourhood Centre.</li> <li>Inspections annually of both buildings by MBHS for major renovation requirements.</li> <li>Advertising the availability of the halls for hire and use at every possible occasion.</li> <li>Halls to be provided at a CSO contribution of 50% including depreciation.</li> </ul>	<p>161. The halls are used for activities on at least 150 days per annum for the Uralla Hall and 50 days per year for the Bundarra School of Arts Hall.</p> <p>162. Report to management on the condition of the halls each quarter.</p> <p>163. Income to be 75% of operating cost without depreciation.</p> <p>164. Increased use of the facilities with new users.</p>

The Recreation and Culture Services (Public Halls) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$87 149 (2011/2012 - \$17,258) recurrent expenditure and \$Nil (2011/2012 - \$ Nil) capital expenditure.

#### Summary of Outcomes

Outcomes	Performance Indicators	Number	Comments
Achieved	161, 162, 163, 164	4	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		4	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

## **Principal Activity: PA8. Recreation and Culture (Sub-Activity - PA8.3 Swimming Pool)**

### **Strategic Objective:**

To provide economical recreational and sporting water facilities for present and future residents of the Shire

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL34 To provide a safe and welcoming swimming facility that has an adequate number of appropriately trained staff to ensure a safe environment.	<ul style="list-style-type: none"> <li>Manage the pool by Council day labour and to be open for 7 days per week during the pool season.</li> </ul>	<ul style="list-style-type: none"> <li>Manage the pool by Council day labour and to be open for 7 days per week during the pool season.</li> </ul>	165. Pool appropriately staffed for 7-day weeks during the pool season.
PL35 To aim that attendance at the Uralla Pool be 10,000 people in a good year and no less than 8,500 in a poor season.	<ul style="list-style-type: none"> <li>Pool to operate 7-day weeks for a pool season of between 21 and 24 weeks, depending upon the weather.</li> </ul>	<ul style="list-style-type: none"> <li>Pool to operate 7-day weeks for a pool season of between 20 and 24 weeks, depending upon the weather.</li> </ul>	166. Annual pool attendance to be no less than 10,000 when average temperature at 3.00 pm is more than 23°C (no less than 8,500 when the average is below 23°C).
PL36 The provide access to the Swimming Pool at the most economical cost while reducing as much as possible the cost to the Community generally through its rates.	<ul style="list-style-type: none"> <li>Sale of books of multiples of 10 tickets at discounts per Revenue Policy.</li> <li>The Community acknowledges that each pool user is subsidised at on average approximately \$9.00 per attendance, however to increase pool entry fees to the maximum level is more than the market will bear without discouraging attendance</li> </ul>	<ul style="list-style-type: none"> <li>Sale of books of multiples of 10 tickets at discounts per Revenue Policy.</li> <li>The Community acknowledges that each pool user is subsidised at on average approximately \$9.00 per attendance, however to increase pool entry fees to the maximum level is more than the market will bear without discouraging attendance</li> </ul>	167. Report to Manex regularly, during the season, on attendance of ticket holders, early morning swimmers and gate payers.
PL35 Ensure that at all times the water quality complies with the National Health and Medical Research Council Guidelines.	<ul style="list-style-type: none"> <li>Water tests to be carried out regularly and appropriate action taken to correct anomalies with chlorine levels and pH to be checked at least three times daily, bacteriological tests to be taken at least weekly and full chemical analysis every six weeks.</li> </ul>	<ul style="list-style-type: none"> <li>Water tests to be carried out regularly and appropriate action taken to correct anomalies with chlorine levels and pH to be checked at least three times daily, bacteriological tests to be taken at least weekly and full chemical analysis every six weeks.</li> </ul>	168. Report to Council, annually in May, on the attendance and the cost per head of use of the CSO of 75% for the operation of the swimming pool.
			169. Water testing shows that the proper treatment of water is being maintained.

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA8. Recreation and Culture (Sub-Activity - PA8.3 Swimming Pool) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL37 Continue to upgrade and improve the facility and operation of the Uralla Swimming Pool Complex.	<ul style="list-style-type: none"> <li>Council to consider improvement recommendations from the pool users/Swimming Club and using any opportunistic grants obtained by Council staff.</li> </ul>		

The Recreation and Culture Services (Swimming Facilities) were funded in the Draft Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$112,157 (2011/2012 - \$122,222) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	165, 167, 168, 169	4	
Achieving		0	
Partially Achieved	166	1	(166) The target for the swimming pool, when the 3.00pm temperature is above 23°C, for the season is 10,000. The 2012/2013 season average temperature was 23.8°C and the attendance was 9,152 (or 91.5% of target). The budgeted total however was 7,260 so the actual was 26.1% above budget.
Not Achieved	166	0	
Not Achieving		0	
		5	

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**URALLA SHIRE COUNCIL**  
**OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA8. Recreation and Culture (Sub- Activity - PA8.4 Sporting Grounds and Facilities)

**Strategic Objective:**

To provide suitable active sporting facilities for the present and future residents of Uralla and the Shire.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL38 To maintain the existing grounds, fields and facilities to the community's satisfaction.	<ul style="list-style-type: none"> <li>Maintaining the active sporting grounds by Council day labour.</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining the active sporting grounds by Council day labour.</li> </ul>	170. No more than 2 complaints per quarter received about unsatisfactory conditions.
PL39 Improve the amenities at Council's ovals and active recreation areas.	<ul style="list-style-type: none"> <li>By applying for Sport and Recreation grants and matching funds from Council.</li> </ul>	<ul style="list-style-type: none"> <li>By applying for Sport and Recreation grants and matching funds from Council.</li> </ul>	171. Grants obtained.

The Recreation and Culture Services (Sporting Grounds and Facilities) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$16,859 (2011/2012 - \$26,133) recurrent expenditure and \$Nil (2011/2012 - \$ Nil) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	170, 171	2	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		2	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA8. Recreation and Culture (Sub-Activity - PA8.5 Parks, Gardens and Reserves)

**Strategic Objective:**

To maintain and improve parks, gardens and reserves and, over time, upgrade facilities for the benefit of all present and future users.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL40 To maintain the existing parks, gardens and reserves to the community's satisfaction.	<ul style="list-style-type: none"> <li>Maintaining the passive recreation grounds by Council day labour and Landcare groups.</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining the passive recreation grounds by Council day labour and Landcare groups.</li> </ul>	172. No more than 2 complaints per quarter received about unsatisfactory conditions.
PL41 To continue to improve the amenities at Council's passive parks and gardens on a regular basis.	<ul style="list-style-type: none"> <li>By increasing Council's budget allocations to maintain the works and improvements in parks and creeklands</li> </ul>	<ul style="list-style-type: none"> <li>By increased budget allocations to maintain the works and improvements in parks, walkways and creeklands</li> </ul>	173. New Areas maintained to the same level as previously existing areas.

The Recreation and Culture Services (Parks, Gardens and Reserves) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation for Uralla Parks of \$245,938 recurrent expenditure and \$22,750 capital expenditure and an allocation for Bundarra Parks of \$15,081 and \$5,000 capital expenditure for a total of \$260,037 recurrent expenditure and \$27,750 capital expenditure. In 2011/2012 the parks were not separate with \$160,810 recurrent expenditure and \$29,500 capital expenditure.

## **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	172, 173	2	(173) Employment of Bush Regenerator enabled the Mt Mutton and other reserve areas developed under the HiCUB program to be maintained.
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		2	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA8. Recreation and Culture (Sub-Activity - PA8.6 Other Recreation and Culture)

**Strategic Objective:**

To continue to develop cultural and historical activities to the benefit of the Shire's residents and to make the Uralla Shire welcoming to visitors.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
PL42 Encourage the continued work of the Uralla Arts Council in promoting cultural activities and concentrate on local activities.	<ul style="list-style-type: none"> <li>By Council, in collaboration with Uralla Arts Council, developing a multifaceted and comprehensive cultural plan.</li> <li>Funding the employment of the Regional Arts Development Officer (RADO).</li> <li>By active participation of Council representation on Uralla Arts Council.</li> </ul>	<ul style="list-style-type: none"> <li>By Council, in collaboration with Uralla Arts Council, developing a multifaceted and comprehensive cultural plan.</li> <li>Funding the employment of the Regional Arts Development Officer (RADO).</li> </ul>	<p>174. Development of a Cultural Plan commenced.</p> <p>175. Contribution to Arts North West, supported by the Uralla Arts Council and paid.</p>
PL43 Encourage the continued operation of the Uralla Historical Society.	<ul style="list-style-type: none"> <li>Continue to make the Thunderbolt Paintings available to the Society for display in McCrossin's Mill.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to make the Thunderbolt Paintings available to the Society for display in McCrossin's Mill.</li> </ul>	<p>176. Annual income from the display of the paintings received.</p>
PL44 To provide financial support to Thunderbolt Country Fair and other events.	<ul style="list-style-type: none"> <li>Financial contribution to Uralla Events Committee (Council's Section 355 Committee).</li> </ul>	<ul style="list-style-type: none"> <li>Financial contribution to Uralla Events Committee (Council's Section 355 Committee).</li> </ul>	<p>177. Payment made to support the Thunderbolt Festival.</p>
PL45 To present artistic statements of the Uralla Shire Community to residents and visitors alike.	<ul style="list-style-type: none"> <li>The construction of major artistic entry statements to entries in Uralla as well as locality statements for Bundarra, Invergowrie, Kingstown and Kentucky.</li> <li>By the continued collaboration with Uralla Arts Council in the development of The Glen as a sculpture park.</li> </ul>	<ul style="list-style-type: none"> <li>The construction of major artistic an entry or locality statement as determined by Council from a competition.</li> <li>By the continued collaboration with Uralla Arts Council in the development of The Glen as a sculpture park.</li> </ul>	<p>178. Council provides an amount towards the phased construction and erection of an artistic entry and location statements.</p>
PL46 To express a welcome to visiting groups who regularly visit the Uralla Shire Community.	<ul style="list-style-type: none"> <li>By erecting a "Uralla Welcomes the Turkey Run on the last weekend of October" sign of the town limits -</li> </ul>	<ul style="list-style-type: none"> <li>By erecting a "Uralla Welcomes the Turkey Run on the last weekend of October" sign of the town limits -</li> </ul>	<p>179. Signs designed, purchased and erected</p>

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA8. Recreation and Culture (Sub-Activity - PA8.6 Other Recreation and Culture) (Continued)

The Recreation and Culture Services (Other Recreation and Culture) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$9,025 (2011/2012 - \$4,906) recurrent expenditure and \$50,000 (2011/2012 - \$37,500) capital expenditure. (Note: \$13,121 for Thunderbolt Festival included in Events Funding within the Economic, Social and Community Development budget allocation of \$31,228 on page 21).

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	175, 176, 177, 178,	4	(178) The budget provided proposal by the Uralla Arts Council to prepare a Cultural Plan was adopted by Council at its meeting of 27 February 2012, subject to obtaining a simplified , lower cost Cultural Plan. The principal person from the Arts Council who would drive the project, Andrew Parker, is often absent from Uralla so the Arts Council is not able to complete the project.
Achieving		1	(179) Signs erected and banners purchased, however the banners were not received until after the event. The Turkey Run organisers have move the Turkey Run from Uralla to Gloucester for October 2013.
Partially Achieved	179	0	
Not Achieved		0	
Not Achieving	174	1	(174) The proposal by the Uralla Arts Council to prepare a Cultural Plan was adopted by Council at its meeting of 27 February 2012, subject to obtaining a simplified , lower cost Cultural Plan. The principal person from the Arts Council who would drive the project, Andrew Parker, is often absent from Uralla so the Arts Council is not able to complete the project.
		6	



# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA9. Mining, Manufacturing and Construction (Sub-Activity - PA9.1 Quarries and Pits)

**Strategic Objective:**

To access road making material principally from suppliers and to manage, operate and control its own gravel pits and quarries, in an economical and environmentally appropriate manner.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
IN01 To operate and access material from pits and quarries to support the Council's Works Program.	<ul style="list-style-type: none"> <li>Council predominantly utilises material purchased from suppliers or won from privately owned pits within the Shire for royalties.</li> <li>Council extracts material from a number of small pits and two large pits utilising Council day labour and plant. For these pits a rehabilitation fund is established based upon extraction totals.</li> </ul>	<ul style="list-style-type: none"> <li>Council predominantly utilises material purchased from suppliers or won from privately owned pits within the Shire for royalties.</li> <li>Council extracts material from a number of small pits and two large pits utilising Council day labour and plant. For these pits a rehabilitation fund, including for sealed roads repairs, is established based upon extraction totals.</li> </ul>	180. Report to management annually on total volume of material won from the pits by Council and repairs carried out to the access and roads adjacent to the entrances.
IN02 Ensure that use of sand and gravel won from gravel pits in the Shire is used for the benefit of Uralla Shire residents or, if used outside the Shire, road usage costs are charged.	<ul style="list-style-type: none"> <li>Section 94 contributions are claimed for the use of Council roads by pit operators for material within the Shire transported on Council roads to destinations outside the Shire.</li> </ul>	<ul style="list-style-type: none"> <li>Section 94 contributions are claimed for the use of Council roads by pit operators for material from gravel and road material pits within the Shire transported on Council roads to destinations outside the Shire.</li> </ul>	181. Income and expenditure from Section 94 charges reconciled quarterly.

The Mining, Manufacturing and Construction Services were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$10,680 (2011/2012 - \$7,748) recurrent expenditure and \$Nil (2011/2012 - \$Nil) capital expenditure.

## **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	181, 182	2	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		2	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub- Activity - PA10.1 Urban Roads)

**Strategic Objective:**

To manage, maintain and develop the system of urban roads in the Shire effectively and efficiently

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
IN03 To seal all the streets in the Uralla town area and the Bundarra village area by the Year 2014.	<ul style="list-style-type: none"> <li>Plan the future sealing of the remaining (400 metres) unsealed roads in Uralla and Bundarra.</li> </ul>	<ul style="list-style-type: none"> <li>Plan the future sealing of the remaining unsealed roads in Uralla and Bundarra.</li> </ul>	182. An annual sealing of 100 metres of urban roads is completed.
IN04 To grade all formed unsealed urban roads on average once per year.	<ul style="list-style-type: none"> <li>Grade roads to a program that utilises Council's day labour and grading crews as determined by the Works Committee within the accepted intervention levels.</li> </ul>	<ul style="list-style-type: none"> <li>Grade roads to a program that utilises Council's day labour and grading crews as determined by the Works Planning Advisory Unit within the accepted intervention levels.</li> </ul>	183. Urban Roads graded at or above intervention level.
IN05 To reseal all urban sealed pavements on average once every 13 years.	<ul style="list-style-type: none"> <li>Reseal roads to an asset management program and as determined by the Works Committee within the accepted intervention levels.</li> </ul>	<ul style="list-style-type: none"> <li>Reseal roads to an asset management program and as determined by the Works Planning Advisory Unit within the accepted intervention levels.</li> </ul>	184. No unsealed urban roads below the intervention level for urban unsealed roads.
			185. Budget allocation made up to 7.5% of sealed road length.
IN06 To kerb and gutter all urban streets on a progressive basis.	<ul style="list-style-type: none"> <li>Construct Kerb and Guttering to a program as determined by the Works Committee with a property owner per metre contribution set annually in the Revenue Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Construct Kerb and Guttering to a program as determined by the Works Planning Advisory Unit with a property owner per metre contribution set annually in the Revenue Policy.</li> </ul>	186. 1,700 metres of road resealed annually.
			187. Kerb and Guttering program completed.

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub- Activity - PA10.1 Urban Roads) (Continued)

The Transport and Communication Services (Urban Roads) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with allocations for sealed urban roads of \$205,091 (2011/2012 - \$174,622), unsealed urban roads of \$Nil (2011/2012 - \$10,747), \$68,212 for kerb and gutter (2011/2012 - \$73,889) recurrent expenditure with \$30,735 (2011/2012 - \$28,928) for sealed urban roads capital expenditure and \$42,885 (2011/2012 - \$32,659) for Kerb and Guttering capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	182, 183, 184, 185, 186, 187	6	(182) Sealed 8,545 square metres (approx 285 metres)
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		6	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.2 Sealed Rural Roads)

**Strategic Objective:**

To manage, maintain and develop the system of sealed rural roads effectively and efficiently.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
<b>A. Local Roads - [298.2km]</b> IN07 To maintain the high quality of the sealed local road network by resealing all pavements on average once every 13 years.	<ul style="list-style-type: none"> <li>Reseal roads to an asset management program and as determined by the Works Committee within the accepted intervention levels.</li> </ul>	<ul style="list-style-type: none"> <li>Reseal roads to an asset management program and as determined by the Works Planning Advisory Unit within the accepted intervention levels.</li> </ul>	188. Budget allocation made up to 7.5% (22,300 metres) of sealed road length.
IN08 To mow road shoulders of rural sealed roads on an average of twice per year.	<ul style="list-style-type: none"> <li>Mow shoulders of rural sealed roads to a works program that utilises Council's day labour and plant within the accepted intervention levels.</li> </ul>	<ul style="list-style-type: none"> <li>Mow shoulders of rural sealed roads to a works program that utilises Council's day labour and plant within the accepted intervention levels.</li> </ul>	189. 22,300 metres of road resealed
IN09 To grade ungrassed shoulders of rural sealed roads shoulders on average once every two years.	<ul style="list-style-type: none"> <li>Grade shoulders of rural sealed roads to a works program that utilises Council's day labour and plant within the accepted intervention levels.</li> </ul>	<ul style="list-style-type: none"> <li>Grade shoulders of rural sealed roads to a works program that utilises Council's day labour and plant within the accepted intervention levels.</li> </ul>	190. 320 kms of shoulder mowed twice per year.
IN10 To construct and reconstruct at least 50 kilometres of sealed road by 2021, to extend the sealed network, local and regional) to 52.5% of the total road network by 2021. (Note: this construction may be on regional road – refer IN14)	<ul style="list-style-type: none"> <li>Plan the priorities for the future sealing of the unsealed rural roads that meet the criteria of traffic volumes (AADT) in excess of 150 vehicles per day to determine a priority listing for such work based on:               <ul style="list-style-type: none"> <li>* AADT</li> <li>* accident history,</li> </ul> </li> <li>Using funding from Roads to Recovery and Council Resources, Construct sealed roads to a program recommended by the Works Committee, from the priority listing.</li> </ul>	<ul style="list-style-type: none"> <li>Plan the priorities for the future sealing of the unsealed rural roads that meet the criteria of traffic volumes (AADT) in excess of 150 vehicles per day to determine a priority listing for such work based on:               <ul style="list-style-type: none"> <li>* AADT</li> <li>* accident history,</li> </ul> </li> <li>Using funding from Roads to Recovery and Council Resources, Construct sealed roads to a program recommended by the Works Committee, from the priority listing.</li> </ul>	191. 100 kms of shoulder of ungrassed shoulder graded.
			192. A priority listing for at least 5 kilometres of road construction and reconstruction is prepared and reviewed by the Works Committee.
			193. Works as recommended by the Works Planning Advisory Unit and approved by Council completed.

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.2 Sealed Rural Roads) (Continued)

The Transport and Communication Services (Rural Sealed Local Roads) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$1,473,161 (2011/2012 - \$1,739,099) recurrent expenditure and \$2,157,094 (2011/2012 - \$1,680,711) capital expenditure.

Summary of Outcomes			
Outcomes	Performance indicators	Number	Comments
Achieved	188, 189, 190, 191, 192, 193	6	(189) Resealed 14,800 metres of sealed local road. (193) Reconstructed and sealed 3,040 metres of Eastern Avenue and commenced 4,000 metres construction of Bergen Road with drainage works at Kentucky. Constructed and sealed 1,000 metres of Box Forest Road, Kingston Constructed and sealed 1,100 metres of Bakers Creek Road, Bundarra.
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		6	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.2 Sealed Rural Roads) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
<p><b>B Regional Roads [127.52 km]</b></p> <p>IN11 To maintain the high quality of the sealed regional road network by resealing all pavements on average once every 13 years.</p>	<ul style="list-style-type: none"> <li>Utilising the Block Grant provided by the RTA, Reseal roads to an asset management program and as determined by the Works Committee within the accepted intervention levels.</li> </ul>	<ul style="list-style-type: none"> <li>Utilising the Block Grant provided by the RTA, Reseal roads to an asset management program and as determined by the Works Planning Advisory Unit within the accepted intervention levels.</li> </ul>	<p>194. Budget allocation made up to 7.5% (9,500 metres) of sealed road length.</p> <p>195. 9,500 metres of road resealed</p>
<p>IN12 To mow road shoulders of rural sealed roads on an average of twice per year.</p>	<ul style="list-style-type: none"> <li>Mow shoulders of rural sealed roads to a works program that utilises Council's day labour and plant within the accepted intervention levels.</li> </ul>	<ul style="list-style-type: none"> <li>Mow shoulders of rural sealed roads to a works program that utilises Council's day labour and plant within the accepted intervention levels.</li> </ul>	<p>196. 200 kms of shoulder mowed twice per year.</p>
<p>IN13 To grade ungrassed shoulders of rural sealed roads shoulders on average once every two years.</p>	<ul style="list-style-type: none"> <li>Grade shoulders of regional sealed roads to a works program that utilises Council's day labour and plant within the accepted intervention levels.</li> </ul>	<ul style="list-style-type: none"> <li>Grade shoulders of regional sealed roads to a works program that utilises Council's day labour and plant within the accepted intervention levels.</li> </ul>	<p>197. 5 kms of shoulder of ungrassed shoulder graded.</p>
<p>IN14 To construct and reconstruct at regional roads (Thunderbolts Way, Bundarra Road and Bundarra/Barraba Road) as RTA funding becomes available as part of the at least 50 kilometres of sealed road by 2021 outlined in IN10 on the previous page, to extend the sealed network, local and regional) to 52.5% of the total road network.</p>	<ul style="list-style-type: none"> <li>Using RTA funding matched with funds from Council Resources, Construct or reconstruct sealed roads to a program, as determined by the Works Committee, that utilises Council's day labour and plant.</li> </ul>	<ul style="list-style-type: none"> <li>Using RTA funding matched with funds from Council Resources, Construct or reconstruct sealed roads to a program, as determined by the Works Committee, that utilises Council's day labour and plant.</li> </ul>	<p>198. Works as recommended by the Works Planning Advisory Unit and approved by Council completed.</p>

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.2 Sealed Rural Roads) (Continued)

The Transport and Communication Services (Rural Sealed Regional Roads) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$1,329,220 (2011/2012 - \$1,077,377) recurrent expenditure and \$235,161 (2011/2012 - \$228,114) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	194, 195, 196, 197, 198	5	(195) Resealed 11,900 metres of sealed regional road. (198) Reconstructed and sealed 1,350 metres of Thunderbolts Way at Frances Hill, north of Uralla. Constructed 2,100 metres of Bundarra Barraba Road (awaiting final seal) west of Bundarra
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		5	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.3 Unsealed Rural Road)

**Strategic Objective:**

To manage, maintain and develop the system of unsealed rural roads effectively and efficiently and only plan to seal them when economically justified

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
<p><b>A Local Roads [521.0km]</b></p> <p>IN15 To maintain the unsealed local road network at a level that provides reasonable all weather access, subject to extreme weather events.</p>	<ul style="list-style-type: none"> <li>By grading all roads on average of once per year and the busier collector roads at least twice per year, thereby grading 321km once per year and 200km twice per year being a total grading length of 712 km per annum utilising Council's two maintenance grading crews assisted by its one construction grader plus local contractors.</li> </ul>	<ul style="list-style-type: none"> <li>By grading all roads on average of once per year and the busier collector roads at least twice per year, thereby grading 321km once per year and 200km twice per year being a total grading length of 712 km per annum utilising Council's two maintenance grading crews assisted by its one construction grader plus local contractors.</li> </ul>	<p>199. 720 kms of road graded in the year.</p> <p>200. Report to in May each year to Works Planning Advisory Unit on the roads that have not been graded for more than eight months.</p>
<p>IN16 To improve the unsealed road surfaces by applying gravel (resheeting) to the unsealed roads during the grading process on 7.5% of the unsealed roads annually.</p>	<ul style="list-style-type: none"> <li>Using a grading combination of Grader, Roller and Water Cart in a ripping, watering, grading and rolling regime</li> <li>When resheeting the grading combination will be supplemented with trucks and loaders.</li> </ul>	<ul style="list-style-type: none"> <li>Using a grading combination of Grader, Roller and Water Cart in a ripping, watering, grading and rolling regime</li> <li>When resheeting the grading combination will be supplemented with trucks and loaders.</li> </ul>	<p>201. 12.6 kilometres of road re-sheeted.</p>



**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.3 Unsealed Rural Road) (Continued)

The Transport and Communication Services (Unsealed Rural Local Roads) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$1,359,262 (2011/2012 - \$1,314,838) recurrent expenditure and \$267,752 (2011/2012 - \$276,508) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	199, 200, 201	3	(201) Re-sheeted 3,600 metres of unsealed local rural road.
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		3	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.3 Unsealed Rural Road) (Continued)

**Strategic Objective:**

To manage, maintain and develop the system of unsealed rural roads effectively and efficiently and only plan to seal them when economically justified

<p><b>B. Regional Roads [13.68 km]</b></p> <p>IN17 To maintain the unsealed local road network at a level that provides reasonable all weather access, subject to extreme weather events.</p>	<ul style="list-style-type: none"> <li>By grading the Barraba to Bundarra section of the regional roads three times per year with the Bundarra based grader and crew with funding from the RTA Block Grant</li> </ul>	<ul style="list-style-type: none"> <li>By grading the Barraba to Bundarra section of the regional roads three times per year with the Bundarra based grader and crew with funding from the RTA Block Grant</li> </ul>	<p>202. 40 kms of road graded in the year.</p>
<p>IN18 To maintain the existing unsealed road surface by applying gravel (resheeting) to the unsealed roads during the grading process on 7.5% of the unsealed roads annually.</p>	<ul style="list-style-type: none"> <li>Using a grading combination of Grader, Roller and Water Cart in a ripping, watering, grading and rolling regime</li> <li>When resheeting the grading combination will be supplemented with trucks and loaders.</li> </ul>	<ul style="list-style-type: none"> <li>Using a grading combination of Grader, Roller and Water Cart in a ripping, watering, grading and rolling regime</li> <li>When resheeting the grading combination will be supplemented with trucks and loaders.</li> </ul>	<p>203. 0.7 kilometre of road resheeted annually.</p>

The Transport and Communication Services (Unsealed Rural Regional Roads) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$58,238 (2011/2012 - \$60,917) recurrent expenditure and \$15,548 (2011/2012 - \$15,462) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	202, 203	2	(203) Re-sheeted 500 metres of unsealed local rural road.
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		2	

**URALLA SHIRE COUNCIL**  
**OPERATIONAL PLAN 2012/2013**

**Principal Activity: PA10. Transport and Communications (Sub-Activity - PA10.4 Bridges)**

**Strategic Objective:**

To manage, maintain and develop the system of bridges effectively and efficiently for:

(A) **Local Roads:** 5 timber, 2 steel and 28 concrete and steel bridges and major (>6 metres) culverts.

(B) **Regional Roads:** 1 timber, 1 steel and 25 concrete and steel bridges and major (>6 metres) culverts.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
<b>A. <u>Bridges on Local Roads</u></b> <b>(Continued)</b> IN19 To have an all weather road network supported by appropriate bridges, major culverts and culverts.  IN19 To have an all weather road network supported by appropriate bridges, major culverts and culverts.  IN20 To replace the five existing timber bridges by the 2017/2018 financial year.	<ul style="list-style-type: none"> <li>By continuing the program of test boring timber bridges and replacing unserviceable components as necessary.</li> <li>By repainting all steel elements of bridges on average of once every ten years</li> <li>Using funds from Council Resources, replace the timber bridges with concrete and steel bridges to a program, as determined by the Works Committee, that utilises Council's day labour and plant together with outside contractors.</li> </ul>	<ul style="list-style-type: none"> <li>By continuing the program of test boring timber bridges and replacing unserviceable components as necessary.</li> <li>By repainting all steel elements of bridges on average of once every ten years</li> <li>Using funds from Council Resources, replace the Purlieu timber bridge with concrete and steel bridge, as recommended by the Works Planning Advisory Unit.</li> </ul>	204. Report to Council on any bridge assessed to be in poor condition.  205. Report to Works Planning Advisory Unit in February on the condition of the paint surface of the McLean Bridge and when it is due for repainting.  206. Works as recommended by the Works Planning Advisory Unit and approved by Council completed.
<b>B. <u>Bridges on Regional Roads</u></b> IN21 To have an all weather regional road network supported by appropriate bridges, major culverts and culverts.	<ul style="list-style-type: none"> <li>By continuing the program of test boring of Abington Bridge and replacing unserviceable components as necessary.</li> <li>By repainting all steel elements of bridges on average of once every ten years</li> </ul>	<ul style="list-style-type: none"> <li>By continuing the program of test boring of Abington Bridge and replacing unserviceable components as necessary.</li> <li>By repainting all steel elements of bridges on average of once every ten years</li> </ul>	207. Report to Council if Abington Bridge is assessed to be in poor condition.  208. Report to Works Planning Advisory Unit in February on the condition of the paint surface of the Gwydir River Bridge and when it is due for repainting.

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.4 Bridges) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
<p><b>B. <u>Bridges on Regional Roads</u></b> <b>(Continued)</b></p> <p>IN21 To have an all weather regional road network supported by appropriate bridges, major culverts and culverts.</p> <p>IN22 To complete the replacement of the timber bridge at Abington with a concrete bridge, whenever funding is provided by the RTA.</p>	<ul style="list-style-type: none"> <li>By reviewing the condition of the permanent steel and concrete and steel bridges and major culverts in accordance with Council's Asset Management Practices.</li> <li>By continuing to ascertain from the RTA the status of the Timber Bridge Replacement Partnership funding (or similar funding) and the priority for the replacement of the Abington Bridge.</li> <li>Using Timber Bridge Replacement Partnership funds matched by Council Resources, replace the timber Abington Bridge (and the Emu Crossing when funds available) with concrete and steel bridges that utilises Council's day labour and plant together with outside contractors.</li> <li>By continuing to make submissions to the Regional Development Australia Northern Inland NSW (RDANI) for funding from the Infrastructure Fund for the replacement of the low level Emu Crossing on Thunderbolts Way with a high level concrete and steel bridge.</li> </ul>	<ul style="list-style-type: none"> <li>By reviewing the condition of the permanent steel and concrete and steel bridges and major culverts in accordance with Council's Asset Management Practices.</li> <li>By continuing to ascertain from the RTA the status of the Timber Bridge Replacement Partnership funding (or similar funding) and the priority for the replacement of the Abington Bridge.</li> <li>By continuing to make submissions to the Regional Development Australia Northern Inland NSW (RDANI) for funding from the Infrastructure Fund for the replacement of the low level Emu Crossing on Thunderbolts Way with a high level concrete and steel bridge.</li> </ul>	<p>209. Report to Works Planning Advisory Unit in February on the condition of the Steel and Concrete and Steel bridges and major culverts.</p>

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.4 Bridges) (Continued)

The Transport and Communication Services (Bridges) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$471,031 (2011/2012 - \$350,669) recurrent expenditure and \$282,000 (2011/2012 - \$212,891) capital expenditure.

Summary of Outcomes			
Outcomes	Performance indicators	Number	Comments
Achieved	204, 205, 206, 207, 208, 209	6	(206) Completed construction of Water Gully Bridge Completed construction of Purlieu Bridge. Commenced construction on Torryburn low level Bridge.
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		6	

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.5 Footpaths)

**Strategic Objective:**

To manage, maintain and develop the system of footpaths in the urban centres in the Shire efficiently and effectively

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
IN23. To provide the Urban areas of Uralla and Bundarra with an interconnected and safe footpath and walking/cycling track network.	<ul style="list-style-type: none"> <li>By maintaining existing paved surfaces at their current levels, without trip hazards.</li> </ul>	<ul style="list-style-type: none"> <li>By maintaining existing paved surfaces at their current levels, without trip hazards.</li> </ul>	210. Complaints received on condition of paved surface acted upon immediately with barriers and repairs made within 3 working days.
IN24 To have cleared and maintained footpath areas in the villages and peri-urban areas.	<ul style="list-style-type: none"> <li>By slashing the unpaved footpaths in Uralla, Bundarra, Kingstown and Kentucky regularly (at least three times a year).</li> </ul>	<ul style="list-style-type: none"> <li>By slashing the unpaved footpaths in Uralla, Bundarra, Kingstown and Kentucky regularly (at least three times a year).</li> </ul>	211. Unpaved footpaths mowed three times per year.
IN25 To annually extend the footpath and walking/cycling track network to provide connectivity and access to historical and scenic areas.	<ul style="list-style-type: none"> <li>By the construction of 600 metres of new concrete path per annum</li> </ul>	<ul style="list-style-type: none"> <li>By the construction of 450 metres of new concrete path per annum</li> </ul>	212. Works as recommended by the Works Planning Advisory Unit and approved by Council completed.

The Transport and Communication Services (Footpaths) are funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$113,854 (2011/2012 - \$98,364) recurrent expenditure and \$47,839 (2011/2012 - \$31,397) capital expenditure.

## **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	210, 211, 212	3	211 Complaints reduced from 12 in 2011/2012 to 4 in this year. 213 Constructed 200 metres against a target of 300 metres
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		3	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.6 Parking Areas)

**Strategic Objective:**

To maintain the off-street car park in Bridge Street, Uralla to the community's satisfaction and to encourage increased usage.

<b>Community Strategic Goals</b>	<b>Delivery Plan 2011/2016 Strategies</b>	<b>Operational Plan 2012/2013 Strategies</b>	<b>Performance Assessment</b>
<b>IN26</b> To provide a well maintained and useable parking area at the rear of the CBD in Uralla.  <b>IN27</b> To have increased patronage of the rear of CBD car park to lessen the pressure on Bridge Street rear to kerb parking.	<ul style="list-style-type: none"> <li>Land purchased and car-parking behind the CBD was developed with loan borrowings which are repaid by 30 June 2013.</li> </ul>	<ul style="list-style-type: none"> <li>Continue loan repayments obtained to purchase land and construct car-parking behind the CBD. The borrowings are repaid by 30 June 2013.</li> </ul>	
	<ul style="list-style-type: none"> <li>Maintaining, with the assistance of volunteers, the gardens in the centre of the carpark.</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining, with the assistance of volunteers, the gardens in the centre of the carpark.</li> </ul>	213. Have no complaints about the condition of the car park.
	<ul style="list-style-type: none"> <li>By utilising Council's day labour and plant to maintain the carpark surface and garden.</li> </ul>	<ul style="list-style-type: none"> <li>By utilising Council's day labour and plant to maintain the carpark surface and garden.</li> </ul>	
<b>IN28</b> To restrict the occurrences of Semitrailer, B-Double and large trucks parking overnight within the urban areas.	<ul style="list-style-type: none"> <li>By directional signage direct visitors to the rear carpark.</li> </ul>	<ul style="list-style-type: none"> <li>By directional signage direct visitors to the rear carpark.</li> </ul>	
	<ul style="list-style-type: none"> <li>By including items in Council's Newsletter remind residents of the availability of the carpark.</li> </ul>	<ul style="list-style-type: none"> <li>By including items in Council's Newsletter remind residents of the availability of the carpark.</li> </ul>	214. Report to Council on usage of rear car park as a result of the surveys.
	<ul style="list-style-type: none"> <li>By regular surveys of the numbers of vehicles using the carpark ascertain the growth or otherwise of usage of the carpark.</li> </ul>	<ul style="list-style-type: none"> <li>By regular surveys of the numbers of vehicles using the carpark ascertain the growth or otherwise of usage of the carpark.</li> </ul>	215. Report to Council on the number of trucks parking on Council's streets overnight.
	<ul style="list-style-type: none"> <li>By notification of infringements to the NSW Police.</li> </ul>	<ul style="list-style-type: none"> <li>By notification of infringements to the NSW Police.</li> </ul>	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.6 Parking Areas)

The Transport and Communication Services (Parking Areas) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$9,974 (2011/2012 - \$16,056) recurrent expenditure, \$3,227 for capital expenditure (2011/2012 - \$Nil) and \$37,754 for loan repayments (2011/2012 - \$56,404).

Summary of Outcomes			
Outcomes	Performance indicators	Number	Comments
Achieved	213, 214, 215	3	Number of truck parking complaints for the year (4)
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		3	



**URALLA SHIRE COUNCIL**  
**OPERATIONAL PLAN 2012/2013**

**Principal Activity: PA10. Transport and Communications (Sub-Activity - PA10.7 Miscellaneous)**

**Strategic Objective:**

To protect the road system from damage, enhance and beautify it, to provide safe road conditions and to provide suitable signposting.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
IN29 To develop and extend the current street lighting system as the need and new development occurs in urban areas.	<ul style="list-style-type: none"> <li>Utilising funds provided by the Street lighting subsidy, developer contributions and Council resources to have the electricity supplier carry out the required works.</li> <li>By payment to the electricity supplier of a monthly charge for the agreed provision of an unmetered supply, at a contract rate.</li> </ul>	<ul style="list-style-type: none"> <li>Utilising funds provided by the Street lighting subsidy, developer contributions and Council resources to have the electricity supplier carry out the required works.</li> <li>By payment to the electricity supplier of a monthly charge for the agreed provision of an unmetered supply, at a contract rate.</li> </ul>	<p>216. Approved additional streetlights installed when determined.</p> <p>217. Street lighting provided by supplier to at least minimum standard.</p> <p>218. Regular visual checks reported to the electricity supplier.</p>
IN30 To maintain road centreline markings where they are currently used and repaint other surface markings at least once every two years.	<ul style="list-style-type: none"> <li>With RTA Block Grant funds and matching Council funds for the regional roads and Council funds for local roads maintain and provide by contract.</li> </ul>	<ul style="list-style-type: none"> <li>With RTA Block Grant funds and matching Council funds for the regional roads and Council funds for local roads maintain and provide by contract.</li> </ul>	<p>219. Programmed line marking completed when required.</p>
IN31 To have all roads adequately signposted with nameplates and that direction and warning signposting is adequate for the needs of road users.	<ul style="list-style-type: none"> <li>Supplied by contract and erected by Council day labour with funds from the RTA Block Grant and Council.</li> </ul>	<ul style="list-style-type: none"> <li>Supplied by contract and erected by Council day labour with funds from the RTA Block Grant and Council.</li> </ul>	<p>220. Programmed signposting works completed.</p> <p>221. Report to Council on the number of complaints about inadequate signposting quarterly.</p>
IN32 To prevent unnecessary damage to road pavements caused by overloaded vehicles.	<ul style="list-style-type: none"> <li>Inspection of overweight vehicles achieved through membership of Mid-North Weight of Loads Group.</li> </ul>	<ul style="list-style-type: none"> <li>Inspection of overweight vehicles achieved through membership of Mid-North Weight of Loads Group.</li> </ul>	<p>222. Report to management on the number of vehicles weighed and breaches issued.</p>
IN33 To maintain and replace damaged and dead street trees within the urban areas of the Shire.	<ul style="list-style-type: none"> <li>Using funds from Council Resources, replace damaged and dead trees, as required.</li> </ul>	<ul style="list-style-type: none"> <li>Using funds from Council Resources, replace damaged and dead trees, as required.</li> </ul>	<p>223. Number of replaced trees reported in March to management.</p>

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA10. Transport and Communications (Sub-Activity - PA10.7 Miscellaneous) (Continued)

The Transport and Communication Services (Miscellaneous) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with allocations of \$61,925 for Road Safety, \$60,095 for Street Lighting and \$3,684 for Cycle-ways (2011/2012 - \$40,506, \$71,845 and \$Nil respectively) recurrent expenditure and capital expenditure of \$Nil.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	216, 217, 218, 220, 221, 222, 223	7	(221) Road Sign complaints decreased form 19 in 2011/2012 to 2 this year.
Achieving	219	1	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		8	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA6. Water Supply (Sub-Activity - PA6.1 Uralla and Bundarra Water Supply)

**Strategic Objective:**

To provide safe, cost effective and affordable water supply facilities complying with statutory requirements, for the benefit of both present and future residents of the town of Uralla and the village of Bundarra.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
IN34 To comply with current drinking water guidelines and improve the quality of water delivered to the reticulation system by best practice methodology.	<ul style="list-style-type: none"> <li>By Operating the Treatment Plant effectively and regularly tests raw and treated water.</li> <li>By maintaining staff skill levels to effectively carry out their duties.</li> </ul>	<ul style="list-style-type: none"> <li>By Operating the Treatment Plant effectively and regularly tests raw and treated water.</li> </ul>	224. No samples of treated water samples which do not comply with the Drinking Water Guidelines.
IN35 Aim of an average annual residential consumption rate of not more than 200 Kl per connection in Uralla and 150 Kl per connection in Bundarra.	<ul style="list-style-type: none"> <li>By having a joint fund for Uralla and Bundarra reduce the impact of the access charge to the smaller Bundarra catchment.</li> <li>User pays principles under best practice pricing to control consumption, with the user water charge raising 52% of the total user and access charge.</li> </ul>	<ul style="list-style-type: none"> <li>By maintaining staff skill levels to effectively carry out their duties.</li> <li>By having a joint fund for Uralla and Bundarra reduce the impact of the access charge to the smaller Bundarra catchment.</li> <li>User pays principles under best practice pricing to control consumption, with the user water charge raising 52% of the total user and access charge.</li> </ul>	225. Water operator and back up operator have Level III training in plant operation.  226. Report to Council on the annual water consumption per connection in June.
IN36 Implement the recommendations of the Integrated water Cycle Management Simplified Strategy adopted by Council at its meeting of 18 April 2011.	<ul style="list-style-type: none"> <li>Budget for the expenditure to meet the estimated costs of implementation of \$172,000 over the five years to 2014/2015.</li> </ul>	<ul style="list-style-type: none"> <li>Budget for the expenditure for Stage 4 at estimated costs of \$45,000 2013/2014.</li> </ul>	227. Third Stage of \$41,000 completed.
IN37 To maintain the integrity of the water distribution systems in Uralla And Bundarra.	<ul style="list-style-type: none"> <li>Progressively replacing old mains on a planned basis to the programmed asset management plan.</li> </ul>	<ul style="list-style-type: none"> <li>Progressively replacing old mains on a planned basis to the programmed asset management plan.</li> </ul>	228. Programmed mains replacement and upgrades works completed

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA6. Water Supply (Sub-Activity - PA6.1 Uralla and Bundarra Water Supply) (Continued)

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
IN37 To maintain the integrity of the water distribution systems in Uralla And Bundarra.	<ul style="list-style-type: none"> <li>By monitoring and maintaining the condition of reservoirs.</li> </ul>	<ul style="list-style-type: none"> <li>By monitoring and maintaining the condition of reservoirs.</li> </ul>	229. The restricted asset of \$479,658.06 specifically for Uralla water distribution system enhancement maintained less specific expenditure.
IN38 To protect the funds accumulated by the Uralla Water users prior to the joining of the Water Funds.	<ul style="list-style-type: none"> <li>By reserving as restricted assets for the benefit of the Uralla Users the sum of \$479,658.06 to be used for the Uralla water distribution system enhancement.</li> </ul>	<ul style="list-style-type: none"> <li>By reserving as restricted assets for the benefit of the Uralla Users the sum of \$479,658.06 to be used for the Uralla water distribution system enhancement.</li> </ul>	

The Water Supplies were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$845,745 (2011/2012 - \$602,661) recurrent expenditure and \$118,609 (2011/2012 - \$140,129) capital expenditure.

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	2224, 225, 226, 227, 228, 229	6	(229) Replaced 220 metres of water main in King Street.
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		6	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA6. Water Supply (Sub-Activity - PA6.2 Rural Water Supplies)

**Strategic Objective:**

To control water storage capacity on rural residential blocks, provide advice on water storage and quality to rural residents and to provide a water quality testing service

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
IN39 To ensure that rural residential dwellings have adequate available water supplies.	<ul style="list-style-type: none"> <li>By encouraging and advising rural residents on the quantities of water needed to be provided.</li> </ul>	<ul style="list-style-type: none"> <li>By encouraging and advising rural residents on the quantities of water needed to be provided.</li> </ul>	230. Report to management on the volume of water sold from Uralla and Bundarra water supplies.
IN40 To provide advice on the quality of water to rural residents and monitor the quality of that water.	<ul style="list-style-type: none"> <li>Council officers providing a water testing service for rural residents on a fee for service basis.</li> </ul>	<ul style="list-style-type: none"> <li>Council officers providing a water testing service for rural residents on a fee for service basis.</li> </ul>	231. Report to management on the number of tests requested.

The Water Supplies (Rural) requires no separate funding through the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5).

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	230, 231	2	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		2	

## URALLA SHIRE COUNCIL OPERATIONAL PLAN 2012/2013

### Principal Activity: PA7. Sewerage Services (Sub-Activity - PA7.1 Uralla Sewerage)

#### Strategic Objective:

To provide safe, cost-effective and affordable sewerage facilities complying with statutory requirements, for the benefit of both present and future residents of the village of Uralla, without creating significant pollution problems in the disposal of the wastewater.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
IN41 To comply with the licensing requirements of the EPA in relation to quality of effluent discharged to Rocky Creek and noise levels on and near the site.	<ul style="list-style-type: none"> <li>By operating the plant effectively and regularly testing for effluent quality.</li> <li>By constant monitoring of noise levels.</li> </ul>	<ul style="list-style-type: none"> <li>By operating the plant effectively and regularly testing for effluent quality.</li> <li>By constant monitoring of noise levels.</li> </ul>	232. No samples of treated effluent water samples which do not comply with EPA licence.
IN42 To extend the hours of operation of the waste water treatment plant to give higher quality discharge.	<ul style="list-style-type: none"> <li>Having the hours extended during daylight saving days and aeration method modified to improve aeration and reduce noise.</li> </ul>	<ul style="list-style-type: none"> <li>Having the hours extended during daylight saving days and aeration method modified to improve aeration and reduce noise.</li> </ul>	233. Compliance with noise level limits.
IN43 To provide to users a safe, cost-effective and affordable sewerage collection system that meets community expectations.	<ul style="list-style-type: none"> <li>By operating a "black box" flow recorder in the pipe network to monitor flows and rainfall.</li> </ul>	<ul style="list-style-type: none"> <li>By operating a "black box" flow recorder in the pipe network to monitor flows and rainfall.</li> </ul>	234. Nitrate levels maintained below EPA limits.
IN44 To develop the system to meet demand as it occurs.	<ul style="list-style-type: none"> <li>By upgrading the sewer pipe system to cater for growth and increased flows.</li> <li>By extending sewer mains in accordance with the long term plan</li> </ul>	<ul style="list-style-type: none"> <li>By upgrading the sewer pipe system to cater for growth and increased flows.</li> <li>By extending sewer mains in accordance with the long term plan</li> </ul>	235. Report to Council each January of current likely expected upgrading requirements and timeframes.
	<ul style="list-style-type: none"> <li>By extending sewer mains in accordance with the long term plan</li> </ul>	<ul style="list-style-type: none"> <li>By extending sewer mains in accordance with the long term plan</li> </ul>	236. Council approved extensions completed and operating.

The Sewer Services (Uralla) were funded in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) with an allocation of \$575,893 (2011/2012 - \$368,158) recurrent expenditure and \$102,848 (2011/2012 - \$123,657) capital expenditure.

# **URALLA SHIRE COUNCIL** **OPERATIONAL PLAN 2012/2013**

## **Principal Activity:** PA7. Sewerage Services (Sub-Activity - PA7.2 Bundarra Sewerage)

### **Strategic Objective:**

To introduce a safe, cost-effective and affordable sewerage facilities complying with statutory requirements, for the benefit of both present and future residents of the village of Bundarra, without creating significant pollution problems in the disposal of wastewater.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
IN45 The community and Council have recognised the need to replace the septic tank and absorption trench method of disposing of wastewater, particularly south of the Gwydir River and that a sewerage/common effluent scheme may not be affordable for the residents of Bundarra based on current government subsidy rates of 50% or less of capital cost.	<ul style="list-style-type: none"> <li>Council, on behalf of the community, continue to pursue the full funding eligibility of such works for both Federal and State Government Funding by using the DPWS Report No SR 103 dated November 1989 in submissions and delegations to DEUAS, State and Federal Politicians.</li> <li>By seeking and taking all opportunities for funding.</li> </ul>	<ul style="list-style-type: none"> <li>Council, on behalf of the community, continue to pursue the full funding eligibility of such works for both Federal and State Government Funding by using the DPWS Report No SR 103 dated November 1989 in submissions and delegations to DEUAS, State and Federal Politicians.</li> <li>By seeking and taking all opportunities for funding.</li> </ul>	
IN46 When funding has been achieved to proceed with the works in stages.			

The Sewer Services (Bundarra) has no specific funding in the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5) at this time and all preliminary funding application costs are carried by the Governance and Corporate Support Services functions of Council. Council was unsuccessful in obtaining funding for the Bundarra Sewerage Scheme through its application for funding (Resolution 448/08; 15 December 2008 meeting) to the Federal Government Regional and Local Community Infrastructure Program.

### **Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	232, 233, 234, 235, 236	5	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		5	

**URALLA SHIRE COUNCIL  
OPERATIONAL PLAN 2012/2013**

**Principal Activity:** PA7. Sewerage Services (Sub-Activity - PA7.3 Rural Waste Water)

**Strategic Objective:**

To ensure that the health of rural residents and the quality of groundwater and surface waters is not threatened by wastewater disposal in areas where sewerage is not available.

Community Strategic Goals	Delivery Plan 2011/2016 Strategies	Operational Plan 2012/2013 Strategies	Performance Assessment
IN47 To ensure that installed aerated waste treatment plants are regularly serviced by qualified people and anaerobic systems are operating effectively.	<ul style="list-style-type: none"> <li>Ensuring that aerated waste treatment systems are serviced quarterly by certifies technicians.</li> <li>Ensuring that anaerobic systems are operating in accordance with the National Plumbing and Drainage Code.</li> <li>By carrying out the necessary registration and inspection of Sewage Treatment Devices.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring that aerated waste treatment systems are serviced quarterly by certifies technicians.</li> <li>Ensuring that anaerobic systems are operating in accordance with the National Plumbing and Drainage Code.</li> <li>By carrying out the necessary registration and inspection of Sewage Treatment Devices.</li> </ul>	<p>237. No less than 40 devices inspected per annum.</p> <p>238. Register maintained and manufacturers advised when services are overdue.</p>

The Sewer Services (Rural Waste Water) requires no separate funding through the 2012/2013 Budget Estimates of the Uralla Shire Council (Operational Plan Part 5).

**Summary of Outcomes**

Outcomes	Performance indicators	Number	Comments
Achieved	237, 238	2	
Achieving		0	
Partially Achieved		0	
Not Achieved		0	
Not Achieving		0	
		2	



<b>SECTION:</b>	<b>Governance and Administration</b>
<b>ITEM NUMBER:</b>	<b>Item 2</b>
<b>SUBJECT:</b>	<b>Uralla Shire Council Operating Policies for advertising</b>
<b>File Reference:</b>	U07/70
<b>Reason:</b>	Council's Operating Policies are being systematically reviewed and developed to provide up-to-date and relevant policies for the operation of Council's community care programs.
<b>Objective:</b>	To have Council adopt the updated policies for the purpose of advertising for submissions.
<b>Budget Implication:</b>	Nil
<b>Operational Plan:</b>	Corporate Governance

**INFORMATION**

Section 161 and 162 of the Local Government Act require Council to give notice of draft local policies after they are prepared, place the draft policies on public exhibition for a period of no less than 28 days, allow a period of 42 days for submissions and take into considerations all submissions made. Copies of Section 161 and 162 of the Local Government Act are in Attachment A. Council staff are currently updating policies and procedures in order to comply with the Commonwealth Community Care Common Standards.

In July 2013, Council received a \$70,000 grant from the Commonwealth Government to assist in bringing Council operations in line with the Community Care Common Standards. Part of this funding has been utilised to improve and update Council policies and procedures.

The following draft policies will apply to all Council operations:

- 1..2.17 Risk Management.
- 1.2.18 Community Understanding and Engagement.
- 1.2.19 Privacy and Confidentiality.
- 1.2.20 Continuous Improvement.
- 2.1.01 Complaints and Service User Feedback.
- 2.1.07 Records Management.
- 2.1.08 Provision of Information.
- 2.1.09 Gathering Information for Incident Reporting.

Specific draft policies which apply to Tablelands Community Transport, Kamilaroi Ageing and Disability Services, Tablelands Community Transport and Bundarra Neighbour Aid are:

- 8.1.02 Physical Resources.
- 8.1.03 Service Access.
- 8.1.04 Assessment.
- 8.1.05 Care Plan Development and Delivery.
- 8.1.06 Service User Reassessment.
- 8.1.07 Service User Referral.
- 8.1.08 Advocacy.
- 8.1.09 Consumer Independence.

The above draft policies, which are marked yellow in the attached Register of Codes, Policies and Plans (Attachment B), have been developed for consideration of Council to be advertised for submissions for the period from Wednesday, 28 August 2013 to Wednesday, 25 September 2013.

**Prepared by:** Director of Administrative Services, Ms Jane Michie  
**Prepared for:** General Manager, Mr Tom O'Connor

**RECOMMENDATION**

That Council adopt the draft policies, listed below, for the purpose of placing those draft policies on public exhibition for the period of Wednesday, 28 August 2013 to Wednesday, 25 September 2013 to receive written submissions by Wednesday 16 October 2013:

- 1.2.17 Risk Management.
- 1.2.18 Community Understanding and Engagement.
- 1.2.19 Privacy and Confidentiality.
- 1.2.20 Continuous Improvement.
- 2.1.01 Complaints and Service User Feedback.
- 2.1.07 Records Management.
- 2.1.08 Provision of Information.
- 2.1.09 Gathering Information for Incident Reporting.
- 8.1.02 Physical Resources.
- 8.1.03 Service Access.
- 8.1.04 Assessment.
- 8.1.05 Care Plan Development and Delivery.
- 8.1.06 Service User Reassessment.
- 8.1.07 Service User Referral.
- 8.1.08 Advocacy.
- 8.1.09 Consumer Independence.

## ATTACHMENTS TO THE ITEM 2 REPORT

## INDEX OF INCLUDED ATTACHMENTS

The Following Documents are Included as Attachments to the Preceding Report

Attachment Name:		Page Count:
A:	Sections 160 and 161 of the Local Government Act	2
B:	Register of Codes, Policies and Plans	3
C:	Draft Policy 1..2.17 Risk Management.	2
D:	Draft Policy 1.2.18 Community Understanding and Engagement.	2
E:	Draft Policy 1.2.19 Privacy and Confidentiality.	2
F:	Draft Policy 1.2.20 Continuous Improvement.	2
G:	Draft Policy 2.1.01 Complaints and Service User Feedback.	2
H:	Draft Policy 2.1.07 Records Management	2
I:	Draft Policy 2.1.08 Provision of Information.	1
J:	Draft Policy 2.1.09 Gathering Information for Incident Reporting.	2
K:	Draft Policy 8.1.02 Physical Resources.	2
L:	Draft Policy 8.1.03 Service Access.	2
M:	Draft Policy 8.1.04 Assessment.	2
N:	Draft Policy 8.1.05 Care Plan Development and Delivery.	2
O:	Draft Policy 8.1.06 Service User Reassessment.	2
P:	Draft Policy 8.1.07 Service User Referral.	2
Q:	Draft Policy 8.1.08 Advocacy.	2
R:	Draft Policy 8.1.09 Consumer Independence	2

Attachment: A  
AAA[Whole title](#) | [Regulations](#) | [Historical versions](#) | [Historical notes](#) | [Search title](#) | [PDF](#)

Results: Document Types="Acts, Regs", Exact Phrase="Local Government Act 1993", Search In="Text" 00122  
Result titles | Result hits

## Local Government Act 1993 No 30

Current version for 5 July 2013 to date (accessed 20 August 2013 at 11:23)

[Chapter 7](#) > [Part 3](#) > Section 160

<< page >>

### 160 Public notice and exhibition of draft local policy

- (1) The council must give public notice of a draft local policy after it is prepared.
- (2) The period of public exhibition must be not less than 28 days.
- (3) The public notice must also specify a period of not less than 42 days after the date on which the draft local policy is placed on public exhibition during which submissions may be made to the council.
- (4) The council must, in accordance with its notice, publicly exhibit the draft local policy together with any other matter which it considers appropriate or necessary to better enable the draft local policy and its implications to be understood.

Top of page



Whole title | Regulations | Historical versions | Historical notes | Search title | PDF

00123

Results: Document Types="Acts, Regs", Exact Phrase="Local Government Act 1993", Search In="Text"  
Result titles | Result hits

## Local Government Act 1993 No 30

Current version for 5 July 2013 to date (accessed 20 August 2013 at 11:21)

[Chapter 7](#) ▶ [Part 3](#) ▶ Section 161

<< page >>

### 161 Adoption of draft local policy

- (1) After considering all submissions received by it concerning the draft local policy, the council may decide:
  - (a) to amend its draft local policy, or
  - (b) to adopt it without amendment, or
  - (c) not to adopt it, except where the adoption of criteria is mandatory.
- (2) If the council decides to amend its draft local policy, it may publicly exhibit the amended draft local policy in accordance with this Part or, if the council is of the opinion that the amendments are not substantial, it may adopt the amended draft local policy without public exhibition.

Top of page

**URALLA SHIRE COUNCIL**  
**REGISTER OF CODES POLICIES AND PLANS**

*Attachment B*

Department	Section	Code or Policy			Responsible Officer
1. Governance	1. Codes	1. Code of Conduct	<a href="#">PDF</a>	Word	General Manager
		2. Code of Meeting Practice	<a href="#">PDF</a>	Word	
		3. Rules and Procedures for the Conduct of Occupational Health and Safety meetings	<a href="#">PDF</a>	Word	
	2. Policies	1. Amendments to Existing Codes and Policies	<a href="#">PDF</a>	<a href="#">Word</a>	General Manager
		2. Citizenship Awards	<a href="#">PDF</a>	<a href="#">Word</a>	
		3. Council Meetings – Matters for Closed Session of Council	<a href="#">PDF</a>	<a href="#">Word</a>	
		4. Delegations of Authority to Committees of Council	<a href="#">PDF</a>	<a href="#">Word</a>	
		5. Delegations of Authority to Mayor and General Manager	<a href="#">PDF</a>	<a href="#">Word</a>	
		6. Donations – Section 356	<a href="#">PDF</a>	<a href="#">Word</a>	
		7. Election of Mayor, Deputy Mayor and Delegates to Committees following General Election	<a href="#">PDF</a>	<a href="#">Word</a>	
		8. Genetically Engineered Crop Trials and Commercial Crops in Country NSW	<a href="#">PDF</a>	<a href="#">Word</a>	
		9. Internal Reporting Policy	<a href="#">PDF</a>	<a href="#">Word</a>	
		10. Payment of Fees and Expenses and the Provision of Facilities for Councillors	<a href="#">PDF</a>	<a href="#">Word</a>	
		11. Provision of Information to and Interaction Between Councillors and Staff	<a href="#">PDF</a>	<a href="#">Word</a>	
		12. Sponsorship	<a href="#">PDF</a>	<a href="#">Word</a>	
		13. Travel – Interstate and Overseas	<a href="#">PDF</a>	<a href="#">Word</a>	
		14. Regulatory Compliance	<a href="#">PDF</a>	<a href="#">Word</a>	
		15. Candidate for Council and new Councillor Induction	<a href="#">PDF</a>	<a href="#">Word</a>	
		16. Council's role as a Provider of Community Services	<a href="#">PDF</a>	<a href="#">Word</a>	
		17. Risk Management	<a href="#">PDF</a>	Word	
		18. Community Understanding and Engagement	<a href="#">PDF</a>	Word	
		19. Privacy and Confidentiality	<a href="#">PDF</a>	Word	
		20. Continuous Improvement	<a href="#">PDF</a>	Word	
2. Corporate Services	3. Plans	1. Community Strategic Plan – separate folder	<a href="#">PDF</a>	Word	General Manager
		2. Operating Plan 2012/2013 – separate folder	<a href="#">PDF</a>	Word	
		3. Privacy Management Plan	<a href="#">PDF</a>	Word	
	1. Administration	1. Complaints and Service User Feedback	<a href="#">PDF</a>	Word	Director Administrative Services
		2. Staff Operating Guide	<a href="#">PDF</a>	Word	
		3. Use of the Council Meeting Room	<a href="#">PDF</a>	Word	
		4. Occupational Health and Safety (OH&S)	<a href="#">PDF</a>	Word	
		5. Occupational Health and Safety Workplace Inspection	<a href="#">PDF</a>	Word	
		6. Information Technology and Communication Resources	<a href="#">PDF</a>	Word	
		7. Records Management	<a href="#">PDF</a>	Word	
		8. Provision of Information	<a href="#">PDF</a>	Word	
		9. Gathering Information for Incident Reporting	<a href="#">PDF</a>	Word	
	2. Finance	1. Aged Care Facilities – Quarantining of Funds	<a href="#">PDF</a>	<a href="#">Word</a>	Manager Finance
		2. Aggregation of parcels of land for rating purposes	<a href="#">PDF</a>	<a href="#">Word</a>	
		3. Credit Card and Cash Advance	<a href="#">PDF</a>	<a href="#">Word</a>	
		4. Debt – Recovery	<a href="#">PDF</a>	<a href="#">Word</a>	
		5. Disposal of Council Assets	<a href="#">PDF</a>	<a href="#">Word</a>	
		6. Goods and Services Tax (GST)	<a href="#">PDF</a>	<a href="#">Word</a>	
		7. Investments	<a href="#">PDF</a>	<a href="#">Word</a>	
		8. Pensioner Concessions	<a href="#">PDF</a>	<a href="#">Word</a>	
		9. Transfer of Land for Unpaid Rates and Charges	<a href="#">PDF</a>	<a href="#">Word</a>	

## 00125

Page 2 of 3

**URALLA SHIRE COUNCIL**  
**REGISTER OF CODES POLICIES AND PLANS**

00126

		10. Food Control - Commercial Premises	<a href="#">PDF</a>	<a href="#">Word</a>	
		11. Hairdressers and Skin Penetration Premises	<a href="#">PDF</a>	<a href="#">Word</a>	
	2. Emergency Services	1. NSW Fire Brigade – Uralla Volunteer Fire Brigade	<a href="#">PDF</a>	Word	Director of Engineering
	3. Animal Control	1. Keeping of Animals (Urban Areas)	<a href="#">PDF</a>	Word	Director of Engineering
6. Planning	4. Waste	1. Draft Waste and Resource Management 2. Draft Kerb-side Recycling Bin Contamination	PDF PDF	Word Word	Director of Engineering
	1. Development Control	1. Bonds Management 2. Deferment of Conditions of Development Consent 3. Development Approval Process 4. Developments (Small) – Disposal of Storm-water 5. Displays on Footpaths 6. Landscaping Bonds 7. Local Policies Concerning Approvals and Orders – Amendment and Revocation 8. Sub-dividers – Land Valuations and Rates 9. Section 149(d) Certificates - Building Certificate Fee	<a href="#">PDF</a> <a href="#">PDF</a> PDF <a href="#">PDF</a> <a href="#">PDF</a> <a href="#">PDF</a> <a href="#">PDF</a> <a href="#">PDF</a> <a href="#">PDF</a>	Word Word Word Word Word Word Word Word <a href="#">Word</a>	Manager of Planning
	3. Economic Development		PDF	Word	General Manager
	7. Community Facilities	1. Facility Management 2. Street Store Operating 3. Uralla Swimming Pool Booking	<a href="#">PDF</a> <a href="#">PDF</a> PDF	<a href="#">Word</a> <a href="#">Word</a> Word	Director of Engineering
	8. Community Services	1. Aged and Disabled Services – Community Care	<a href="#">PDF</a>	<a href="#">Word</a>	Director Administrative Services and Relevant Manager
		2. Physical Resources	PDF	Word	
		3. Service Access	PDF	Word	
		4. Assessment	PDF	Word	
		5. Care Plan Development and Delivery	PDF	Word	
		6. Service User Reassessment	PDF	Word	
		7. Service User Referral	PDF	Word	
		8. Advocacy	PDF	Word	
		9. Consumer Independence	PDF	Word	
	2. Aged and Disabled Services – Residential Care	1. 2.			
	3. Aged and Disabled Services – Youth				
	4. Tourism and Culture	1. Visitor Information Centre	PDF	Word	Director Administrative Services and Relevant Manager



## Risk Management Policy

- Section:** 1.2.17 Governance
- Subject :** Risk Management
- Description:** This Uralla Shire Council policy ensures that potential risk is identified and addressed to assist in the safety of service users, staff and the organisation.
- Applies to:** All Council services
- Objectives:**
- To effectively identify, record and manage the risks associated with service delivery.

### Policy:

#### Overview:

The Uralla Shire Council is responsible for ensuring that risks to service users, staff and volunteers are identified, and strategies to minimise risk and deal with the occurrence of risk are implemented.

#### Policy Statement:

Uralla Shire Council is committed to the ongoing identification and management of risks in the workplace.

Risk management is the systemic application of management policies, procedures and practices to the task of identifying, analysing, testing and monitoring risks.

The Uralla Shire Council's risk management process is an ongoing process based on:

- the identification of risks with each consumer, and the development of an agreed risk plan.
- the continuous identification of new and emerging risks for staff, consumers, volunteers, contractors and the organisation.
- the reporting of any incidents or concerns by consumers, families, carers, workers, staff and subcontractors.
- consideration of the significance of any identified risks, incidents or concerns.
- analysis of trends.
- the development of strategies to control or mitigate risks or to improve service delivery.
- regular six monthly reviews (or more often if required) of previously identified risks and responses.
- immediate implementation of agreed actions to respond to significant concerns. These actions are incorporated into the Risk Management Plan and the Improvement Plan as necessary.

Staff will be aware of the risk management process, adequately trained to identify and manage risk, and involved in the development and improvement of risk management strategies.

Consumers with special needs will be assisted to actively participate in the identification and management of risk, and consumers will be assisted to access to an advocate if requested.

**Exemptions:** Nil

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated.

**Directors and Managers** are responsible for the maintenance of risk management policies and procedures, and supervising staff to ensure risk management measures are implemented.

**Employees** are responsible for following policies and procedures, and actively participating in risk management planning and implementation.

**Related Documents:**

- Uralla Shire Council Risk Management Action Plan
- Community Care Risk Management Plan

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

.....

General Manager

.....

Date

## Community Understanding and Engagement Policy

Attachment: D

- Section:** 1.2.18 Governance
- Subject :** Community Understanding and Engagement
- Description:** This policy ensures that the Uralla Shire Council engages with its community to understand its care and support needs, and that this is reflected in service planning and development.
- Applies to:** All Council services.
- Objectives:**
- To gather information and data on service needs.
  - To review and plan services based on community needs and with the input of consumers, staff and other providers.
  - To collaborate with other providers to meet the needs of the community.
  - To meet the requirements of special needs consumers and those most in need.
  - To implement changes to services which meet community needs and program and funding guidelines.

### Policy:

#### Overview:

The Uralla Shire Council will engage with the community to understand its needs and use this information to plan and develop targeted services.

#### Policy Statement:

The Uralla Shire Council will consult with the community to ensure that the services it provides are targeted and well-planned for the service area in which it operates. The Council will ensure that procedures are followed which support community understanding and engagement.

Data collected from community engagement will be integrated into planning and continuous improvement.

The Council will have a particular focus on the needs of the disadvantaged, who have limited access to services due to cultural, linguistic or other barriers.

The Council will consult with other tiers of government, community organisations and other relevant stakeholders to ensure that gaps in service provision are identified and filled.

Staff will be encouraged to collect data and feedback on community needs, and report their findings to management and executive who will integrate the changes into the planning and development of services.

Any changes to community needs will be implemented in accordance with contractual arrangements and program funding guidelines, and in association with other service providers if appropriate. Any additional funding applications will be made if necessary.

Service users will be encouraged to provide feedback to the Uralla Shire Council regarding service provision.

**Exemptions:** Nil

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated to manage services.

**Directors and Managers** are responsible for supervising staff and ensuring that information gathered from community engagement is integrated into planning.

**Employees** are responsible for collecting community data and following community

engagement procedures.

**Related Documents:**

- Community Strategic Plan
- Community Engagement Strategy

**Review:**

This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

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General Manager

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Date

## Privacy and Confidentiality Policy

Attachment: E

- Section:** 1.2.19 Governance
- Subject :** Privacy and Confidentiality
- Description:** This Uralla Shire Council policy document ensures that each service user's privacy, dignity and confidentiality is respected, specifically in the collection, use and disclosure of personal information.
- Applies to:** All Council activities.
- Objectives:**
- To comply with State and Federal Legislation as it applies.
  - To respect the consumer's right to privacy, dignity and confidentiality.
  - To inform consumers of their rights and obtain consent to share information with other services.
  - To provide appropriate processes for consumers to report breaches of privacy or confidentiality.
  - To ensure staff are aware of their responsibilities.

### Policy:

#### Overview:

The Uralla Shire Council will ensure that consumer's personal information is collected, stored and disclosed with the consumer's consent (if necessary) and in accordance with State and Federal legislation.

#### Policy Statement:

The Uralla Shire Council is committed to the principles outlined in privacy-related legislation. The Council implements procedures which regulate the collection, storage and disclosure of information, and support the consumer's right to access their information.

Consumers are provided with the following information:

- the Uralla Shire Council's Privacy Management Plan.
- the type of information collected.
- security measures for personal information.
- the use of personal information.
- the consumer's access to, and correction of, personal information.
- the consumer's right to an advocate.

The Uralla Shire Council will ensure that there are appropriate processes for obtaining both verbal and written consent, and that the procedures for the handling of consumer information are followed.

Staff are provided with education and training on their roles and responsibilities in relation to consumer information, and are supervised by the Manager to ensure the consumer's rights are respected.

Consumers with special needs are assisted to ensure that they are fully aware of their rights and responsibilities relating to the collection, use and storage of their personal information and are referred to support services as necessary.

Consumers are encouraged to notify staff or the Uralla Shire Council if they feel that their privacy has been breached. The appropriate action will be taken to investigate the complaint as determined by the Manager, relevant legislation, and Uralla Shire Council Policies.

**Responsibility:** **Councillors** are responsible for adopting the policy and providing appropriate resources.

**Directors and Managers** are responsible for ensuring consumers' privacy and confidentiality are respected and any complaints relating to privacy and confidentiality are resolved.

**Employees** are responsible for following the policy and procedures relating to privacy and confidentiality.

**Related**

**Documents:**

- *Privacy Act 1988*
- *NSW Privacy and Personal Information Protection Act 1998*
- *NSW Health Records and Information Privacy Act 2002*
- *Government Information Public Access Act 2009*
- Uralla Shire Council Privacy Management Plan

**Review:**

This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

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General Manager

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Date

## Continuous Improvement Policy

Attachment: F

- Section:** 1.2.20 Governance
- Subject :** Continuous Improvement
- Description:** This policy ensures that the Uralla Shire Council actively pursues and demonstrates continuous improvement in all aspects of service management and delivery.
- Applies to:** All Council
- Objectives:**
- To collect information from key stakeholders and staff.
  - To collate and analyse information.
  - To implement and evaluate changes.

### Policy:

#### Overview:

Continuous improvement is an ongoing process of striving to improve outcomes for service users, staff, volunteers and the organisation through leadership, research, monitoring, consultation and evaluation. The Uralla Shire Council is committed to ensuring that the services it provides are underpinned by continuous improvement processes.

#### Policy Statement:

The Uralla Shire Council will implement processes that will ensure ongoing consultation with stakeholders (including consumers, consumer representatives, staff, volunteers, contractors and the community) to facilitate continuous improvement.

Stakeholders will be encouraged to provide feedback on service delivery, and will be informed of actions taken in response to their feedback.

Managers will ensure that data collected during the continuous improvement process is recorded and analysed, and that changes are planned, implemented and evaluated.

The Council will ensure that staff and volunteers are included in the planning and management of the improvement process, and are directly involved in monitoring and reporting change.

Staff will follow relevant procedures and will be provided with adequate training to ensure that they understand the continuous improvement process and can identify and report on necessary improvements.

Consumers with special needs will be assisted to understand and contribute feedback toward the continuous improvement process.

**Exemptions:** Nil

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated.

**Directors and Managers** are responsible for analysing information, planning improvements, and evaluating change.

**Employees** are responsible for identifying and reporting necessary improvements, and engaging in the planning and implementation of improvements.

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

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**General Manager**

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**Date**



## Complaints and Service User Feedback Policy

<b>Section:</b>	2.1.1 Corporate Services – Administration
<b>Subject :</b>	Complaints and Service User Feedback
<b>Description:</b>	This document outlines the Uralla Shire Council's policy on complaints and feedback. It ensures that complaints and feedback are dealt with fairly, promptly, confidentially and without retribution.
<b>Applies to:</b>	All Council services.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• To train staff in feedback and complaints processes.</li> <li>• To document complaints in a register.</li> <li>• To deal with complaints using appropriate procedures.</li> <li>• To make an appeals process available.</li> <li>• To regularly review complaints and feedback procedures and implement improvements.</li> </ul>

### Policy:

#### Overview:

The Uralla Shire Council ensures that consumers are given opportunities to express complaints and feedback. This Policy ensures that complaints are thoroughly investigated and a standard process followed.

#### Policy Statement:

The Uralla Shire Council is committed to providing a complaints and feedback process that allows consumers to express their concerns and ideas without fear of retribution. The Council treats complaints seriously, and believes that complaints and feedback processes provide an opportunity to address inadequacies in service delivery and increase consumer satisfaction.

Staff must take into consideration the requirements of special needs consumers and provide the appropriate assistance to enable the consumers to engage in the complaints and feedback process.

The complaints and consumer feedback processes are regularly reviewed to ensure continuous improvement.

#### Complaints

A valid complaint is one where Council would appear to have failed in regards to a service, response to a request for service or a report.

All consumers should be informed of their right to complain and updated regularly on the progress of their complaint. Consumers can expect their complaint to be dealt with using standard procedures, and feel comfortable to continue to access services.

Complaints may be lodged with Council in person or by telephone, facsimile, email or letter. All complaints are forwarded to the Manager, relevant Director or Public Officer for further action, and entered into a Complaints Register specific to the relevant Council department. Should an investigation be deemed unnecessary, the complainant will be notified of the reason for no further action.

All complaints are kept as confidential as possible and only discussed with staff directly involved with the resolutions. The consumer's permission must be obtained to provide information to other parties.

Investigations of anonymous complaints will be at the discretion of the Public Officer, and actions will be determined by the seriousness and evidence of the complaint.

Serious complaints relating to corrupt conduct, pecuniary interest breaches, improper use of

position, criminal action or maladministration will be dealt with using the Code of Conduct.

### **Feedback**

Consumers are encouraged to provide feedback to staff about the services they access.

Feedback can be provided formally - using a feedback form, specific verbal feedback or correspondence – or informally, for instance a passing comment.

All formal feedback, positive and negative, should be documented. Negative feedback should be discussed with the Manager or Director to assess if it is elevated to the complaints process.

Informal and positive feedback is discussed at staff meetings to determine proposed actions.

All staff must be trained in the appropriate complaints and feedback procedures.

**Exemptions:** Nil

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the Policy and allocating necessary resources.

**Directors and Managers** are responsible for updating policies and procedures and ensuring complaints and feedback are processed appropriately.

**Employees** are responsible for ensuring complaints and feedback are recorded and dealt with according to the appropriate procedures.

**Related Documents:**

- Uralla Shire Council Complaints Register.
- Community Care - Feedback and Complaints Register.
- Uralla Shire Council Code of Conduct.

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

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General Manager

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Date

## Records Management Policy

Attachment: H

- Section:** 2.1.7 Corporate Services - Administration
- Subject :** Records Management
- Description:** This Policy regulates the storage of Uralla Shire Council records and ensures best practice in records management.
- Applies to:** All Council activities.
- Objectives:**
- To ensure records management complies with legislation.
  - To ensure that records are appropriately stored (electronically and in paper form) to meet operational needs, reporting requirements and community expectations.
  - To preserve the corporate history of the Council.

### Policy:

#### Overview:

Uralla Shire Council records are any records (regardless of format) made and kept, or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office' (*State Records Act 1998*). This includes records in any format such as paper, electronic, audio or video cassettes, film, photographs and publications.

#### Policy Statement:

The Uralla Shire Council is committed to meeting its responsibilities under the *State Records Act 1998 (NSW)* and to implementing best practice in its records management practices and systems.

This Policy applies to all departments of the Uralla Shire Council, and all practices and procedures concerning records management.

Records management is supported through the continued implementation of the TRIM records management system. All staff must record all substantive official business in TRIM and are, as far as reasonable, not to maintain individual files or recordkeeping systems. All Uralla Shire Council formal documents should include either a TRIM file number or document number.

The Uralla Shire Council will manage its records in accordance with the *State Records Act 1998 (NSW)* and any policies, standards, codes of best practice and other requirements issued by the State Records Authority of New South Wales (*State Records NSW*) under the Act.

Uralla Shire Council Records will also be subject to the *Government Information Public Access Act 2009* and the *Privacy and Personal Information Protection Act 1998 (NSW)*. Other relevant legislation and standards include the *Evidence Act 1995 (NSW)*, the *Public Finance & Audit Act 1983*, the *Local Government Act 1993* and the *Australian Standards*.

Staff are responsible for records creation and management and must:

- take responsibility for creating records of all incoming and outgoing correspondence, conversations and documents.
- make and keep full and accurate records of all activities and decisions for which they are responsible.
- enter all Uralla Shire Council records into TRIM.
- submit paper records to the Records Officer for filing.
- protect records from accidental damage, loss or unauthorised access.
- not destroy records without entering them in TRIM and/or submitting to the Records Officer.

All staff who create records in the course of their employment must be trained in records management procedures.

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated to manage the assets.

The **General Manager** has the responsibility to oversee the Policy.

**Directors and Managers** are responsible for ensuring staff comply with the Policy and undertake appropriate records management procedures.

**Employees** are responsible for managing records in compliance with Uralla Shire Council policies and procedures.

**Related Documents:**

- Uralla Shire Council Information Technology and Communication Resources Policy.
- *State Records Act 1998 (NSW)*
- *Government Information Public Access Act 2009*
- *Privacy and Personal Information Protection Act 1998 (NSW)*
- *Evidence Act 1995 (NSW)*
- *Public Finance & Audit Act 1983*
- *Local Government Act 1993*
- *Australian Standards.*

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

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General Manager

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Date

## Information Provision Policy

Attachment: I

**Section:** 2.1.8 Corporate Services - Administration

**Subject :** Information Provision

**Description:** This policy ensures that each consumer, or prospective consumer, is provided with information (initially and on an ongoing basis) in a format appropriate to their needs to assist them to:

- make informed choices.
- gain an understanding of the services available to them.
- be aware of their rights and responsibilities.

**Objectives:**

- To identify and provide appropriate information for consumers.
- To monitor and update consumer information as necessary.

### Policy:

#### Overview:

This Policy regulates the information provided to consumers and the circumstances under which it is provided.

#### Policy Statement:

The Uralla Shire Council is committed to providing the appropriate information to consumers at regular intervals and in formats which allow the consumer to fully understand the available services, their choices, rights and responsibilities.

The Manager is responsible for maintaining up-to-date information for consumers which meets service, legislative and regulatory requirements. Information to be released to the public must follow Council's approval process.

Staff must follow relevant procedures which outline the types of information, how often the information is provided and the support given to consumers to understand the information.

Staff must ensure that the special needs of consumers are considered and assist the consumer to understand the information provided.

Appropriate education and training is provided to ensure staff are aware of their responsibilities to provide consumers with appropriate information.

**Responsibility:** **Councillors** are responsible for adopting the policy and ensuring that the appropriate resources are allocated.

**Directors and Managers** are responsible for supervising staff to ensure that consumers receive appropriate information in compliance with policies, procedures and regulatory requirements.

**Employees** are responsible for delivering information appropriate to consumer needs and assisting consumers to understand the information.

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

### Resolution #

**Authorised by:**

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General Manager

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Date

## Gathering Information for Incident Reporting Policy

Attachment :]

- Section:** 2.1.9 Corporate Services - Administration
- Subject :** Gathering Information for Incident Reporting
- Description:** This policy has been prepared to ensure that Council has clear and concise directions for the systematic collection of data that documents the operations and management of Council. The collection and retrieval of accurate information is critical in the defence of public liability and professional indemnity claims.
- Applies to:** All Council activities.
- Objectives:** Council has prepared a Gathering Information Manual that sets out procedures based on current best practice to assist with information management. The objectives of these procedures will be to:
- ensure that data recorded on relevant documentation used by Council satisfies the minimum data required under current best practice.
  - implement a flowchart that represents a systematic approach to the steps involved in Council's incident reporting procedure.
  - establish a list of all internal and external documentation that may be used in the information gathering process and for the preparation of reports.

### Policy:

Uralla Shire Council officers will observe guidelines and procedures determined in the Gathering Information Manual that outlines a simple systematic and readily useable system for information management that encompasses hazard and incident reporting, investigation and remediation.

Councillors and staff will:

- ensure accurate and systematic recording of relevant data and information; and,
- comply with the minimum data standards for the gathering of information, as contained in the Gathering Information Manual.

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated to manage the assets.

The **General Manager** has the responsibility to oversee the Policy.

**Directors and Managers** are responsible for ensuring that staff comply with this Policy and its related procedures.

**Employees** are responsible for complying with this Policy and undertaking the appropriate related procedures.

**Related Documents:**

- Statewide Mutual, Best Practice Manual - Gathering Information
- *State Records Act 1998*

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

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**General Manager**

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**Date**

## Physical Resources Policy

Attachment : K

- Section:** 8.1.2 Aged and Disability Services – Community Care
- Subject :** Physical Resources
- Description:** This document outlines the Uralla Shire Council's policy on physical resources, and ensures the safe delivery of services for consumers and staff.
- Applies to:** Tablelands Community Support Options, Kamilaroi Ageing and Disability Services, Tablelands Community Transport, and Bundarra Neighbour Aid.
- Objectives:**
- To undertake regular safety inspections.
  - To thoroughly inspect the homes and equipment of consumers as appropriate to funding program.
  - To meet and monitor the regulatory requirements of workplaces and facilities.
  - To engage in appropriate emergency procedures and training.

### Policy:

#### Overview:

Uralla Shire Council manages physical resources to ensure the safe delivery of care and service to consumers.

#### Policy Statement:

The Uralla Shire Council undertakes consistent processes to ensure the safety of consumers and staff during the delivery of services.

The Uralla Shire Council ensures that all services are provided in a safe environment in line with *Work Health & Safety Act 2011* requirements and a duty of care to consumers, staff and volunteers through:

- ensuring the working environment meets regulatory requirements.
- providing training to staff (induction and ongoing) on the need to ensure the safety of consumers and themselves, and the procedures for an emergency.
- providing procedures and training for staff to record hazards in consumer homes and other facilities and venues using appropriate assessment tools.
- reviewing all recorded incidents and hazards regularly or, if required, as soon as possible.
- inviting feedback from consumers through direct contact, feedback forms or surveys.
- maintaining and servicing equipment and vehicles, as appropriate or recommended by the manufacturers, and recording data in an equipment register.
- ongoing audits and continuous improvement of processes and procedures.

The Uralla Shire Council requires that consumers receiving in-home assessments and services:

- participate in a safety review of their home prior to the delivery of support, as appropriate to the program and level of care they receive.
- ensure safe chemicals are available for contractors.
- not smoke in the home when staff are present.
- secure any dogs prior to the arrival of staff.

Staff will ensure that the requirements of special needs consumers are met, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with dementia, people with a mental illness, people living in remote or isolated areas, people who are financially or socially disadvantaged, people with disabilities, veterans, people who are



homeless or at risk of being homeless, and care leavers (people who have experienced institutional care, such as child orphans and child migrants).

**Exemptions:** Nil

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated to manage physical resources.

**Directors and Managers** are responsible for ensuring the safe delivery of services through quality physical resources and staff training.

**Employees** are responsible for following relevant procedures to ensure the safe delivery of services.

**Related Documents:**

- *Work Health & Safety Act 2011*
- Uralla Shire Council Work Health & Safety Policy
- Uralla Shire Council Information Technology and Communication Resources Policy
- Gathering Information for Incident Reporting Manual

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

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General Manager

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Date

## Service Access Policy

Attachment: L

- Section:** 8.1.3 Aged and Disability Services – Community Care
- Subject :** Service Access
- Description:** The Uralla Shire Council's Service Access Policy ensures that consumers receive services based on equity, consultation, consideration of resources, and program eligibility.
- Applies to:** Tablelands Community Support Options, Kamilaroi Ageing and Disability Services, Tablelands Community Transport, and Bundarra Neighbour Aid.
- Objectives:**
- To provide equitable access to services.
  - To offer services to eligible consumers if funding is available and the consumer's needs can be met by an available service.
  - To operate a prioritised waiting list for potential consumers.
  - To refer ineligible people to other services if appropriate, or provide information about lodging a reapplication.
  - To provide access to services for people with special needs.
  - To ensure staff are appropriately trained and educated in processing new consumers.

### Policy:

#### Overview:

Uralla Shire Council will afford consumers access to services in accordance with their needs and available support services.

#### Policy Statement:

The Uralla Shire Council will ensure that consumers have access to its services if they are eligible, if funding is available, and if the required services are offered by the Council.

The Council will ensure that services are promoted in the local service area, and that the information includes available services, target groups and eligibility.

Community members can be referred (with their consent) by the ACAT, their doctor, other health professionals, family members or people in the community. The person can also self-refer. Referrals are entered into a prioritising tool to determine the person's placement on the waiting list (if necessary).

Staff are responsible for assessing all referrals by following correct procedures. Staff must hold the appropriate qualifications, and are provided with regular training as necessary.

Information about eligibility, available services and the circumstances that would lead to the cessation of services is provided to the consumer as part of the assessment process.

Uralla Shire Council is committed to assisting people with special needs to access services, for example:

- Aboriginal and Torres Strait Island people who require culturally sensitive services.
- non-English speakers who require translation.
- people that do not read or write who require additional verbal explanations.
- people with dementia who require an advocate.

Eligible consumers will either commence services or will be placed on the waiting list. They will be advised of their position on the waiting list at regular intervals.

Those who are deemed ineligible will be referred to other services if appropriate, and will be given

information about resubmitting an application or lodging a complaint if necessary.

Consumers and carers are not excluded from access to the service on the grounds of their gender, marital status, religious or cultural beliefs, political affiliation, particular disability, ethnic background, age, sexual preference, inability to pay, geographical location or circumstances of the carer unless funding identifies a special target group.

**Exemptions:** Nil.

**Other Matters:** Nil.

**Responsibility:** **Councillors** are responsible for adopting the Policy and providing adequate resources.

**Directors and Managers** are responsible for ensuring that policies and procedures are up-to-date and are followed.

**Staff** are responsible for ensuring equitable access to services for consumers and following appropriate procedures.

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

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General Manager

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Date

Attachment: M

## Assessment Policy

- Section:** 8.1.4 Aged and Disability Services – Community Care
- Subject :** Assessment
- Description:** This document outlines the Uralla Shire Council's policy on assessing consumers - using quality methods and by carefully considering the needs and goals of consumers.
- Applies to:** Tablelands Community Support Options, Kamilaroi Ageing and Disability Services, Tablelands Community Transport, and Bundarra Neighbour Aid.
- Objectives:**
- To undertake quality assessments that identify the individual care and support needs of consumers.
  - To ensure assessments are undertaken within appropriate timeframes.
  - To ensure the special needs of consumers are considered and met.
  - To ensure staff are adequately trained to make assessments.

### Policy:

#### Overview:

The Uralla Shire Council is committed to ensuring all prospective consumers are assessed thoroughly, with consideration of their complex needs, any required special needs support, and the consumer's goals to maintain independence.

#### Policy Statement:

The Uralla Shire Council will ensure that prospective consumers are assessed using quality processes which consider the person's complex needs.

Assessments are consultative, ensuring that the perceived needs of the consumer are discussed and that the consumer's goals and level of independence are recognised.

Quality management is achieved through the use of standard forms and thorough processes which are undertaken to assess the consumer. These assessment tools meet both the needs of the consumer and the program requirements.

The Manager is responsible for ensuring staff follow the assessment procedures, which outline appropriate timelines and assessment tools.

Staff must hold the appropriate qualifications, and are provided with regular training.

All assessments are conducted face-to-face by the Case Manager/Coordinator and it is their responsibility to ensure the prospective consumer is provided with the appropriate information and assisted with any special needs support throughout the assessment.

Consumers have the right to have an advocate present during the assessment and will be assisted to appoint an advocate if necessary.

If eligible, and if a position is available, consumers will be provided with a Care Plan and Consumer Contract, and will commence support at an agreed date.

If eligible, but there are no places available, the consumer will be placed on a waiting list.

If ineligible, the person is advised of the reasons for ineligibility, referred to other providers if appropriate, and informed of the reapplication process and the complaints process.

**Exemptions:** Nil

**Other Matters:** Nil.

**Responsibility:** **Councillors** are responsible for adopting the Policy and allocating the necessary resources to the program.

**Directors and Managers** are responsible for supervising staff and ensuring that appropriate assessment procedures are followed.

**Staff** are responsible for conducting assessments using appropriate procedures.

**Related Documents:**

- Consumer Contract
- Care Plan

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

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General Manager

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Date

## Care Plan Development and Delivery Policy

Attachment: N

**Section:** 8.1.5 Aged and Disability Services – Community Care

**Subject :** Care Plan Development and Delivery

**Description:** This policy ensures that:

- Care Plans are developed in consultation with the consumer, carer and/or advocate in association with their support goals and choices.
- Contractors are informed about the consumer's support choices and appropriate services are delivered to meet consumer goals.

**Applies to:** Tablelands Community Support Options, Kamilaroi Ageing and Disability Services, Tablelands Community Transport, and Bundarra Neighbour Aid.

**Objectives:**

- To assess consumers and provide a Care Plan appropriate to their support choices.
- To ensure Care Plans meet funding requirements/guidelines and are delivered to the highest quality.
- To consult consumers about their support choices and assist them to understand what care is available to them.
- To establish the consumer's goals and promote independence.
- To consider and assist special needs groups.
- To ensure staff are adequately trained to develop and deliver appropriate Care Plans.

### Policy:

#### Overview:

Consumers and contractors are provided with plans to ensure they fully understand and agree to the services that will be delivered, and ensure the accuracy and consistency of care.

#### Policy Statement:

The Uralla Shire Council is committed to providing quality care that promotes improving independence and reaching goals.

#### Care Plan and Service Plan

Following the assessment or reassessment of a consumer, a Care Plan is developed in consultation with the consumer and/or their representative.

The Care Plan must address the consumer's goals, promote independence and accommodate the consumer's complex care needs, while meeting funding program requirements.

In addition, a Service Plan is developed for all programs (excluding Bundarra Neighbour Aid) that details the consumer's support choices and the services to be provided by contractors.

The consumer and/or their representative receive an explanation of the Care Plan and a copy for their records. Prior to delivering a service, contractors must receive the Service Plan.

Consumers are provided with a Consumer Contract (or offer) which outlines:

- the services being offered in the Care Plan.
- the agreed procedures to follow if a service user doesn't respond to a scheduled visit.
- the reasons and process for changing, refusing, suspending or withdrawing service delivery.

Consumers with special needs will be provided with the appropriate support, or assisted to access a support provider, to ensure they fully understand the Care Plan and the services and support

being offered.

### Care Plan and Service Plan Delivery

The Case Manager/Coordinator is responsible for ensuring that the Support Plans are delivered to the highest quality and that support workers:

- have the necessary skills and qualifications to deliver the service/s.
- are provided, and familiar with, the consumer's Care and Support Plans, and are given the opportunity to voice any questions or concerns.
- record and report any problems during the delivery of care.
- record any reason for not providing a particular service, and contact the Uralla Shire Council if they are unable to attend a scheduled visit.
- are meeting appropriate care and professional standards, particularly cases involving clinical care which are governed by the *Aged Care Act 1997*.
- are appropriately supervised.
- are made aware of any changes to the Care/Service Plan.

The Uralla Shire Council will ensure that staff will have the necessary skills and qualifications to carry out their roles, including a minimum Certificate III in Community Services for Case Managers. The Uralla Shire Council and contractors will work together to identify any additional skills or training if consumer's needs change.

Consumers will be encouraged to provide feedback on the Care Plan development and delivery process.

**Exemptions:** Nil

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated.

**Directors and Managers** are responsible for updating policies and procedures and supervising staff.

**Employees** are responsible for following appropriate procedures to develop and deliver Care Plans and Service Plans.

**Related Documents:**

- Care Plan
- Service Plan
- *Aged Care Act 1997*

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

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General Manager

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Date

## Service User Reassessment Policy

Attachment: 0

- Section:** 8.1.6 Aged and Disability Services – Community Care
- Subject :** Service User Reassessment
- Description:** This policy ensures that consumers' needs are reassessed periodically or as needed.
- Applies to:** Tablelands Community Support Options, Kamilaroi Ageing and Disability Services, Tablelands Community Transport, and Bundarra Neighbour Aid.
- Objectives:**
- To reassess consumers every 12 months or as required.
  - To support consumers through the reassessment process, particularly those with special needs.
  - To consult consumers and/or representatives about changes to their care, update Care and Support Plans, and ensure support workers are informed of the changes.
  - To implement changes to support and care.
  - To monitor and review changes as necessary.

### Policy:

#### Overview:

Consumers are regularly monitored and reassessed in accordance with program schedules and support needs.

#### Policy Statement:

The Uralla Shire Council is committed to reassessing consumers using quality processes, and with an emphasis on consumer needs, goals and independence.

All Uralla Shire Council consumers are reassessed at least every 12 months or as required according to relevant program guidelines, reassessment procedures and consumer needs.

Consumers are made aware of their right to an advocate through the reassessment process and are assisted to access an advocate or advocacy service.

Care Plans are reviewed in consultation with the consumer according to their changing needs. A revised Care Plan and Consumer Contract is presented to the consumer and signed. Staff, contractors and volunteers are made aware of any changes to Support Plans. All changes to services are monitored for effectiveness.

Staff are trained and qualified to undertake reassessments and are aware of their responsibilities.

Care is taken to ensure that the special needs of consumers are considered during reassessment - that consumers understand their rights and responsibilities, and they are assisted through the reassessment process.

**Exemptions:** Nil

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that the necessary resources are allocated.

**Directors and Managers** are responsible for ensuring policies and procedures are updated and reassessment schedules are fulfilled.

**Employees** are responsible for following procedures, undertaking reassessments, maintaining records, updating service provision and monitoring consumer progress.

**Related**

- Care Plan



**Documents:**

- Service Plan
- Consumer Contract

**Review:**

This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #****Authorised by:**

.....

General Manager

.....

Date

## Service User Referral Policy

Attachment: P

- Section:** 8.1.7 Aged and Disability Services – Community Care
- Subject :** Service User Referrals
- Description:** This document describes the Uralla Shire Council's policy on service user referrals which ensures that consumers are referred to other providers as necessary and with the consumer's consent.
- Applies to:** Tablelands Community Support Options, Kamilaroi Ageing and Disability Services, Tablelands Community Transport, and Bundarra Neighbour Aid.
- Objectives:**
- To provide appropriate referral assistance to current consumers and community members including:
    - To identify and maintain links and protocols with other providers.
    - To appropriately identify the need for referral, and support the transition to another service.
    - To consult with the consumer and/or advocate regarding suitable referral agencies.
    - To meet regulatory and legislative requirements.
    - To follow up with consumer and/or referral agency as required.

### Policy:

#### Overview:

Uralla Shire Council will make referrals to other services as necessary, and with the consumer's consent.

#### Policy Statement:

The Uralla Shire Council will make referrals to appropriate agencies which suit the person's support needs and goals.

The need for referral may be identified when the person first contacts Uralla Shire Council for services or after services are provided such as when support needs change.

Referrals will comply with State and Commonwealth Legislation, as applicable, and will only be conducted with the consumer or consumer representative's knowledge and consent.

Staff are responsible for networking and liaising with other stakeholders, other community care providers, referrers, hospitals, residential and transition care providers, allied health professionals, medical practitioners and others as relevant. The Uralla Shire Council will adhere to the referral protocols of other services as appropriate.

The Council will provide and maintain a range of brochures that outline other relevant community services and support providers to assist in referrals.

Where a consumer has been referred to another service, staff will follow-up with the consumer to ensure that the service is appropriate and no further referral needs to be undertaken.

Staff ensure that the requirements of special needs consumers are considered and will assist the consumer to participate in the consumer referral process.

Appropriate education and training is provided to ensure staff are aware of their responsibilities and follow correct procedures for referral.

**Exemptions:** Referrals are only processed with the consumer or advocate's consent.

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the policy and ensuring the appropriate resources are made available.

**Directors and Managers** are responsible for updating the policy and supervising staff.

**Employees** are responsible for complying with the policy and related procedures.

**Review:** This Policy will be reviewed every four years from date of adoption, or as required.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

.....

General Manager

.....

Date

## Advocacy Policy

- Section:** 8.1.8 Aged and Disability Services – Community Care
- Subject :** Advocacy
- Applies to:** Tablelands Community Support Options, Kamilaroi Ageing and Disability Services, Tablelands Community Transport, and Bundarra Neighbour Aid.
- Description:** This document describes the Uralla Shire Council's policy on the use of advocates. It ensures that each consumer (and/or their representative) is given the choice of an advocate and, if required, assisted to access an advocate.
- Objectives:**
- To maintain information on available advocacy agencies.
  - To advise all consumers of their right to an advocate, provide information on available advocacy agencies, and assist in accessing an advocate.
  - To reinforce information at assessment and reviews and as part of the complaints process.
  - To ensure staff understand the role of advocates and how to access an advocate on behalf of consumers as required.
  - To regularly audit advocate processes, and identify and implement improvements.

### Policy:

#### Overview:

Consumers have a right to use an advocate of their choice to negotiate on their behalf. This may be a family member, friend or advocacy service.

The Uralla Shire Council is committed to the acceptance and provision of advocates to represent the interests of the consumer.

#### Policy Statement:

An advocate is a person who, with the authority of the consumer, represents the consumer's interests. Advocates may be used during assessments, reviews, and complaints or for any other communication between the consumer and the provider.

All community service consumers are entitled to engage an advocate to represent their interests.

Information on the use of an advocate is included in the *Privacy and Advocacy Handbook* and is explained by staff at entry to the service, assessments and reviews.

Staff are responsible for:

- ensuring consumers are aware of their right to use an advocate.
- maintaining a list of available local advocates.
- providing access to available local advocacy services.
- following advocacy procedures.
- respecting the consumer's choice of advocate.

The Uralla Shire Council recognises that consumers may choose a family member, friend or other person to advocate on their behalf.

The Uralla Shire Council is responsible for regularly monitoring and updating the advocacy process and ensuring staff and volunteers are provide education and training relating to advocacy.

**Exemptions:** Nil

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the policy.  
**Directors and Managers** are responsible for reviewing the policy and procedures.  
**Staff** are responsible for liaising with the consumer to ensure their advocacy rights and requests are met.

**Related Documents:**

- *Privacy and Advocacy Handbook*

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:**

.....

General Manager

.....

Date

## Independence Policy

- Section:** 8.1.9 Aged and Disability Services – Community Care
- Subject :** Consumer Independence
- Applies to:** Tablelands Community Support Options, Kamilaroi Ageing and Disability Services, Tablelands Community Transport, and Bundarra Neighbour Aid.
- Description:** This document describes the Uralla Shire Council's Independence Policy, which promotes the support of consumers to maintain and improve their independence.
- Objectives:**
- To provide support and services which promote the maintenance and improvement of independence.
  - To assess the independence of consumers and create plans to improve independence.
  - To encourage consumers to seek inclusion in the community and access services to improve their independence.
  - To ensure that staff seek feedback from the consumer and monitor the consumer's progress.
  - To consider the requirements of special needs groups.

### Policy:

#### Overview:

Uralla Shire Council believes the independence of individuals should be encouraged and supported. The Council's community support programs assess independence and provide appropriate plans and support to maintain or improve a consumer's independence.

#### Policy Statement:

The Uralla Shire Council is committed to assisting consumers to maintain and improve their physical, social and psychosocial independence.

Staff will encourage and support consumers' independence by following appropriate procedures and monitoring:

1. the individual's strengths and abilities.
2. the ability to maintain independence whilst staying connected within the community.
3. their consumer's mobility and dexterity in activities of daily living.
4. the maintenance of adequate nutrition and hydration.
5. social networks including family and community links.

The Manager is responsible for ensuring that staff actively foster the independence of consumers and provide the appropriate information and support services.

Uralla Shire Council will provide education and training for staff to ensure they are aware of their responsibilities, promote the rights of the consumer and deliver appropriate support services.

Care is taken to ensure that the requirements of special needs consumers (such as those with sensory loss, language and cultural barriers or disabilities) are considered during the assessment of their independence, that consumers understand their rights and responsibilities, and are assisted with an advocate if requested.

**Exemptions:** Nil

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated.

**Directors and Managers** are responsible for ensuring that the Independence Policy is appropriate to service provision and followed by staff.

**Employees** are responsible for fostering consumer independence and following relevant procedures.

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #**

**Authorised by:** .....  
General Manager

.....  
Date

**GENERAL MANAGER'S REPORT TO COUNCIL**

(continued)

**SECTION: Governance and Administration****ITEM NUMBER: Item 3****SUBJECT: Uralla Shire Council Operating Policies for adoption****File Reference: U07/70**

**Reason:** Council's Operating Policies are being systematically reviewed and developed for conformity and to fit the format Council has developed for the operation of Council's community care programs.

**Objective:** To have Council adopt the ongoing policies, without amendment, to be reviewed by Councillors in Workshops for possible amendments which will need to be advertised for submissions.

**Budget Implication:** Nil**Operational Plan:** Corporate Governance**INFORMATION**

Section 165 (4) of the Local Government Act revokes automatically any local policy not adopted since the last general election. A copy of Section 165 of the Local Government Act is Attachment A of the attachments to Item 2.

Council staff are systematically re-formatting Council's Existing Codes and Policies to conform to the format Council has developed for the operation of Council's community care programs. In the meantime the 96 existing policies will need to be adopted by this Council or the provisions of Section 165 (4) of the Local government Act will come into force and the policies will automatically be revoked.

As the new Risk and Compliance Officer, Doug Bell, reviews each group of policies there will be a need to have Councillor Workshops before those policies are put to Council for consideration of adoption for the purpose of a 28 day public exhibition period and a 42 period for submissions under Section 160 and 162 of the Local Government Act.

The tentative timetable for the Workshops (dates and policies to be reviewed) being:

18 September 2013	Governance Policies (1.2.01 to 1.2.16); Corporate Services Policies (2.1.02 to 2.1.06) and (2.2.01 to 2.2.09); Community Services (8.1.01) and Tourism and Culture (8.4.01) – 32 Policies
16 October 2013	Engineering Services (3.1.01 to 3.1.13); Water/Sewer (3.2.01); Environmental Management (4.1.01); Health and Building (5.1.01 to 5.1.11); Emergency Services (5.2.01); Animal Control (5.3.01); Waste (5.4.01 to 5.4.02) – 30 Policies
20 November 2013	Planning (6.1.01 to 6.1.09); Community Facilities (7.1.01 to 7.1.03); and Human Resources (2.3.01 to 2.3.22) - 34 Policies

**Prepared by:** General Manager**RECOMMENDATION**

That Council adopt and give public notice of the adoption of the following 96 existing local policies, without amendment, as reviewed and adopted by Council in prior years:

- 1.2.01 Amendment to Existing Codes and Policies
- 1.2.02 Citizenship Awards
- 1.2.03 Council Meetings – Matters for Closed Session of Council
- 1.2.04 Delegations of Authority to Committees of Council
- 1.2.05 Delegations of Authority to Mayor and General Manager
- 1.2.06 Donations – Section 356
- 1.2.07 Election of Mayor, Deputy Mayor and Delegates to Committees following General Election
- 1.2.08 Genetically Engineered Crop Trials and Commercial Crops in Country NSW
- 1.2.09 Internal Reporting Policy



- 1.2.10 Payment of Fees and Expenses and the Provision of Facilities for Councillors
- 1.2.11 Provision of Information to and Interaction Between Councillors and Staff
- 1.2.12 Sponsorship
- 1.2.13 Travel – Interstate and Overseas
- 1.2.14 Regulatory Compliance
- 1.2.15 Candidate for Council and new Councillor Induction
- 1.2.16 Council's role as a Provider of Community Services
- 2.1.02 Staff Operating Guide
- 2.1.03 Use of the Council Meeting Room
- 2.1.04 Occupational Health and Safety (OH&S)
- 2.1.05 Occupational Health and Safety Workplace Inspection
- 2.1.06 Information Technology and Communication Resources
- 2.2.01 Aged Care Facilities – Quarantining of Funds
- 2.2.02 Aggregation of parcels of land for rating purposes
- 2.2.03 Credit Card and Cash Advance
- 2.2.04 Debt – Recovery
- 2.2.05 Disposal of Council Assets
- 2.2.06 Goods and Services Tax (GST)
- 2.2.07 Investments
- 2.2.08 Pensioner Concessions
- 2.2.09 Transfer of Land for Unpaid Rates and Charges
- 2.3.01 Child Protection
- 2.3.02 Directors and Managers Special Leave Agreement
- 2.3.03 Education, Training and Development (Currently 2 policies – Staff – Tertiary Education and Staff Training and Development)
- 2.3.04 Employee Assistance Program (EAP)
- 2.3.05 Employee Dress Code
- 2.3.06 Equal Employment Opportunity
- 2.3.07 Hazardous Travel Arrangements
- 2.3.08 Home based Work
- 2.3.09 Lease Back of Council Vehicles
- 2.3.10 NSW Fire Brigade – Uralla Volunteer Fire Brigade
- 2.3.11 Payment of Removal or Relocation Expenses
- 2.3.12 Recognition of Service
- 2.3.13 Salary Sacrifice
- 2.3.14 Staff Recruitment
- 2.3.15 Rostered Day Off (RDO) and Time in Lieu (TIL) Agreements
- 2.3.16 Staff Screening
- 2.3.17 Succession Planning
- 2.3.18 Return to Work
- 2.3.19 Purchased Leave
- 2.3.20 Long Service Leave – amended regulation
- 2.3.21 Children in the Workplace
- 2.3.22 First Aid Policy – First Aid Kits and Appointed First Aid Officer/s
- 3.1.01 Abandoned Vehicles
- 3.1.02 Gates and Ramps
- 3.1.03 Grazing on roads other than Travelling Stock Routes (TSRs)
- 3.1.04 Highway Closures
- 3.1.05 Major Plant Equipment – Purchase and Sale
- 3.1.06 Motor Vehicles Including Utilities – Purchase and Sale
- 3.1.07 Private Works and Plant Hire Charges
- 3.1.08 Work "In Lieu" and "In Kind"
- 3.1.09 Roads – Crossings for Water Pipes
- 3.1.10 Roads – Maintained by Council
- 3.1.11 Road Reserves – Splayed corners
- 3.1.12 Roadside Management

(continued)

- 3.1.13 Memorial Seats and Roadside Memorials
- 3.2.01 Water Flow Restriction
- 4.1.01 Tree Planting
- 5.1.01 Backyard Burning
- 5.1.02 Cemeteries
- 5.1.03 Rural Fires
- 5.1.04 Smoke Free Environment
- 5.1.05 Street Vendors
- 5.1.06 Thermal Insulation for Class 1, 2 and 3 Buildings
- 5.1.07 Uralla Swimming Pool Booking
- 5.1.08 Water Safety
- 5.1.09 Alcohol Sales – Visitor Information Centre
- 5.1.10 Food Control - Commercial Premises
- 5.1.11 Hairdressers and Skin Penetration Premises
- 5.2.01 NSW Fire Brigade – Uralla Volunteer Fire Brigade
- 5.3.01 Keeping of Animals (Urban Areas)
- 5.4.01 Draft Waste and Resource Management
- 5.4.02 Draft Kerb-side Recycling Bin Contamination
- 6.1.01 Bonds Management
- 6.1.02 Deferment of Conditions of Development Consent
- 6.1.03 Development Approval Process
- 6.1.04 Developments (Small) – Disposal of Storm-water
- 6.1.05 Displays on Footpaths
- 6.1.06 Landscaping Bonds
- 6.1.07 Local Policies Concerning Approvals and Orders – Amendment and Revocation
- 6.1.08 Sub-dividers – Land Valuations and Rates
- 6.1.09 Section 149(d) Certificates - Building Certificate Fee
- 7.1.01 Street Store Allocation
- 7.1.02 Street Store Operating
- 7.1.03 Uralla Swimming Pool Booking
- 8.1.01 Community Service Delivery of Aged and Disabled Services
- 8.4.01 Visitor Information Centre

**RECOMMENDATION 2**

That Council hold Councillors' Workshops on the third Wednesday of September (18<sup>th</sup>) October (16<sup>th</sup>) and November (20<sup>th</sup>) commencing at 1.00 pm to review Council's Existing and Draft Operating Policies for the purposes of a 28 day public exhibition period and a 42 period for submissions under Section 160 and 162 of the Local Government Act.

**ATTACHMENTS TO THE ITEM 3 REPORT**

**INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

**Attachment Name:**

**Page Count:**

- |           |   |          |
|-----------|---|----------|
| <b>A:</b> | Sections 165 and 166 of the Local Government Act  | <b>2</b> |
| <b>B:</b> | Existing Policies of the Uralla Shire Council for adoption without amendment (Under separate Cover) |          |

Attachment: A00162  
AAA[Whole title](#) | [Regulations](#) | [Historical versions](#) | [Historical notes](#) | [Search title](#) | [PDF](#)

Results: Document Types="Acts, Regs", Exact Phrase="Local Government Act 1993", Search In="Text"  
[Result titles](#) | [Result hits](#)

## Local Government Act 1993 No 30

Current version for 5 July 2013 to date (accessed 20 August 2013 at 08:30)

[Chapter 7](#) » [Part 3](#) » Section 165

<< page >>

### 165 Amendment and revocation of local policy

- (1) A council may amend a local policy adopted under this Part by means only of a local policy so adopted.
- (2) An amending local policy may deal with the whole or part of the local policy amended.
- (3) A council may at any time revoke a local policy adopted under this Part.
- (4) A local policy (other than a local policy adopted since the last general election) is automatically revoked at the expiration of 12 months after the declaration of the poll for that election.

[Top of page](#)

90163  
AAA[Whole title](#) | [Regulations](#) | [Historical versions](#) | [Historical notes](#) | [Search title](#) | [PDF](#)

Results: Document Types="Acts, Regs", Exact Phrase="Local Government Act 1993", Search In="Text"  
[Result titles](#) | [Result hits](#)

## Local Government Act 1993 No 30

Current version for 5 July 2013 to date (accessed 20 August 2013 at 11:20)

[Chapter 7](#) > [Part 3](#) > Section 166

<< page >>

### 166 Public notice of adoption of local policy

The council must give public notice, in a form and manner prescribed by the regulations (or, if no form and manner are so prescribed, in a form and manner determined by the council), of the adoption or revocation (other than by section 165 (4)) of a local policy.

[Top of page](#)

**SECTION: Governance and Administration****ITEM NUMBER: Item 4****SUBJECT: Financial Assistance Grants****File Reference: U07/219**

**Reason:** An advanced notice of the Financial Assistance Grant for 2013/2014 was received dated 5 July 2013. No official advice has been issued by the NSW Local Government Grants Commission to the date of writing this report.

**Objective:** For Council information and determination of the disbursement of the additional \$62,665 of Financial Assistance Grants to programs and projects.

**Budget Implication:** The Financial Assistance Grant (FAGs) is the largest discretionary grant received by Council. It is composed of two parts the General Purpose and the Local Roads components. The adopted 2013/2014 Budget Estimates included estimated revenue from FAGs of \$2,168,158. The preliminary advice is for a total of \$2,230,823, which is an additional \$62,665 over the budgeted amount.

**Operational Plan:** Part 3 principal activities 1.1, 1.2 and 10.1 to 10.4.

**INFORMATION**

While the NSW Local Government Grants Commission provided advice as to the preliminary recommendations for the 2013/2014 financial Assistance Grants this advice was in confidence and not for publication. It was provided on 5 July 2013 for budgeting purposes. The advice was too late for budget purposes as all councils had adopted their budgets prior to 30 June 2013. The Minister for Local Government, Hon Don Page, and the Commonwealth Minister for Regional Government have to both approved the recommendations of the NSW Local Government Grants Commission. This year the calling of the Federal Election has caused some delay and it is not sure when the first quarterly instalment will be paid.

The NSW Local Government Grants Commission Executive Officer advised Council in an e-mail on Monday 5 August 2013 that the first quarter's instalment is expected to be made to local authorities in mid-August 2013 (not before 16 August). At the date of writing of the report, 20 August 2013, the first quarter amount had not been received neither had the advice of the positive or negative adjustment for the revised national funding levels adjustments for 2012/2013. Last year this was a \$48,958 reduction of the Estimated Entitlement. Within the attachments is also a summary of FAGs estimates from 2004/2005 to 2015/2016 and actual from 2004/2005 to 2013/2014.

Council's budget estimates for the 2013/2014 for FAGs were based upon a 2.8% increase for General Purposes and Roads component over the 2012/2013 actual FAGs. The components of the 2013/2014 and 2012/2013 FAGs are as follows:

	2012/2013	2013/2014	2013/2014	Increase	
	Actual	Estimated	Formal	Under	Annual
	Received	Amount	Advice	Estimate	Percentage
General Purpose	\$1,230,817	\$1,300,000	\$1,330,964	\$30,964	8.1%
Local Roads	\$845,864	\$868,158	\$899,859	\$31,701	6.4%
	\$2,076,681	\$2,168,158	\$2,230,823	\$62,665	7.4%

The Federal Government made an advance payment of \$1,098,956 on 6 June 2013 from the Financial Assistance Grant for the 2013/2014 year. Last year an amount of \$1,081,803 was received on 12 June 2012. The funds received on 6 June 2013 have been budgeted for receipt in the 2013/2014 year so will be treated as prepaid income within the annual financial statements to 30 June 2013, similar to the 12 June 2012 advance last year.

The correspondence from the Grants Commission advises that the balance of the Financial Assistance Grant (\$1,131,867) will still be paid in quarterly instalments of \$282,969 some time in August 2013 and \$282,966 in mid November 2013, February 2014 and May 2014.

## GENERAL MANAGER'S REPORT TO COUNCIL

(continued)

300165

The additional Financial Assistance Grants to be received in addition to the budgeted amount of \$62,665 - \$30,964 for general component and \$31,701 for the roads component – can be allocated to expenditure that has arisen since the budget was formed in March 2013.

The suggestions are to fund additional training for Councillors, fund three flag poles at the front of the Council Chambers to allow for the promised flying of the Aboriginal Flag on suitable occasions, additional donation provision for the Mayor to facilitate agreed donations, the replacement of the printer at the library that was recycled from the Council office and now out of service agreement and additional shelving for books, funding of the business plan for the Visitor Information Centre specifically and Tourism generally, top up funding for community development projects, matching funding for the cycleway grant and additional sealing of local rural roads.

**Prepared by:** General Manager

### RECOMMENDATION 1

That Council note the preliminary advice from the Minister for Local Government, Hon Don Page, of the calculation of Uralla Shire Council's financial assistance grant by the NSW Local Government Grants Commission for 2013/2014 of \$2,230,823, the advance payment already received on 6 June 2013 for the financial year 2013/2014 of \$1,098,956 and the \$1,131,867 to be received in this financial year in four instalments.

### RECOMMENDATION 2

That Council noting anticipated additional to budget of the Financial Assistance Grant of \$62,665 for 2013/2014 authorise the following adjustment to the 2013/2014 budget estimates:

- |  |          |
|--|----------|
| • Increase income - Financial Assistance Grant (account 1120.115.175)  | \$30,964 |
| • Increase expenses  |          |
| - Councillor training and accommodation (account 3020.330.644)         | \$3,500  |
| - Flag Poles for front of Council Chambers (3) (account 3000.350.506)  | \$3,500  |
| - Mayoral Expenses Donations (account 3020.405.622)                    | \$3,000  |
| - Library (printer and additional shelving) (account 7710.700.506)     | \$10,000 |
| - Business Plan for Visitor Information Centre (account 3929.350.506)  | \$10,000 |
| - Economic Development projects (account 4170.350.506)                 | \$964    |
| • Increase income - Financial Assistance Grant (account 1350.115.175)  | \$31,701 |
| • Increase expense – Footpath construction – (account 7300.760.506)    | \$12,000 |
| • Increase expense – Sealed Rural Roads Capital (account 7350.700.506) | \$19,901 |

**ATTACHMENTS TO THE ITEM 4 REPORT****INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

<b>Attachment Name:</b>	<b>Page Count:</b>
<b>A:</b> E-mail dated Monday 5 August 2013 advising of the First Quarterly Instalment Banking Details for the 2013/2014 financial assistance Grant.	<b>1</b>
<b>B:</b> Record of Financial Assistance Grants (budget and actual) for the period 2004/2005 to 2015/2016	<b>2</b>
<b>C:</b> Quote for 3 flag poles for the front of the Council Chambers from PILA Group	<b>2</b>



Attachment : A

00167

Rosemary Strobel

**Subject:** FW: 2013-14 Financial Assistance Grants: First Instalment: Banking Details

**From:** Bruce Wright [mailto:Bruce.Wright@dlg.nsw.gov.au]

**Sent:** Monday, 5 August 2013 11:42 AM

**To:** All NSW Councils; Lord Howe Island Board; Silverton Village C'tee Inc (Secretary); Silverton Village C'tee Inc (Treasurer); Tibooburra Village Committee Inc

**Subject:** 2013-14 Financial Assistance Grants: First Instalment: Banking Details

-----  
**NSW LOCAL GOVERNMENT GRANTS COMMISSION  
2013-14 FINANCIAL ASSISTANCE GRANTS  
FIRST QUARTERLY INSTALMENT  
BANKING DETAILS**  
-----

**TO ALL GENERAL MANAGERS & FINANCE MANAGERS**

Subject to Commonwealth approval, the first quarterly instalment of the 2013-14 financial assistance grant payments is **expected** to be made to local authorities in mid-August 2013 (not before 16 August).

The instalment will be paid to the same bank account as the previous grant payment unless the Grants Commission has been advised of a change **IN WRITING** (letter, fax, or e-mail) and the change has been **CONFIRMED IN WRITING** by the Commission.

**Local authorities are reminded that the Commission cannot be held responsible for any delays in the payment of the funds. Please check with your bank before committing the funds to investment etc.**

Local authorities will be kept informed of any developments regarding the grant payments by email.

**Bruce Wright | Executive Officer**

**NSW Local Government Grants Commission**

Operations Group

Division of Local Government, Department of Premier & Cabinet | Locked Bag 3015, Nowra NSW 2541

e: [bruce.wright@dlg.nsw.gov.au](mailto:bruce.wright@dlg.nsw.gov.au) | p: (02) 4428 4132 | f: (02) 4428 4199 | <http://www.dlg.nsw.gov.au>



**Premier & Cabinet**  
Division of Local Government

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This message is intended for the addressee named and may contain confidential information. If you are not the intended recipient, please delete it and notify the sender. Views expressed in this message are those of the individual sender, and are not necessarily the views of the Department of Premier and Cabinet

20/08/2013

# URALLA SHIRE COUNCIL

	2010/2011			2011/2012			2012/2013		
General Purpose	Budget	Actual	% Increase	Budget	Actual	% Increase	Budget	Actual	% Increase
	1,180,000	1,200,570	4.1%	1,225,000	1,238,932	3.2%	1,265,000	1,230,817	-0.7%
			2.4%			2.0%			3.3%
Roads	775,000	820,548	7.7%	835,000	854,859	4.2%	832,000	845,864	-1.1%
			1.7%			1.8%			-0.4%
Total Grant	1,955,000	2,021,118	5.5%	2,060,000	2,093,791	3.6%	2,097,000	2,076,681	
Quarter payments	One Quarter	505,279.50	2.1%	One Quarter	523,447.75	1.9%	One Quarter	519,170.25	1.8%
	Advance 10/11	507,074.00		Advance 11/12	524,659.00		Advance 11/11	1,081,803.00	
	Quarterly	378,511.00		Quarterly	392,283.00		Quarterly	248,719.50	
	General (Year)	1,211,446.00		General (Year)	1,246,769.00		General (Year)	1,258,838.00	
	Roads (Year)	818,197.00		Roads (Year)	864,607.00		Roads (Year)	866,801.00	

	2013/2014			2014/2015			2015/2016		
General Purpose	Budget	Actual	% Increase	Budget	Actual	% Increase	Budget	Actual	% Increase
	1,300,000	1,330,964	8.1%	1,345,000		1.1%	1,395,000		3.7%
			2.8%						
Roads	855,000	899,859	6.4%	885,000		-1.7%	917,500		3.7%
			2.8%						
Total Grant	2,155,000	2,230,823	7.4%	2,230,000	0		2,312,500	0	
Advance Payment									
Quarter payments	One Quarter	557,705.75	2.8%		0.00	0.0%		0.00	3.7%
	Advance 11/12	1,098,956.00							
	Quarterly	282,966.75							
	General (Year)	1,330,964.00							
	Roads (Year)	899,859.00							

00168  
Attachment: B

# URALLA SHIRE COUNCIL

	2004/2005		2005/2006		2006/2007	
General Purpose	<b>Budget</b> 911,600	<b>Actual</b> 917,417	<b>Budget</b> 940,000	<b>Actual</b> 969,540	<b>Budget</b> 1,003,000	<b>Actual</b> 1,007,651
				<b>% Increase</b> 2.5%		<b>% Increase</b> 3.9%
Roads	613,100	612,878	630,000	650,232	672,500	669,492
				<b>% Increase</b> 2.8%		<b>% Increase</b> 3.4%
Total Grant	1,524,700	1,530,295	1,570,000	1,619,772	1,675,500	1,677,143
				<b>% Increase</b> 2.6%		<b>% Increase</b> 3.5%
Quarter payments	382,573.75		404,943.00		419,285.75	

	2007/2008		2008/2009		2009/2010	
General Purpose	<b>Budget</b> 1,051,680	<b>Actual</b> 1,083,719	<b>Budget</b> 1,095,000	<b>Actual</b> 1,163,128	<b>Budget</b> 1,192,500	<b>Actual</b> 1,152,808
		<b>% Increase</b> 7.5%		<b>% Increase</b> 7.3%		<b>% Increase</b> -0.9%
		4.4%		1.0%		2.5%
Roads	696,718	698,455	745,000	749,481	768,250	762,147
		<b>% Increase</b> 4.3%		<b>% Increase</b> 7.3%		<b>% Increase</b> 1.7%
		4.1%		6.7%		2.5%
Total Grant	1,748,398	1,782,174	1,840,000	1,912,609	1,960,750	1,914,955
		<b>% Increase</b> 6.3%		<b>% Increase</b> 7.3%		<b>% Increase</b> 0.1%
Advance Payment		445,543.50		478,152.25		483,508.00
		4.2%		3.2%		2.5%
Quarter payments						357,861.75

Attachment: C 00170



Dear Tom,

Thank you for the opportunity to provide this proposal.

PILA group manufactures the most comprehensive range of Streetscape and Sports products in Australasia. We have full quality control of our manufacturing, from raw materials to production, finishing, packaging and installation.

Our core product range includes flag poles, banner poles, AFL goal posts, rugby league and union goal posts, soccer and futsal goal posts, hockey goal posts, combination goal posts, goal post pads and nets, and barrier netting systems.

Our products are quality inspected and tested to exceed stringent standards and are backed by 7 and 10 year industry leading warranties. We ship all products nationally and internationally and all goods are covered by insurance in transit.

Our written quote is all inclusive so there are no extra costs and we are so confident in our competitive pricing we will beat any written quote for a comparable product by 10%. Feel confident in supporting an Australian Made company.

We can provide installation services or recommend competent and fully insured installers in many locations, and all products come with easy to follow DIY installation guides, so you can save time and money by installing yourself.

PILA group is an industry leader and is proud to exemplify responsible, sustainable manufacturing practices, endorsed by Government Procurement programs. We are the exclusive preferred supplier to many sports' governing bodies.

I look forward to discussing this proposal with you. Please feel free to contact me at any time for more information.

Kind Regards,

A handwritten signature in black ink, appearing to read "Shaun Groves".

**Shaun Groves**  
**Regional Sales Manager**  
**shaun@pilagroup.com.au**  
**PILA group**

**Uralla Shire Council**

Contact Tom O'Connor  
 Phone (02) 6778 6302  
 Mobile N/A  
 Email toconnor@uralla.nsw.gov.au  
 Delivery Salisbury Street  
 Address Uralla  
 NSW  
 2358

Quote # 13011  
 Quote Date August 12, 2013  
 PILA Rep Shaun Groves

**We will beat any written quote for a comparable product by 10%**

ITEM CODE	PRODUCT DESCRIPTION	QTY	UNIT PRICE	TOTAL
FP7A	7.5m Flag Pole - external rope halyard - tapered aluminium gloss white - to suit 1.8m x 0.9m flag - spigot base - 7-year warranty	3	\$595.00	\$1,785.00
FPIH	Internal Halyard to suit 6m - 12m aluminium flag pole - includes rope, door, key, weighted necklace, finial	3	\$95.00	\$285.00
GSS	Ground Sleeve PVC to suit 6m - 7.5m aluminium - includes locking system and end caps	3	\$25.00	\$75.00
			<b>SUBTOTAL</b>	<b>\$2,145.00</b>
			<b>FREIGHT</b>	<b>\$540.00</b>
			<b>GST</b>	<b>\$268.50</b>
			<b>TOTAL INC GST</b>	<b>\$2,953.50</b>

**COMMENTS**

I want to proceed with this quote. I agree in full to PILA's Terms of Sale (T&C available on request).

**Name****Date****Signed****Order#**

# GENERAL MANAGER'S REPORT TO COUNCIL

00172

(continued)

**SECTION:** Governance and Administration

**ITEM NUMBER:** Item 5

**SUBJECT:** Water Usage Report

**File Reference:** U07/4049

**Reason:** The Operational Plan Part 3 – Objectives, Goals, Strategies and Performance Assessment Performance Assessment 270 (page 71) requires a report to Council on the annual water consumption and a report has been prepared for the year to 30 June 2013 following the water billing in June for readings in June 2013.

**Objective:** To inform Council.

**Budget Implication:** Nil, information only.

**Operational Plan:** Part 3 Principal Activity 6.1 and 6.2

## INFORMATION

The water meters were read in May/June and following checking of abnormal readings the accounts were issued on 18 June 2013. The Civica water billing system provides detailed information of usage in the attached Tariff Consumption Report. Information from the financial statements, attached report and the Revenue Policy of the 2012/2013 Operational Plan are included into the following tables:

Water Usage Charge				
Charge	Amount		Estimated Yield	
	2012/2013	2011/2012	2012/2013	2011/2012
Uralla Water Usage Charge	\$1.75	\$1.50	\$306,250	\$330,000
Bundarra Water Usage Charge	\$1.75	\$1.50	\$44,800	\$48,000

This was based upon the following water use estimates of:

Water Usage Estimate				
Charge	Amount		Estimated Yield	
	2012/2013	2011/2012	2012/2013	2011/2012
Uralla Water Usage	175,000	222,000	\$306,250	\$330,000
Bundarra Water Usage	25,600	32,000	\$44,800	\$48,000

The extract of the Financial Accounts

Water Usage from Summary				
Charge	Volume 2012/2013		Actual Yield	
	Actual	Estimate	2012/2013	2011/2012
Uralla Water Usage	207,658	175,000	\$363,401.50	\$239,821.50
Bundarra Water Usage	32,988	25,600	\$57,729.00	\$41,715.00
Total	240,646	300,600	\$421,130.50	\$281,536.50

The total water usage was 19.96% above budget with water consumption for Uralla at 18.66% above estimate and Bundarra 28.86% above estimate. The total income at \$421,130.50 for the combined schemes is 19.96% above the original budget total of \$351,050.

**Prepared by:** General Manager

## RECOMMENDATION

That Council note the water use for 2012/2013 at 19.96% above budget for the combined Water Scheme with the water consumption for Uralla at 18.66% above estimate and Bundarra 28.86% above estimate giving a total income of \$421,130.50 that is 19.96% above the original budget total of \$351,050.

**ATTACHMENTS TO THE ITEM 5 REPORT****INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

<b>Attachment Name:</b>	<b>Page Count:</b>
<b>A:</b> Civica water billing module "Tariff Consumption report" for water usage during the year ended 30 June 2013, including reconciliations with financial account totals.	1
<b>B:</b> Water Billing Enquiry for account 10325 with adjustment for incorrect entry.	1

# Tariff Consumption Report



19/08/2013 11:58:28AM

ci\_wb004

## Parameters:

Bill Year : 2013

Tariff\Grouping	0-100	101-200	201-300	301-400	401-500	501-600	601-700	701-800	801-900	901-1000	1001-1500	1501-2000	2001-5000	5001-10000	10001-25000	25001-100000	>100000	Totals
<b>Uralla Water</b>																		
Consumers	398.00	382.00	203.00	78.00	30.00	22.00	3.00	8.00	1.00	2.00	4.00	3.00	2.00	0.00	0.00	0.00	1.00	1,137
Avg Consumption kL	51.49	145.46	242.96	339.87	443.50	554.32	658.67	753.00	871.00	963.50	1,340.25	1,755.67	2,758.50				0.00	1,137
Ave Bill	90.10	254.56	425.18	594.78	751.98	970.06	1,152.67	1,317.75	1,524.25	1,686.13	2,180.50	3,072.42	6,471.50				283.50	283.50
Total Billed	35,770.00	97,242.25	86,311.75	46,392.50	22,559.25	21,341.25	3,458.00	10,542.00	1,524.25	3,372.25	8,722.00	9,217.25	12,943.00				283.50	283.50
Consumption kL	20,440.00	55,567.00	49,321.00	26,510.00	13,305.00	12,195.00	1,976.00	6,024.00	871.00	1,927.00	5,361.00	5,267.00	5,517.00				0.00	33,560.00

<b>Bundarra Water</b>																		
Consumers	105.00	56.00	27.00	14.00	6.00	2.00	0.00	1.00	0.00	0.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	214
Avg Consumption kL	47.29	149.95	244.85	360.36	432.00	543.00		705.00			1,169.00	1,821.00					0.00	214
Ave Bill	82.75	262.41	428.49	630.63	756.00	950.25		1,233.75			2,045.75	3,186.75					0.00	214
Total Billed	8,688.75	14,694.75	11,569.25	8,828.75	4,536.00	1,900.50		1,233.75			4,091.50	3,186.75					0.00	33,560.00
Consumption kL	4,965.00	8,397.00	6,611.00	5,045.00	2,592.00	1,086.00		705.00			2,338.00	1,821.00					0.00	33,560.00

Total Number of consumers 1,351

Account	Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
21000.110.102	306,250	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50	363,401.50
21500.110.102	51,729	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00	51,729.00
	358,979	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50	415,130.50

Uralla	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00	204,387.00
Bundarra	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00	33,560.00
	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00	237,947.00



Document Browse

1 Memo Recorded

Assessment 10325

Familiar

Alpha Key 4476

User Asmt

Val Number 1882703

Bill to NAR

Bank Ref

Direct Debit

Major Agent 0

Consumption Area

Advice Notice

URALLA NSW 2358

Property Details

Address

Title Lot Sec DP St URALLA Registered

Meter Details

Shared Meter

Route/Walk 168 16030 Unit % 0.0000 Zone/Class 1 / UR

No. Meters 1 Tariff T1

Meter MX19176 Service No

Read Date 28/05/2013 337 Days 162 Av Con 1.0000

17/12/2012 175 0 557 0.0000

09/06/2011 175 30057115 1 9999.9990

Balances Allowances and Rebates Chart

Arrears	\$0.00
Int On Arr	\$0.00
Current	\$0.00
Balance	\$0.00
Int Date/Unpst	19/08/2013 1814
Unposted Receipts >>	
Due Date/Dwing	15/07/2013

Attachment: B  
00175

60356

<b>SECTION:</b>	<b>Governance and Administration</b>
<b>ITEM NUMBER:</b>	<b>Item 6</b>
<b>SUBJECT:</b>	<b>Christmas Leave Period and Office Closure</b>
<b>File Reference:</b>	U06/162
<b>Reason:</b>	The Council has a practice of closing the Council Office over the Christmas New Year
<b>Objective:</b>	To have an equitable and uniform application of the Christmas New Year Closure of Council operations.
<b>Budget Implication:</b>	Nil, the closure will be accommodated by the accumulation of Time in Lieu or deferred Rostered Days and be uniformly applied to all staff
<b>Operational Plan:</b>	Volume 4 Principal Activity 1.1 – Governance and 1.2 – Corporate Support

**INFORMATION**

Council has had the practice for many years of closing the Council offices between Christmas and New Year.

Council provides for inside staff to be able to accumulate four Rostered Days. The outside employees will still, in the main, be taking their annual leave during the January closedown and there is no change in how the time is taken, that is by annual leave. The inside staff are also able to accumulate time in lieu for additional hours worked and an office closure will enable these hours to be taken with less disruption to the working of Council.

The Christmas New Year period is always a period when most local businesses, particularly in the building trades, close down or operate with skeleton staff and many of the population take advantage of the major school holiday period to take vacations. The unique situation for 2013/2014 is that there are two days prior to Christmas Day and two days after New Year's Day. Discussions with Council's office employees has established that the employees would prefer the office closure to be from Christmas Day rather than Friday 20 December 2013.

This year as Christmas is a Wednesday the three days off will be the Friday 27 December, Monday 30 December and Tuesday 31 December 2013. The office closure would be from Tuesday 24 December 2013 at 2.00 pm until Thursday morning, 2 January 2014.

**Prepared by:****RECOMMENDATION**

That Council

- (1) require employees of the Uralla Shire Council, except those rostered on for essential and emergency services, to take Friday 27 December, Monday 30 December and Tuesday 31 December 2013 as deferred Rostered Days, accumulated Time in Lieu or Annual Leave.
- (2) Close the Council Office from 2.00 pm on Tuesday 24 December 2013 until Thursday morning 2 January 2014.

**ATTACHMENTS TO ITEM THE ITEM 6 REPORT**

**INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

**Attachment Name:**

**Page Count:**

**A:** Proclaimed Public Holidays for New South Wales 2013 to 2015 (NSW Industrial Relations).

1



Home » Public holidays » NSW public holidays 2013-2015

## NSW Public Holidays 2013-2015

Holidays for NSW under the Public Holidays Act 2010

	2013	2014	2015
New Year's Day	Tuesday, 1 January	Wednesday, 1 January	Thursday, 1 January
**Australia Day	Monday, 28 January	Monday, 27 January	Monday, 26 January
Good Friday	Friday, 29 March	Friday, 18 April	Friday, 3 April
Easter Saturday	Saturday, 30 March	Saturday, 19 April	Saturday, 4 April
Easter Sunday	Sunday, 31 March	Sunday, 20 April	Sunday, 5 April
Easter Monday	Monday, 1 April	Monday, 21 April	Monday, 6 April
Anzac Day	Thursday, 25 April	Friday, 25 April	Saturday, 25 April
Queen's Birthday	Monday, 10 June	Monday, 9 June	Monday, 8 June
*Bank Holiday	Monday, 5 August	Monday, 4 August	Monday, 3 August
Labour Day	Monday, 7 October	Monday, 6 October	Monday, 5 October
Christmas Day public holiday	Wednesday, 25 December	Thursday, 25 December	Friday, 25 December
Boxing Day	Thursday, 26 December	Friday, 26 December	Saturday, 26 December
#Additional Day			Monday, 28 December

\* Applies to banks and certain financial institutions see [Retail Trading Act 2008](#).

\*\* From 31/12/11 when Australia Day (26 January) falls on a Saturday or Sunday, there will be no public holiday on that day as the following Monday will be declared a public holiday.

# When 26 December (Boxing Day) is a Saturday, there is to be an additional public holiday on the following Monday.

### Related information

- [2013 local public holidays in NSW](#)
- [2013 local event days in NSW](#)

**GENERAL MANAGER'S REPORT TO COUNCIL**

(continued)

<b>SECTION:</b>	<b>Governance and Administration</b>
<b>ITEM NUMBER:</b>	<b>Item 7</b>
<b>SUBJECT:</b>	<b>Local Government Elections 2016</b>
<b>File Reference:</b>	U12/209
<b>Reason:</b>	Council's resolution at the meeting of Monday 22 July 2013 needs to be expanded to meet the requirements of the Crown Solicitors.
<b>Objective:</b>	To have a Council's resolution 234/13 expanded to include references to all elections, all council polls and all constitutional referendum.
<b>Budget Implication:</b>	Nil, legislative requirement for exact wording
<b>Operational Plan:</b>	Part 3 Principal Activity 1.1 – Governance.

**INFORMATION**

The General Manager's Report Item 1 to the Closed Session of the Council meeting of Monday 22 July 2013 advised Council of the changes to Section 296 of the Local Government Act and made recommendation to have the NSW Electoral Commissioner undertake Council's elections in the future commencing in 2016, the next ordinary council election. Any extraordinary election prior to that date will be also undertaken by the NSW Electoral Commissioner under the agreement to undertake the 2012 election and constitutional referendum.

Council resolved (234/13):

That Council

- note the amendments to Section 296 of the Local Government Act relating to the conduct of council elections, referendums and polls.
- advise the NSW Electoral Commissioner that it wishes to enter a contract with the NSW Electoral Commission for the conduct of the 2016 ordinary election.

On Thursday 15 August 2013, the Electoral Commissioner's Office issued an e-mail with the wording, as suggested by the Crown Solicitors Office, to be used for the council resolution to undertake an arrangement by contract with the Electoral Commissioner. It was ascertained that Council's resolution 234/13 did not fully cover the requirements of Section 296 (2) and (3) therefore to be sure of compliance the following recommendation is provided. Within the attachments is the e-mail string providing the model resolution that an election arrangement be entered into with the Electoral Commissioner.

**Prepared by:** General Manager

**RECOMMENDATION**

That Council, as an extension and explanation of Resolution 234/13 of the Council meeting of 22 July 2013, resolves

- pursuant to s. 296 (2) and (3) of the Local Government Act (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
- pursuant to s. 296 (2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
- pursuant to s. 296 (2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

**ATTACHMENTS TO THE ITEM 7 REPORT**

**INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

**Attachment Name:**

**Page Count:**

**A:** E-mail string from and to the Electoral Commissioner's Office, Mr Steve Robb, on  
Thursday 15 August 2013.

3

00181

**Thomas OConnor***Attachment: A*

**From:** Steve Robb [Steve.Robb@elections.nsw.gov.au]  
**Sent:** Thursday, 15 August 2013 12:18 PM  
**To:** Thomas OConnor  
**Cc:** Jane Michie  
**Subject:** RE: Model resolution wording for the administration of elections

Hi Tom,

Using the model wording would be appreciated Tom. We recently heard from Crown Solicitors that if the wording used for the resolution wasn't correct, Councils may not have the authority to enter into a contact with the NSWEC, hence throwing the responsibility back on Council's GM. That's why I wanted to get this wording out as quickly as possible, so that Councils weren't inconvenienced. Looks like I wasn't quick enough Tom – apologies for that.

Best regards,

Steve Robb  
Commercial Services Manager  
NSW Electoral Commission  
Level 25, 201 Kent Street  
Sydney NSW 2000  
Direct: (02) 9290 5431, Fax: (02) 9290 5991  
Mobile: 0406 998 723

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**From:** Thomas OConnor [mailto:TOConnor@uralla.nsw.gov.au]  
**Sent:** Thursday, 15 August 2013 12:06 PM  
**To:** Steve Robb  
**Cc:** Jane Michie  
**Subject:** RE: Model resolution wording for the administration of elections

Steve

The Uralla Shire Council received my report on the the amendments to Section 296 of the Local Government Act at its meeting of Monday 22 July 2013 and resolved (234/13):

That Council

- note the amendments to Section 296 of the Local Government Act relating to the conduct of council elections, referendums and polls
- advise the NSW Electoral Commissioner that it wishes to enter a contract with the NSW Electoral Commission for the conduct of the 2016 ordinary election.

Council undoubtedly wishes for the NSW Electoral Commissioner to conduct its elections, referendums and polls and wishes to enter into an arrangement with the Electoral Commissioner in accordance with Section 296 (2) of the Local Government Act.

15/08/2013

I will take an expanded resolution recommendation to the next Council meeting if you do not think that the above resolution is sufficient. It does not mention council polls or constitutional referendum.

Regards

Tom O'Connor  
General Manager  
Uralla Shire Council

---

**From:** Steve Robb [<mailto:Steve.Robb@elections.nsw.gov.au>]  
**Sent:** Thursday, 15 August 2013 11:45 AM  
**To:** Thomas OConnor  
**Subject:** Model resolution wording for the administration of elections

Dear Tom,

A number of councils have already passed resolutions requesting the NSW Electoral Commission administer their elections, polls and referenda up to and including the 2016 ordinary elections and for a period of 18 months beyond that. For these resolutions to be effective, the appropriate wording of the resolutions needs to be used. Should Uralla Shire Council wish to have the NSW Electoral Commission administer its elections, we have for your convenience included below the model resolution wording;

**Model council resolution that an election arrangement be entered into for the Electoral Commissioner to administer all elections, council polls and constitutional referenda (s. 296(3) *Local Government Act 1993*)**

The [insert full description of council] ("the Council") resolves:

1. pursuant to s. 296(2) and (3) of the *Local Government Act 1993* (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

*Note: this resolution must be made at least 18 months before the next ordinary election of councillors.*

For those councils needing to hold a by-election and wishing to have the NSW Electoral Commission administer it, a simpler resolution needs to be passed. We'll be happy to provide you with the wording for that resolution should you require it.

If you have any queries regarding the model wording, please contact the DLG Governance Team on 02 4428 4100.



00183

Best regards,

Steve Robb  
Commercial Services Manager  
NSW Electoral Commission  
Level 25, 201 Kent Street  
Sydney NSW 2000  
Direct: (02) 9290 5431, Fax: (02) 9290 5991  
Mobile: 0406 998 723

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**SECTION: Governance and Administration****ITEM NUMBER:** Item 8**SUBJECT:** Namoi Councils Meeting of Thursday 8 August 2013**File Reference:** U11/6797**Reason:** Meeting held**Objective:** To inform Council.**Budget Implication:** Nil – travel cost to meeting covered in Governance budget allocation for vehicle use.**Operational Plan:** Part 3 Principal Activity 1.1 – Governance**INFORMATION**

The bi-monthly meeting of Namoi Councils (ROC) was held in Narrabri on Thursday 8 August 2013 and was attended by the Mayor and General Manager.

The principal items were:

- Presentations by:
  - Christopher Angwin, Australasian LED Lighting, regarding LED Street Lighting and the associated energy savings in using LED lighting.
  - Cr Maria Woods, D Division Representative of Local government NSW, on the need to attend the first NSW Local Government joint conference, the election of Rural Vice President and 10 Board members for NSW Local Government, the Local Government Early Intervention provisions of the Local Government Act and the disquiet regarding the content and recommendations of the NSW Independent Local Government Review Panel's Future Directions Paper, *Twenty Essential Steps*.
  - Alison McGaffin, Regional Coordinator, NSW Department of Premier and Cabinet, on the Minerals and Energy Working Group, the New England North West Regional Action Plan and the coordination between the Namoi Councils General Managers Advisory Committee and the Government Departments in respect to who is to have carriage of further meetings of the Strategies and Program Areas within Council community Strategic Plans.
  - Kevin Anderson MP, Member for Tamworth, on the Namoi Regional Trade Training Centre, Discontinuation of the Winching Operations of the Tamworth based Westpac Rescue Helicopter Service and Local Government Reform.
  - Barnaby Joyce, National Party Candidate for the Federal Seat of New England in the 2013 Federal Election, on electoral issues outlined in the Namoi Councils' 2013 *Federal Government Election Issues Paper*. A summary of his responses are included on page 5 of the minutes.
- Review of the Action List.
- Financial Report.
- Code of Conduct – Shared Panel of Conduct Reviewers. The recommendation of the meeting is considered in Item 9 of the General Managers Reports – Governance and Administration.
- Verbal Report on *Strengthening Community Basins Project* by Bruce Brown, General Manager, Namoi Catchment Management Authority.
- Minutes of the Namoi Water Alliance Technical Advisory Committee meeting of 10 July 2013.
- The Joint Code of Conduct Reviewer Panel.

The next meetings of the Namoi Councils will be on:

- Thursday 10 October 2013 at the Liverpool Plains Council Chambers.
- Thursday 12 December 2013 at the Tamworth Regional Council Chambers (the meeting will include the Annual General Meeting of Namoi Councils).

**Prepared by:** General Manager

**RECOMMENDATION**

That Council note;

- the minutes of the meeting of Namoi Councils held in Gunnedah on Thursday 8 August 2013;
- the political representations made in respect to the issue of the reinstatement of winching operations to the Tamworth based Westpac Rescue Helicopter and the recommendation regarding the appointment of 5 persons as Conduct Reviewers and members of a Shared Panel of Conduct Reviewers for Liverpool Plains Shire council, Gunnedah Shire Council, Narrabri Shire Council, Tamworth Regional Council, Walcha Council and Uralla Shire Council.

**Attachments to the Item 8 Report****INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

**Attachment Name:**

**Page Count:**

**A:** Minutes of the meeting of Namoi Councils held in Narrabri on Thursday 8 August 2013

9

Attachment: A



# MEETING MINUTES

Held at

**GUNNEDAH SHIRE COUNCIL CHAMBERS**

**Thursday 8 August 2013 commencing at 10.30am**

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**PRESENT:**

**Tamworth Regional Council**

Cr Col Murray and Mr Paul Bennett, General Manager

**Narrabri Shire Council**

Cr Conrad Bolton, Mayor and Mr Patrick White, General Manager

**Gunnedah Shire Council**

Cr Owen Hasler, Mayor and Eric Groth, Acting General Manager

**Liverpool Plains Shire Council**

Cr Ian Lobsey, Mayor and Mr Robert Hunt, General Manager

**Uralla Shire Council**

Cr Mick Pearce, Mayor and Mr Tom O'Connor, General Manager

**Namoi Catchment Management Authority**

Mr Bruce Brown, General Manager and Ms Juanita Hamparsum

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## **1 APOLOGIES**

Apologies were announced as having been received from Cr Janelle Archdale, Mayor, and Jack O'Hara, General Manager, Walcha Council who were unable to attend the meeting.

**MOTION**

**Moved Cr Bolton, Narrabri and seconded Cr Pearce, Uralla**

**49/13 RESOLVED**

That the apologies be accepted and Cr Archdale and Mr Jack O'Hara be granted leave of absence from the Meeting.

**2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**MOTION**

**Moved Cr Lobsey, Liverpool Plains and seconded Cr Bolton, Narrabri**

**50/13 RESOLVED**

That the Minutes of the Meeting of Namoi Councils held on 27 June 2013, copies of which were circulated to all members, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

**3 BUSINESS ARISING FROM THE MINUTES**

**Energy Charges and LED Lighting**

**MOTION**

**Moved Cr Hasler, Gunnedah and seconded Cr Bolton, Narrabri**

**51/13 RESOLVED**

That the Regional Manager of Energy Australia be invited to next Board Meeting of Namoi Councils to be held on 10 October 2013 at Quirindi to generally discuss Council energy charges including LED street, park and public lighting infrastructure and charges.

**4 PRESENTATIONS**

**4.1 Presentation by Christopher Angwin, Australasian LED Lighting** in relation to new LED lighting for streets and the associated energy savings.

**4.2 Cr Maria Woods, Walcha Council and D Division Representative of Local Government NSW** briefed Namoi Councils' members on current local government issues of which the following is a summary:

- Due to the date determined for the next Federal Election, insufficient time now exists under the Constitution for the holding of a Referendum on Constitutional Recognition of Australian Local Government.
- The inaugural Conference of Local Government NSW following the amalgamation of the NSW Shires Associations and the Local Government Association earlier this year will be held in October 2013. Elections for office bearers will be held for the positions of President, Treasurer,

Metropolitan and Rural Vice Presidents and 10 Board Members. Newcastle and Wollongong are no longer included within the Sydney metro area and are classified as rural NSW. A total number of 264 votes exist for rural/metro areas providing for a total of 528 appointed delegate votes. The Namoi Region has 11 votes and between 24 to 26 votes will be required to be elected to the Board. County Councils are associate members under the rules and are not permitted for vote president, vice presidents or board members. Aboriginal Land Councils are included and total 9 in number with 8 located in the rural area and 1 located in the metro area.

- The Local Government Early Intervention provisions of the Local Government Act are now fully operational at the instigation of the Local Government Minister. Local Government NSW has been active in negotiating an outcome to pull back the powers of the Minister. The Draft Early Intervention Operational Guidelines are currently on public exhibition for comment. Local Government NSW has received responses from 5 councils.
- Local Government NSW is currently undertaking a review of its structure and organisation. The Interim Board has been meeting on a monthly basis since the merger in March 2013.
- Local Government NSW has expressed considerable concern and disquiet in relation to the content and recommendations of the NSW Independent Local Government Review Panel Future Directions Paper, *Twenty Essential Steps*.

## 5 MEETING WITH INVITED REPRESENTATIVES

5.1 **Alison McGaffin, Regional Coordinator, NSW Department of Premier and Cabinet** briefed Namoi Councils' members on current local government issues of which the following is a summary:

- **The Minerals and Energy Working Group** has not held a meeting since the Strategic Planning Workshop held in February of this year. Undue delay occurred in finalising the outcomes of the Workshop which have now been completed. It was generally agreed that a Working Group be convened by Namoi Councils as soon as possible to adopt the Terms of Reference formulated at the Workshop and re-commence dialogue and communication between State Government Departments, Gunnedah Coal Basin Mining Companies and Namoi Councils' members on mining and resource development within the Namoi Region. It was also agreed that Narrabri Shire Council would make a presentation to the next Working Group meeting in relation to Voluntary Planning Agreements (VPAs) with the Mining Industry and other mining development related initiatives.
- **The New England North West Regional Action Plan** was raised with its focus on growing and diversifying the economy, investing in regional and local infrastructure and improving education pathways for young people to provide a skilled workforce to support the growing economy. The communities of the region identified a vision which includes:

- A strong and diverse economy
- A highly skilled and competitive workforce
- Effective land use planning and management
- A well connected region supported by regional infrastructure
- Strong, safe and healthy regional community.

- **The General Managers Advisory Committee (GMAC)** was requested to convene a meeting to pursue the initiative for coordination of Strategies and Program Areas within Council Community Strategic Plans that need active input (financial and non-financial) from State/Commonwealth Government as a lead authority; and as a partner. The Executive Officer gave an undertaking to convene a meeting as soon as possible.

**5.2 Kevin Anderson MP, Member for Tamworth** briefed Namoi Councils' members on current State and Local Government issues of which the following is a summary:

- **Namoi Regional Trade Training Centre** remains a current proposal but no further progress has been made on approval of capital funding, construction plans and a location for the facility.
- **Discontinuance of Winching Operations** for the New England North West Region had received widespread public debate and discussion. Namoi Councils' representations on the issue together with a considerable body of community representations were acknowledged. The Westpac Rescue Helicopter Service has submitted a request for reinstatement of winching capabilities and operations by rescue personnel and not paramedics to the Member for Tamworth who in turn has made representations to the Minister for Health, the Hon Jillian Skinner MP, seeking immediate reinstatement of rescue winching operations to the Tamworth Rescue Helicopter Service.
- **Local Government Reform.** The Meeting was advised that representations had been made to the Minister for Local Government expressing concern on behalf of a number of Gunnedah community members in relation to the underlying mantra of the of keeping "local" in local government, loss of jobs and identity of services where Council core service functions would be the responsibility of a Regional Centre emanating from the NSW Independent Local Government Review Panel, "Twenty Essential Steps" Future Directions Paper.

**MOTION**

**Moved Cr Hasler, Gunnedah and seconded Cr Pearce, Uralla**

**52/13 RESOLVED**

That the political representations made by Namoi Councils in relation to the issue of reinstatement of winching operations to the Tamworth Rescue Helicopter Service be endorsed and the appreciation of the Namoi Councils Board be extended the Member for Tamworth, Kevin Anderson MP, the Chairperson of Namoi Councils, Cr Col Murray, and the Namoi Councils Executive Officer for the action taken seeking to reverse the Minister's decision on this issue of great importance to the public health and wellbeing of the Namoi Region.

**5.3 Barnaby Joyce, National Party Candidate for Federal Seat of New England in 2013 Federal Election** addressed the Board of Namoi Councils in relation to Issues



of concern and interest contained in the *Namoi Councils 2013 Federal Government Election Issues Paper* of which the following is a summary:

- Concern expressed in relation financial predicament of the National Economy Gross Debt of \$400Billion.
- Committed to strong advocacy to create a close association with funding streams for infrastructure and services within the New England Federal Electorate
- Murray Darling Basin Authority has funding available of \$98.3million for economic development projects and programs to protect, restore or improve the ecological health and resilience of the Murray Darling Basin key environmental assets and to manage the water delivery and infrastructure within the Murray River System.
- Regional Development Australia has \$230million funding available to eligible local governments for capital infrastructure projects. Eligible local governments are those receiving the General Purpose component of the Local Government Financial Assistance Grants in 2012–13. Round 5B funding is now available and will deliver on announced commitments to contribute to proposed projects of rural and regional local government and community organisations for the construction or upgrade of local infrastructure. Funding under RDAF Round 5B will be available until 30 June 2018. Under Round 5B the Australian Government will be considering unfunded priority projects from previous RDAF rounds as well as other government priorities.
- Constitutional Recognition of Australian Local Government is now a lost opportunity and it will be very difficult to re-establish any momentum for recognition at a future date.
- Committed to a substantive position on regional economic development.
- Committed to an equal return from mining development for mining companies, farmers and the community.
- The Foreign Investment Review Board has reduced the threshold to \$15M for purchase of land in Australia by foreign interests and governments. The Board consists of experienced people who will make recommendations to government in the national interests.
- The Liberal National Party Coalition have a different plan for a National Board Band and do not wish to be lumbered with debt for obsolete technology. Arrangements will be made to ensure the security of data on the wireless network.
- If elected at the Member for New England in the Federal Parliament, committed to liaising with Namoi Councils in relation to issues within the New England Electorate.



## **6 OUTSTANDING ACTION LIST**

### **MOTION**

**Moved Cr Lobsey, Liverpool Plains and seconded Cr Bolton, Narrabri**

### **53/13 RESOLVED**

That the Namoi Councils Outstanding Action List No 10 be received and noted.

## **7 NAMOI COUNCILS FINANCE REPORT**

### **MOTION**

**Moved Cr Pearce, Uralla and seconded Cr Bolton, Narrabri**

### **54/13 RESOLVED**

The Namoi Councils Finance Reports as at 28 June 2013 stating a credit balance of \$282,515.53 be received and noted.

## **8 OUTWARD CORRESPONDENCE**

### **ITEMS 8.1 AND 8.2**

### **MOTION**

**Moved Cr Pearce, Uralla and seconded Cr Bolton, Narrabri**

### **55/13 RESOLVED**

That the Namoi Councils Outward Correspondence Items 8.1 and 8.2 be received and noted.

## **9 INWARD CORRESPONDENCE**

### **ITEMS 9.1 – 9.5**

### **MOTION**

**Moved Cr Pearce, Uralla and seconded Cr Bolton, Narrabri**

### **56/13 RESOLVED**

That the Namoi Councils Inward Correspondence Items 9.1, 9.2, 9.3, 9.4 and 9.5 be received and noted.

## 10 REPORTS FROM EXECUTIVE OFFICER

### ITEM 10.1 SHARED PANEL OF CONDUCT REVIEWERS

#### MOTION

Moved Cr Lobsey, Liverpool Plains and seconded Cr Bolton, Narrabri

#### 57/13 RESOLVED

That the following persons be appointed as Conduct Reviewers and members of a Shared Panel of Conduct Reviewers for Liverpool Plains Shire Council, Gunnedah Shire Council, Narrabri Shire Council, Tamworth Regional Council, Walcha Council and Uralla Shire Council and be engaged for a term of 4 years at the professional costs nominated in the following table, such costs subject to periodic review:

Conduct Reviewer	Firm	Professional Costs (excl GST)	
1 Rob Ryan	Strategic Risk Solutions	Preliminary Assessments	\$170 p/h
		Investigation Services	\$170 p/h
		Review Panel Member	\$125 p/h
2 Kathy Thane	Train Reaction Pty Ltd	Preliminary Assessments	\$225 p/h
		Investigation Services	\$225 p/h
		Meeting rates	\$675 flat rate
		NB Fixed for 3 year period	
3 Mitchell Morley	InConsult	Preliminary Assessments	\$220 p/h
		Investigation Services	\$220 p/h
		Review Committee Member	\$220 p/h
4 Linda Pettersson	Linda Pettersson Consulting Pty Ltd	Preliminary Assessments	\$150p/h
		Investigation Services	\$150p/h
		Review Committee Member	\$150p/h
5 Greg Waters	MSM Loss Management	Preliminary Assessments	\$180 p/h
		Investigation Services	\$218 p/h
		Review Panel Member	\$218 p/h

## 11 NAMOI COUNCILS PROJECT REPORTS

### ITEM 11.1 STRENGTHENING COMMUNITY BASINS

#### MOTION

Moved Cr Lobsey, Liverpool Plains and seconded Cr Bolton, Narrabri

#### 58/13 RESOLVED

That the verbal report provided by Bruce Brown, General Manager, Namoi Catchment Management Authority in relation to the *Strengthening Community Basins* Project be noted and authority be granted to demonstrate the capabilities of the Water Model to interested parties.

## 12 NAMOI COUNCILS COMMITTEE REPORTS

### ITEM 12.1 NAMOI WATER ALLIANCE TECHNICAL ADVISORY COMMITTEE

## MEETING MINUTES – 10 JULY 2013 ENCLOSED

### MOTION

Moved Cr Lobsey, Liverpool Plains and seconded Cr Bolton, Narrabri

### 59/13 RESOLVED

That the Minutes of the Namoi Water Alliance Technical Advisory Committee Meeting held on 10 July 2013 be received and noted.

### 13 SUBMISSIONS FOR BOARD ENDORSEMENT

NIL

### 14 MATTERS SUBMITTED BY MEMBERS FOR CONSIDERATION

NIL

### 15 NAMOI COUNCILS MEDIA RELEASES

NIL

### 16 REGIONAL MEDIA ISSUES

#### MOTION

Moved Cr Lobsey, Liverpool Plains and seconded Cr Bolton, Narrabri

### 60/13 RESOLVED

That Namoi Councils Chairperson be authorised to issue Media Releases in respect of issues and matters discussed at the June 2013 Board Meeting.

### 17 GENERAL BUSINESS

Nil

### 18 DATE AND VENUE OF NEXT NAMOI COUNCILS BOARD MEETING

**Date:** Thursday 10 October 2013 commencing at 10.30am

**Venue:** Liverpool Plains Shire Council Chambers

**Closure:** There being no further business the Namoi Councils Meeting concluded at 12.50pm.

Cr Col Murray, Namoi Councils, Chairperson

8 August 2013

- 00o -

Minutes

**GENERAL MANAGER'S REPORT TO COUNCIL**

(continued)

<b>SECTION:</b>	<b>Governance and Administration</b>
<b>ITEM NUMBER:</b>	<b>Item 9</b>
<b>SUBJECT:</b>	<b>Conduct Reviewer Panel</b>
<b>File Reference:</b>	U11/6797
<b>Reason:</b>	Recommendation received from the Namoi Councils meeting of 8 August 2013 for a five member panel of conduct reviewers.
<b>Objective:</b>	Council to determine whether or not to appoint the panel of Conduct Reviewers as recommended by the Namoi councils.
<b>Budget Implication:</b>	Costs will be incurred when a Code of Conduct investigation is required and would be dependant upon the complexity and time required in the investigation and reporting and whether or not the matter is to be handled by a conduct review committee.
<b>Operational Plan:</b>	Part 3 Principal Activity 1.1 – Governance

**INFORMATION**

Council adopted the Model Code of Conduct and the Procedures for the Administration of the Code of Conduct at its meeting of Monday 25 February 2013 (Resolution 28/13):

That Council:

- adopt the Model Code of Conduct for Local Government in NSW – March 2013 as the Uralla Shire Council Code of Conduct – March 2013.
- adopt the Model Procedures for the Administration of the Model Code as the Uralla Shire Council Procedures for the Administration of the Code of Conduct.
- advertise "The Model Code of Conduct for Local Councils in NSW March 2013 – Summary of Standards of Conduct for Council Officials" on Council's website and at worksites and disseminate the Summary to Uralla Council officials.
- appoint the Director Administrative Services, Mrs Jane Michie, as the Code of Conduct Complaints Co-ordinator and the Director Engineering Services, Mr Robert Bell, as the alternate Code of Conduct Complaints Co-ordinator.

In adopting the model Code of Conduct, Council is required to appoint a panel of Conduct Reviewers from which the General Manager is able to select a Conduct Reviewer or Conduct Review committee when a Code of Conduct Complaint requires an investigation.

The general managers of the six councils Namoi Councils agreed to have a joint Expressions of Interest called by Namoi Councils. The joint calling of expressions of interest by conduct reviewers does not remove the need for each council to appoint its own conduct reviewers. It did however reduce the cost and also provided the facility to attract a wider more experienced group of applicants. The expression of interest closed on Wednesday 24 July 2013 and the Executive Officer of Namoi Councils provided each General Manager of the councils with the applications. The General Managers reviewed the applicants and submitted their selection 1 to six of the 10 applicants. Council's Director of Administrative Services, as the Code of Conduct Complaints Coordinator, reviewed the applicants and with advice from the General Manager lodged the selection on the General Manager's behalf.

There was some discussion as to whether to recommend five or seven persons for the panel. The determination was for a five member panel. The recommendation went to the Namoi Councils meeting of Thursday 8 August 2013 when the following resolution was carried.

That the following persons be appointed as Conduct Reviewers and members of a Shared Panel of Conduct Reviewers for Liverpool Plains Shire Council, Gunnedah Shire Council, Narrabri Shire Council, Tamworth Regional Council, Walcha Council and Uralla Shire Council and be engaged for a term of 4 years at the professional costs nominated in the following table, such costs subject to periodic review:

**GENERAL MANAGER'S REPORT TO COUNCIL**

(continued)

<b>Conduct Reviewer</b>	<b>Firm</b>	<b>Professional Costs (excl GST)</b>	
Rob Ryan	Strategic Risk Solutions	Preliminary Assessments	\$170 p/h
		Investigation Services	\$170 p/h
		Review Panel Member	\$125 p/h
Kathy Thane	Train Reaction Pty Ltd	Preliminary Assessments	\$225 p/h
		Investigation Services	\$225 p/h
		Meeting rates	\$675 flat rate
		NB Fixed for 3 year period	
Mitchell Morley	InConsult	Preliminary Assessments	\$220 p/h
		Investigation Services	\$220 p/h
		Review Committee Member	\$220 p/h
Linda Pettersson	Linda Pettersson Consulting Pty Ltd	Preliminary Assessments	\$150p/h
		Investigation Services	\$150p/h
		Review Committee Member	\$150p/h
Greg Waters	MSM Loss Management	Preliminary Assessments	\$180 p/h
		Investigation Services	\$218 p/h
		Review Panel Member	\$218 p/h

Council will need to individually appoint the recommended Conduct Reviewers as Conduct Reviewers for the Uralla Shire Council.

**Prepared by:** General Manager

**RECOMMENDATION**

That Council appoint a Conduct Reviewer Panel for the Uralla Shire Council consisting of Rob Ryan of Strategic Risk Solutions, Kathy Thane of Train Reaction Pty Ltd, Mitchell Morley of InConsult, Linda Pettersson of Linda Pettersson Consulting Pty Ltd and Greg Waters of MSN Loss Management for a period of four years to 30 September 2017.

**Attachments to the Item 9 Report****INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

<b>Attachment Name:</b>	<b>Page Count:</b>
<b>A:</b> Expression of Interest notice issued that closed on Wednesday 24 July 2013	1
<b>B:</b> Information Pack for the information and guidance of prospective Conduct Reviewer Applicants.	12
<b>C:</b> Recommendation from the General Managers Advisory Committee to the Namoi Council meeting held on Thursday 8 August 2013.	2
<b>D:</b> Matrix of the General Managers Evaluation of Expression of Interest	1
<b>E:</b> Page 7 of the Namoi Councils minutes of the meeting of Thursday 8 August 2013	1



Tom O'Connor  
**General Manager**

## **EXPRESSIONS OF INTEREST**

**Namoi Regional Organisation of Councils -**

### **Shared Panel of Conduct Reviewers**

#### ***Namoi Councils***

Namoi Councils is a Regional Organisation of Councils located within the Namoi and Peel River Catchments of the North West Slopes and Plains and New England Regions of northern New South Wales. Membership comprises Narrabri Shire Council, Gunnedah Shire Council, Liverpool Plains Shire Council, Tamworth Regional Council, Uralla Shire Council, Walcha Council and the Namoi Catchment Management Authority.

#### ***Conduct Reviewers***

Expressions of Interest are invited from experienced conduct reviewers who will be engaged to carry out the following work on an ad hoc basis:

- 1 Conducting preliminary assessments of complaints made under member Councils Code of Conduct;
- 2 Making a determination as a result of the preliminary assessment;
- 3 Providing a report setting out the determination including recommendation on subsequent action to be taken (if any);
- 4 Conducting an investigation if a complaint is to be dealt with by a sole conduct reviewer and providing a report on the outcome of any such investigation; and
- 5 Participating in any conduct review committee that is convened to deal with a complaint.

To be eligible to be a member of a shared panel of conduct reviewers, a person must, at a minimum, meet the following requirements:

- an understanding of local government, and
- knowledge of investigative processes, and
- knowledge and experience of one or more of investigations or law, or public administration, or public sector ethics, or alternative dispute resolution, and meet the eligibility requirements for membership of a panel of conduct reviewers.

#### ***Expression of Interest Documents***

An Expression of Interest Conduct Reviewer Information Guide is available by contacting the Namoi Councils' Executive Officer on e-mail [namoicouncils@tamworth.nsw.gov.au](mailto:namoicouncils@tamworth.nsw.gov.au) or by phone on 02 6767 5267. Completed Expressions of Interest must be submitted via e-mail to the Executive Officer, Namoi Councils on e-mail [namoicouncils@tamworth.nsw.gov.au](mailto:namoicouncils@tamworth.nsw.gov.au) by the closing date

#### ***Closing Date***

Expressions of Interest close at 10.00am Wednesday 24 July 2013. Late submission of Expressions of Interest will not be accepted. Any action or contact that may be considered as an attempt to influence a decision of councillors or staff will immediately disqualify the relevant person submitting the Expression of Interest.



## ENCLOSURE



# SHARED PANEL OF CONDUCT REVIEWERS

## INFORMATION AND GUIDANCE TO PROSPECTIVE CONDUCT REVIEWERS

### 1 ADMINISTRATIVE FRAMEWORK

#### 1 Member Councils

Liverpool Plains Shire Council  
Narrabri Shire Council  
Gunnedah Shire Council  
Tamworth Regional Council  
Uralla Shire Council  
Walcha Council

#### 2 Establishment of a Shared Panel of Conduct Reviewers

- 2.1 The Namoi Councils Shared Panel of Conduct Reviewers will be established following the invitation of public Expressions of Interest from persons eligible to be a member of a shared panel of conduct reviewers.
- 2.2 To be eligible to be a member of the Namoi Councils Shared Panel of Conduct Reviewers, a person must, at a minimum, meet the following requirements:
  - (a) an understanding of Local Government, and
  - (b) a knowledge of the *Local Government Act 1993*; and
  - (c) an understanding of the Model Code of Conduct for NSW Local Councils and the procedures for administration of the Model Code; and
  - (d) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
  - (e) knowledge and experience of one or more of the following:
    - (i) investigations, or

- (ii) law, or
    - (iii) public administration, or
    - (iv) public sector ethics, or
    - (v) alternative dispute resolution, and
  - (f) meet the eligibility requirements for membership of a panel of conduct reviewers.
- 2.3 A person is not eligible to be a member of the Namoi Councils' Shared Panel of Conduct Reviewers if he or she is:
- a) a councillor, or
  - b) a nominee for election as a councillor, or
  - c) an administrator, or
  - d) an employee of a council, or
  - e) member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - f) a nominee for election as a member of the Commonwealth Parliament or any State Parliament or Territory Assembly, or
  - g) a person who has a conviction for an indictable offence that is not an expired conviction.
- 2.5 A person is not precluded from being a member of the Namoi Councils' Shared Panel of Conduct Reviewers if they are a member of another council's panel of conduct reviewers.
- 2.6 The Namoi Councils' Shared Panel of Conduct Reviewers will have a term of up to four (4) years.
- 2.7 Namoi Councils' members may, individually or severally, terminate the shared panel of conduct reviewers at any time by resolution of the Namoi Councils' member Council.

### **3 Conduct Reviewer Remuneration**

- 3.1 Expressions of Interest **must** include:
- d) an hourly rate for complaint preliminary assessment services;
  - e) an hourly rate for complaint investigation services as a sole conduct reviewer;
  - f) an hourly rate for complaint investigation services as member of a conduct review committee;
  - g) a Resume of the specific service provider and two referees;
  - h) Business status and ABN if applicable; and
  - i) Professional Indemnity Insurance details including a minimum indemnity of \$2M.
- 3.2 There is no remuneration payable for appointment to the Namoi Councils Shared Panel of Conduct Reviewers. Conduct Reviewers are only remunerated when engaged to provide reviewer services to the member councils. Travel and accommodation costs must be approved by the relevant Council member's complaints coordinator. Actual travel

and accommodation costs will be reimbursed upon production of satisfactory evidence of the costs incurred.

### **3 OPERATION OF THE SHARED CONDUCT REVIEW COMMITTEE**

- 3.1 Where a shared conduct reviewer recommends that a complaints coordinator convene a conduct review committee to investigate a matter, the conduct reviewer must notify the complaints coordinator of their recommendation and the reasons for their recommendation in writing.
- 3.2 A complaints coordinator must convene a conduct review committee comprising three conduct reviewers selected from:
  - (a) the Namoi Councils Shared Panel Of Conduct Reviewers, or
  - (b) a panel of conduct reviewers established by an organisation approved by the Chief Executive of the Division of Local Government.
- 3.3 In selecting suitable conduct reviewers for membership of a duly convened conduct review committee, a complaints coordinator may have regard to the following:
  - (a) the qualifications and experience of members of the shared panel of conduct reviewers, and
  - (b) any recommendation made by the conduct reviewer about the membership of the committee.
- 3.4 The conduct reviewer who made the preliminary assessment of the complaint must not be a member of a conduct review committee convened under clause 3.2.
- 3.5 A member of the Namoi Councils Shared Panel of Conduct Reviewers may not be appointed to a conduct review committee where they would otherwise be precluded from accepting a referral of the matter to be considered by the committee under clause 3.4.
- 3.6 Where a complaints coordinator convenes a conduct review committee, the complaints coordinator will advise the complainant in writing that the committee has been convened and the membership of the committee.
- 3.7 Where, after a conduct review committee has been convened, a member of the committee becomes unavailable to participate in further consideration of the matter, a complaints coordinator may appoint another person from the shared panel of conduct reviewers to replace them.
- 3.8 Meetings of a conduct review committee may be conducted in person or by teleconference.

- 3.9 The members of the conduct review committee must elect a chairperson of the committee.
- 3.10 A quorum for a meeting of the conduct review committee is two members.
- 3.11 Business is not to be conducted at any meeting of the conduct review committee unless a quorum is present.
- 3.12 If a quorum is not present at a meeting of the conduct review committee, it must be adjourned to a time and date that is specified.
- 3.13 Each member of the conduct review committee is entitled to one vote in relation to a matter. In the event of an equality of votes being cast, the chairperson will have a casting vote.
- 3.14 If the vote on a matter is not unanimous, then this should be noted in the report of the conduct review committee in which it makes its determination in relation to the matter.
- 3.15 The chairperson may make a ruling on questions of procedure and the chairperson's ruling is to be final.
- 3.16 The conduct review committee may only conduct business in the absence of the public.
- 3.17 The conduct review committee must maintain proper records of its proceedings.
- 3.18 The complaints coordinator shall undertake the following functions in support of a conduct review committee:
  - a) provide procedural advice where required,
  - b) ensure adequate resources are provided including secretarial support,
  - c) attend meetings of the conduct review committee in an advisory capacity, and
  - d) provide advice about council's processes where requested.
- 3.19 The complaints coordinator must not be present at, or in sight of a meeting of, the conduct review committee where it makes its final determination in relation to the matter.
- 3.20 The conduct review committee may adopt procedures governing the conduct of its meetings that supplement these procedures. However any procedures adopted by the committee must not be inconsistent with these procedures.

## 4 INVESTIGATIONS

### **What matters may a conduct reviewer or conduct review committee investigate?**

- 4.1 A conduct reviewer or conduct review committee (hereafter referred to as an “investigator”) may investigate a code of conduct complaint that has been referred to them by a complaints coordinator and any matters related to or arising from that complaint.
- 4.2 Where an investigator identifies further separate possible breaches of the code of conduct that are not related to or arise from the code of conduct complaint that has been referred to them, they are to report the matters separately in writing to the relevant general manager, or, in the case of alleged conduct on the part of the general manager, to the relevant Mayor.
- 4.3 The general manager or the Mayor is to deal with a matter reported to them by an investigator under clause 4.2 as if it were a new code of conduct complaint in accordance with these procedures.

### **How are investigations to be commenced?**

- 4.4 The investigator must at the outset of their investigation provide a written notice of investigation to the subject person. The notice of investigation must:
  - a) disclose the substance of the allegations against the subject person, and
  - b) advise of the relevant provisions of the code of conduct that apply to the alleged conduct, and
  - c) advise of the process to be followed in investigating the matter, and
  - d) invite the subject person to make a written submission in relation to the matter within 28 days or such other reasonable period specified by the investigator in the notice, and
  - e) provide the subject person the opportunity to address the investigator on the matter within such reasonable time specified in the notice.
- 4.5 The subject person may within 14 days of receipt of the notice of investigation, request in writing that the investigator provide them with such further information they consider necessary to assist them to identify the substance of the allegation against them. An investigator will only be obliged to provide such information that the investigator considers reasonably necessary for the subject person to identify the substance of the allegation against them.
- 4.6 An investigator may at any time prior to issuing a draft report, issue an amended notice of investigation to the subject person in relation to the matter referred to them.

- 4.7 Where an investigator issues an amended notice of investigation, they will provide the subject person with a further opportunity to make a written submission in response to the amended notice of investigation within 28 days or such other reasonable period specified by the investigator in the amended notice.
- 4.8 The investigator must also, at the outset of their investigation, provide written notice of the investigation to the complainant, the complaints coordinator and the relevant general manager, or in the case of a complaint about a general manager, to the relevant Mayor. The notice must:
- a) advise them of the matter the investigator is investigating, and
  - b) in the case of the notice to the complainant, invite them to make a written submission in relation to the matter within 28 days or such other reasonable period specified by the investigator in the notice.

**Written and oral submissions**

- 4.9 Where the subject person or the complainant fails to make a written submission in relation to the matter within the period specified by the investigator in their notice of investigation or amended notice of investigation, the investigator may proceed to prepare their draft report without receiving such submissions.
- 4.10 The investigator may accept written submissions received outside the period specified in the notice of investigation or amended notice of investigation.
- 4.11 Prior to preparing a draft report, the investigator must give the subject person an opportunity to address the investigator on the matter being investigated. The subject person may do so in person or by telephone.
- 4.12 Where the subject person fails to accept the opportunity to address the investigator within the period specified by the investigator in the notice of investigation, the investigator may proceed to prepare a draft report without hearing from the subject person.
- 4.13 Where the subject person accepts the opportunity to address the investigator in person, they may have a support person or legal advisor in attendance. The support person or legal advisor will act in an advisory or support role to the subject person only. They must not speak on behalf of the subject person or otherwise interfere with or disrupt proceedings.
- 4.14 The investigator must consider all written and oral submissions made to them in relation to the matter.

**How are investigations to be conducted?**

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

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

- 4.20 At any time after an investigator has issued a notice of investigation and before they have issued a draft report, an investigator may determine to:
  - a) resolve the matter by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or apology, or
  - b) refer the matter to the general manager, or, in the case of a complaint about the general manager, to the Mayor, for resolution by alternative and appropriate strategies such as, but not limited to, explanation, counselling, training, mediation, informal discussion, negotiation or apology, or
  - c) refer the matter to another agency or body such as, but not limited to, the ICAC, the NSW Ombudsman, the Division or the Police.
- 4.21 Where an investigator determines to exercise any of the options under clause 4.20 after the commencement of an investigation, they must do so in accordance with the requirements of these procedures relating to the exercise of these options at the preliminary assessment stage.
- 4.22 Where an investigator determines to exercise any of the options under clause 4.20 after the commencement of an investigation, they may by written notice to the subject person, the complainant, complaints coordinator and the relevant general manager, or in the case of a complaint about the general manager, the relevant Mayor, discontinue their investigation of the matter.

- 4.23 Where the investigator discontinues their investigation of a matter under clause 4.22, this shall finalise the consideration of the matter under these procedures.
- 4.24 An investigator is not obliged to give prior notice to or to consult with any person before making a determination to exercise any of the options under clause 4.20 or to discontinue their investigation except as may be specifically required under these procedures.

**Draft investigation reports**

- 4.25 When an investigator has completed their enquiries and considered any written or oral submissions made to them in relation to a matter, they must prepare a draft of their proposed report.
- 4.26 The investigator must provide their draft report to the subject person and invite them to make a written submission in relation to it within 28 days or such other reasonable period specified by the investigator.
- 4.27 Where the investigator proposes to make adverse comment about any other person (an affected person) in their report, they must also provide the affected person with relevant extracts of their draft report containing such comment and invite the affected person to make a written submission in relation to it within 28 days or such other reasonable period specified by the investigator.
- 4.28 The investigator must consider written submissions received in relation to the draft report prior to finalising their report in relation to the matter.
- 4.29 The investigator may, after consideration of all written submissions received in relation to their draft report, make further enquiries into the matter. Where as a result of making further enquiries, the investigator makes any material change to their proposed report that makes new adverse comment about the subject person or an affected person, they must provide the subject person or affected person as the case may be with a further opportunity to make a written submission in relation to the new adverse comment.
- 4.30 Where the subject person or an affected person fails to make a written submission in relation to the draft report within the period specified by the investigator, the investigator may proceed to prepare and issue their final report without receiving such submissions.
- 4.31 The investigator may accept written submissions in relation to the draft report received outside the period specified by the investigator at any time prior to issuing their final report.



**Final investigation reports**

- 4.32 Where an investigator issues a notice of investigation they must prepare a final report in relation to the matter unless the investigation is discontinued under clause 4.22.
- 4.33 An investigator must not prepare a final report in relation to the matter at any time before they have finalised their consideration of the matter in accordance with the requirements of these procedures.
- 4.34 The investigator's final report must:
- a) make findings of fact in relation to the matter investigated, and,
  - b) make a determination that the conduct investigated either,
    - i. constitutes a breach of the code of conduct, or
    - ii. does not constitute a breach of the code of conduct, and
  - c) provide reasons for the determination.
- 4.35 Where the investigator determines that the conduct investigated constitutes a breach of the code of conduct, the investigator may make one or more of the following recommendations:
- a) that the relevant council revise any of its policies or procedures,
  - b) that the subject person undertake any training or other education relevant to the conduct giving rise to the breach,
  - c) that the subject person be counselled for their conduct,
  - d) that the subject person apologise to any person or organisation affected by the breach in such a time and form specified by the recommendation,
  - e) that findings of inappropriate conduct be made public,
  - f) in the case of a breach by a general manager, that action be taken under the relevant general manager's contract for the breach,
  - g) in the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Act,
  - h) in the case of a breach by a councillor, that the relevant council resolves as follows:
    - i. that the councillor be formally censured for the breach under section 440G of the Act, and
    - ii. that the matter be referred to the Division for further action under the misconduct provisions of the Act.
- 4.36 Where the investigator determines that the conduct investigated does not constitute a breach of the code of conduct, the investigator may make one or more of the following recommendations:
- a) that the relevant council revise any of its policies or procedures,
  - b) that a person or persons undertake any training or other education.
- 4.37 In making a recommendation under clause 4.35, the investigator may have regard to the following:
- a. the seriousness of the breach,
  - b. whether the breach can be easily remedied or rectified,

- c. whether the subject person has remedied or rectified their conduct,
- d. whether the subject person has expressed contrition,
- e. whether there were any mitigating circumstances,
- f. the age, physical or mental health or special infirmity of the subject person,
- g. whether the breach is technical or trivial only,
- h. any previous breaches,
- i. whether the breach forms part of a pattern of conduct,
- j. the degree of reckless intention or negligence of the subject person,
- k. the extent to which the breach has affected other parties or the council as a whole,
- l. the harm or potential harm to the reputation of the relevant council or local government arising from the conduct,
- m. whether the findings and recommendations can be justified in terms of the public interest and would withstand public scrutiny,
- n. whether an educative approach would be more appropriate than a punitive one,
- o. the relative costs and benefits of taking formal enforcement action as opposed to taking no action or taking informal action,
- p. what action or remedy would be in the public interest.

4.38 At a minimum, the investigator's final report must contain the following information:

- a) a description of the allegations against the subject person,
- b) the relevant provisions of the code of conduct that apply to the alleged conduct investigated,
- c) a statement of reasons as to why the conduct reviewer considered that the matter warranted investigation,
- d) a statement of reasons as to why the conduct reviewer considered that the matter was one that could not or should not be resolved by alternative means,
- e) where the matter is investigated by a conduct review committee, a statement as to why the matter was one that warranted investigation by a conduct review committee instead of a sole conduct reviewer,
- f) a description of any attempts made to resolve the matter by use of alternative means,
- g) the steps taken to investigate the matter,
- h) the facts of the matter,
- i) the investigator's findings in relation to the facts of the matter and the reasons for those findings,
- j) the investigator's determination and the reasons for that determination,
- k) any recommendations.

4.39 The investigator must provide a copy of their report to the complaints coordinator, the subject person and the complainant.

4.40 Where the investigator has determined that there has not been a breach of the code of conduct, the complaints coordinator must provide

a copy of the investigator's report to the general manager or, where the report relates to a general manager's conduct, to the relevant Mayor and this will finalise consideration of the matter under these procedures.

- 4.41 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 4.35, paragraph (a), the complaints coordinator must provide a copy of the investigator's report to the relevant general manager. Where the general manager agrees with the recommendation/s, the general manager is responsible for implementing the recommendation/s.
- 4.42 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 4.35, paragraphs (b) or (c), the complaints coordinator must provide a copy of the investigator's report to the relevant general manager or, where the report relates to the general manager's conduct, to the relevant Mayor. The relevant general manager is responsible for arranging the implementation of the recommendation/s where the report relates to a councillor's conduct. The relevant Mayor is responsible for arranging the implementation of the recommendation/s where the report relates to the general manager's conduct.
- 4.43 Where the investigator has determined that there has been a breach of the code of conduct and makes a recommendation or recommendations under clause 4.35, paragraphs (d) to (h), the complaints coordinator must, where practicable, arrange for the investigator's report to be reported to the next ordinary council meeting for the relevant council's consideration unless the meeting is to be held within the 4 weeks prior to an ordinary local government election, in which case the report must be reported to the first ordinary council meeting following the election

## 5 EXPRESSION OF INTEREST

- 5.1 Persons who meet the eligibility requirements and are interested in being appointed as a member of the Namoi Councils Shared Code of Conduct Review Panel are invited to submit an Expression of Interest of no more than one (1) page submitted on or before the closing date.
- 5.2 Expressions of Interest **must** include:
- a) an hourly rate for complaint preliminary assessment services;
  - b) an hourly rate for complaint investigation services as a sole conduct reviewer;
  - c) an hourly rate for complaint investigation services as member of a conduct review committee;

- d) a commitment to professional service excellence and commencement of investigative services within 24 hours of engagement as a conduct reviewer or as a member of a Conduct Review Committee;
- e) a current Resume or CV of the specific service provider and two referees;
- f) Business status and ABN if applicable; and
- g) Professional Indemnity Insurance details with a minimum indemnity of \$2M.

5.3 There is no remuneration payable for appointment of a person to the Namoi Councils Shared Panel of Conduct Reviewers. Conduct Reviewers are only remunerated when engaged to provide reviewer services to the member councils. Travel and accommodation costs must be approved by the relevant Council member's complaints coordinator. Actual travel and accommodation costs will be reimbursed upon production of satisfactory evidence of the costs incurred.

Short-listed applicants may be required to attend an interview.

## COUNCIL CODE OF CONDUCT - SHARED PANEL OF CONDUCT REVIEWERS

### RECOMMENDATION

*That the General Managers' Advisory Committee review all Expressions of Interest received and submit recommendations to the next Namoi Councils Board Meeting to be held on 8 August 2013 for the appointment of eligible and experienced conduct reviewers to a Namoi Councils' members Shared Panel of Conduct Reviewers.*

### SUMMARY

The purpose of this report is to submit to the General Managers' Advisory Committee (GMAC) for review Expressions of Interest (EOIs) received following public advertisements placed in the Sydney Morning Herald, Northern Daily Leader, Gunnedah Independent and the Narrabri Courier inviting EOIs for the appointment of eligible and experienced conduct reviewers to a Namoi Councils' Shared Panel of Conduct Reviewers.

### COMMENTARY

Expressions of Interest closing on 24 July 2013 were invited from eligible and experienced conduct reviewers who would be engaged to carry out the following work on an ad hoc basis:

- 1 Conducting preliminary assessments of complaints made under Namoi Councils member Councils' Code of Conduct;
- 2 Making a determination as a result of the preliminary assessment;
- 3 Providing a report setting out the determination including recommendation on subsequent action to be taken (if any);
- 4 Conducting an investigation if a complaint is to be dealt with by a sole conduct reviewer and providing a report on the outcome of any such investigation; and
- 5 Participating in any conduct review committee that is convened to deal with a complaint.

#### (a) Policy Implications

Any decision to appoint persons to a shared a panel of conduct reviewers is a policy decision of each Council.

#### (b) Financial Implications

EOIs requested interested parties to provide an hourly an hourly rate for complaint preliminary assessment services;

- a) an hourly rate for complaint investigation services as a sole conduct reviewer;
- b) an hourly rate for complaint investigation services as member of a conduct review committee; and
- c) Professional Indemnity Insurance details including a minimum indemnity of \$2M.

**(c) Legal Implications**

Following circulation of this proposal to member councils, all councils have resolved to establish a Shared Panel of Conduct Reviewers.

In the placement of advertisements calling for EOIs, the procedures for the *Administration of the Model Code of Conduct for Local Councils* issued by the Division of Local Government in March 2013 were strictly observed.

An *Information and Guidance to Prospective Conduct Reviewers* was prepared and supplied to assist interested persons in submitting EOIs.

A copy of the *Guide* together with a copy of the Expression of Interest advertisement is enclosed following this report.

The Namoi Councils Board has resolved to request that the General Managers Advisory Committee (GMAC) review all EOIs received and submit recommendation to the next Board Meeting for the appointment of suitable persons to the Shared Panel of Conduct Reviewers.

**(d) Community Consultation**

Not required.

**(e) Expressions of Interest Received**

Enclosed is a schedule containing copies of EOIs received for review by GMAC and recommendation to the Board Meeting of Namoi Councils scheduled to be held on 8 August 2013.

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Stephen Bartlett  
Executive Officer  
**NAMOI COUNCILS**

24 July 2013

## General Managers Advisory Committee (GMAC)

### Expression of Interest Selections

GMAC MEMBER	1	2	3	4	5	6
Paul Bennett	Train Reaction Pty Ltd	Strategic Risk Solutions	inConsult	Sinc Solutions	MSM Loss Management	John Kleem
Robert Hunt	Train Reaction Pty Ltd	Strategic Risk Solutions	inConsult	Internal Audit Bureau	Linda Petterson Consulting	John Kleem
Jack O'Hara	Train Reaction Pty Ltd	Strategic Risk Solutions	Internal Audit Bureau	Prevention Partners NSW	Linda Petterson Consulting	Wright Associates
Eric Groth	Train Reaction Pty Ltd	Strategic Risk Solutions	inConsult	Prevention Partners NSW	MSM Loss Management	Wright Associates
Patrick White	Train Reaction Pty Ltd	Strategic Risk Solutions	inConsult	Linda Petterson Consulting	MSM Loss Management	John Kleem
Tom O'Connor	Train Reaction Pty Ltd	Strategic Risk Solutions	inConsult	Wright Associates	MSM Loss Management	Linda Petterson Consulting
<b>Selection Summary</b>	<b>Train Reaction Pty Ltd - 6</b>	<b>Strategic Risk Solutions - 6</b>	<b>InConsult - 5</b>	<b>Linda Petterson Consulting - 4</b>	<b>MSM Loss Management - 4</b>	<b>John Kleem - 3</b>
	<b>Wright Associates - 3</b>	<b>Internal Audit Bureau - 2</b>	<b>Prevention Partners NSW - 2</b>	<b>Sinc Solutions - 1</b>		

00213

Attachment: D

Attachment: E

**10 REPORTS FROM EXECUTIVE OFFICER****ITEM 10.1 SHARED PANEL OF CONDUCT REVIEWERS****MOTION**

Moved Cr Lobsey, Liverpool Plains and seconded Cr Bolton, Narrabri

**57/13 RESOLVED**

That the following persons be appointed as Conduct Reviewers and members of a Shared Panel of Conduct Reviewers for Liverpool Plains Shire Council, Gunnedah Shire Council, Narrabri Shire Council, Tamworth Regional Council, Walcha Council and Uralla Shire Council and be engaged for a term of 4 years at the professional costs nominated in the following table, such costs subject to periodic review:

Conduct Reviewer	Firm	Professional Costs (excl GST)
1 Rob Ryan	Strategic Risk Solutions	Preliminary Assessments \$170 p/h Investigation Services \$170 p/h Review Panel Member \$125 p/h
2 Kathy Thane	Train Reaction Pty Ltd	Preliminary Assessments \$225 p/h Investigation Services \$225 p/h Meeting rates \$675 flat rate NB Fixed for 3 year period
3 Mitchell Morley	InConsult	Preliminary Assessments \$220 p/h Investigation Services \$220 p/h Review Committee Member \$220 p/h
4 Linda Pettersson	Linda Pettersson Consulting Pty Ltd	Preliminary Assessments \$150p/h Investigation Services \$150p/h Review Committee Member \$150p/h
5 Greg Waters	MSM Loss Management	Preliminary Assessments \$180 p/h Investigation Services \$218 p/h Review Panel Member \$218 p/h

**11 NAMOI COUNCILS PROJECT REPORTS****ITEM 11.1 STRENGTHENING COMMUNITY BASINS****MOTION**

Moved Cr Lobsey, Liverpool Plains and seconded Cr Bolton, Narrabri

**58/13 RESOLVED**

That the verbal report provided by Bruce Brown, General Manager, Namoi Catchment Management Authority in relation to the *Strengthening Community Basins* Project be noted and authority be granted to demonstrate the capabilities of the Water Model to interested parties.

**12 NAMOI COUNCILS COMMITTEE REPORTS****ITEM 12.1 NAMOI WATER ALLIANCE TECHNICAL ADVISORY COMMITTEE**





**DIRECTOR  
OF  
ADMINISTRATIVE SERVICES'**

**REPORT  
TO  
COUNCIL**

**27 Aug 2013**

**3. Administration and Finance**

**DIRECTOR ADMINISTRATIVE SERVICES' REPORT**  
**Administration and Finance**

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DIRECTOR OF ADMINISTRATIVE SERVICES' REPORT

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27 Aug 2013

Page No.

<b>Administration and Finance .....</b>	<b>3:2</b>
<b>Item 1 .....</b>	<b>3:2</b>
Cash at Bank and Investments.....	3:2
RECOMMENDATION.....	3:2
ATTACHMENTS TO THE REPORT .....	3:2
<b>Item 2 .....</b>	<b>3:3</b>
Uralla Shire Council Finance Committee .....	3:3
RECOMMENDATION.....	3:3
ATTACHMENTS TO THE REPORT .....	3:3

**Mayor and Councillors  
Uralla Shire Council**

**SECTION: Administration and Finance**

**ITEM NUMBER: Item 1**

**SUBJECT: Cash at Bank and Investments**

**File Reference: U12/1**

**Reason: Report Prepared**

**Objective: To keep Council informed of financial status and progress**

**Budget Implication: Budgeted estimate of income from investment in Cash at Bank, Overnight and Term Deposits of \$483,781 from all Funds for 2013/2014**

**Operational Plan: Part 3, Principal Activity 1.2 Corporate Support**

**INFORMATION**

In accordance with Regulation 212 of the Local Government (General) Regulations 2005, the following report is prepared on monies, not currently required for use by Council, invested in forms of investment approved by Order of the Minister.

Attached is the summary of bank accounts, term deposits, cash management account and investment in structured credit instruments.

Current term deposits of \$7,300,000.00 spread over the next four months will receive a range of interest from 3.64% to 4.07% with an average rate of 3.99%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 July 2013. At the date of this report, 16 August 2013, the General Fund bank balance has been reconciled to Thursday 15 August 2013

**Prepared by: Finance Support Officer**

**Prepared for: Director of Administrative Services**

**RECOMMENDATION**

That Council note the cash position at 31 July 2013 consisting of; cash and overnight funds of \$932,263.26 term deposits of \$7,300,000.00 totalling \$8,232,263.26 of readily convertible funds.

**ATTACHMENTS TO THE REPORT**

**INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

<b>Attachment Name:</b>	<b>Page Count:</b>
<b>A: Council Investments as at 31 July 2013</b>	<b>1</b>
<b>B: Diary of Investment Maturity Dates and Amounts</b>	<b>1</b>

## INVESTMENTS AT 31 JULY 2013

**Cash at Bank – Operating Accounts:**

<b>Institution</b>	<b>Account</b>	<b>Bank Statement</b>
National Australia Bank	Main Account	\$129,885.74
National Australia Bank	Trust Account	\$30,466.33
New England Credit Union	Bundarra RTC	\$21,516.21
<b>Total</b>		<b>\$181,868.28</b>

**Business Investment (Cash Management) Account**

<b>Institution</b>	<b>Interest rate</b>	<b>Balance</b>
National Australia Bank	1.43%	\$750,394.98
<b>Total</b>		<b>\$750,394.98</b>

**Term Deposits:**

<b>Institution</b>	<b>Interest rate</b>	<b>Maturity</b>	<b>Balance</b>
Community Mutual	3.96%	12/08/2013	\$500,000.00
NAB	4.03%	14/08/2013	\$500,000.00
Newcastle Permanent	4.10%	20/08/2013	\$600,000.00
Newcastle Permanent	4.05%	09/09/2013	\$1,000,000.00
Newcastle Permanent	4.05%	13/09/2013	\$300,000.00
NAB	4.00%	15/09/2013	\$500,000.00
Newcastle Permanent	4.05%	16/09/2013	\$500,000.00
NAB	4.07%	25/09/2013	\$500,000.00
Community Mutual	3.97%	27/09/2013	\$500,000.00
NAB	3.96%	07/10/2013	\$500,000.00
NAB	4.02%	07/10/2013	\$500,000.00
Community Mutual	4.02%	10/10/2013	\$500,000.00
Community Mutual	4.00%	11/10/2013	\$500,000.00
Community Mutual	3.64%	25/10/2013	\$500,000.00
<b>Total</b>			<b>\$7,300,000.00</b>

**Financial Instruments through Lehman Brothers Australia:**

<b>Structured Credit</b>	<b>Maturity Date</b>	<b>Face Value at Acquisition</b>	<b>Current Book Value at 30 June 2012</b>
Parkes 1A AAA	Jun-15	\$250,000.00	\$0.00
<b>Total</b>		<b>\$250,000.00</b>	<b>\$0.00</b>

Attachment: B

## URALLA SHIRE COUNCIL

## Diary of Current Investments in Term Deposits

31/07/2013

Maturing	Financial Institution	Term	Amount	Rate	Interest	Days	Total
12/08/2013	Community Mutual Term Deposit	3 months	500,000.00	3.96%	4,936.44	91	504,936.44
14/08/2013	NAB Term Deposit	3 months	500,000.00	4.03%	4,968.49	90	504,968.49
20/08/2013	Newcastle Permanent Term Deposit	3 months	600,000.00	4.10%	6,065.75	90	606,065.75
9/09/2013	Newcastle Permanent Term Deposit	3 months	1,000,000.00	4.05%	9,986.30	90	1,009,986.30
13/09/2013	Newcastle Permanent Term Deposit	3 months	300,000.00	4.05%	3,062.47	92	303,062.47
15/09/2013	NAB Term Deposit	3 months	500,000.00	4.00%	4,931.51	90	504,931.51
16/09/2013	Newcastle Permanent Term Deposit	3 months	500,000.00	4.05%	5,048.63	91	505,048.63
25/09/2013	NAB Term Deposit	3 months	500,000.00	4.07%	5,017.81	90	505,017.81
27/09/2013	Community Mutual Term Deposit	3 months	400,000.00	3.97%	3,959.12	91	403,959.12
7/10/2013	NAB Term Deposit	3 months	500,000.00	3.96%	4,882.19	90	504,882.19
7/10/2013	NAB Term Deposit	4 months	500,000.00	4.02%	6,608.22	120	506,608.22
10/10/2013	Community Mutual Term Deposit	4 months	500,000.00	4.02%	6,718.36	122	506,718.36
11/10/2013	Community Mutual Term Deposit	3 months	500,000.00	4.00%	5,041.10	92	505,041.10
25/10/2013	Community Mutual Term Deposit	3 months	500,000.00	3.64%	4,537.53	91	504,537.53
			<u>7,300,000.00</u>		<u>75,763.92</u>		<u>7,375,763.92</u>
				3.99%		95	

National Australia Bank  
Community Mutual  
Newcastle Permanent

2,500,000.00  
2,400,000.00  
2,400,000.00

Current month  
1 month  
2 months  
3 months  
4 months  
5 months

1,600,000.00  
3,200,000.00  
2,500,000.00

7,300,000.00

Attachment: B 00219

**SECTION:** Administration and Finance  
**ITEM NUMBER:** Item 2  
**SUBJECT:** Uralla Shire Council Finance Committee  
**File Reference:** U07/01  
**Reason:** Meeting of Finance Committee held  
**Objective:** To keep Council informed of financial status and progress  
**Budget Implication:** Nil  
**Operational Plan:** Part 3, Principal Activity 1

**INFORMATION****Finance Committee Meeting**

A copy of the minutes and reports provided to Uralla Shire Council Finance Committee meeting held on Wednesday, 7 August 2013 are attached.

Principal items discussed were:

1. Matters arising from the Minutes of 11 July 2013
2. Financial reports to Period 1 of the year ending 30 June 2014.
3. Legal action against Lehman Brothers for losses
4. McMaugh Gardens Grant Funding
5. Driver Reviver Request
6. Proposed legal Action for Outstanding Rates

**Prepared by:** Ms Rose Strobel, Finance Manager

**Prepared for:** Ms Jane Michie, Director of Administrative Services

**RECOMMENDATION**

That Council note the minutes of the meeting of the Uralla Shire Council Finance Committee, held on Wednesday, 7 August 2013 and adopt the following recommendation:

1. That the Financial Reports consisting of the Budget Review by Resource Code and Budget Review by Function, Collection of Rates and Outstanding Debtor Report for period 1 of the year ending 30 June 2014, be noted.

**ATTACHMENTS TO THE REPORT****INDEX OF INCLUDED ATTACHMENTS**

The Following Documents are Included as Attachments to the Preceding Report

Attachment Name:	Page Count:
A: Minutes of the Uralla Shire Council Finance Committee held Wednesday 7 August 2013	3
B: Financial Reports provided to the Uralla Shire Council Finance Committee meeting held on Wednesday 7 August 2013	18



Jane Michie  
Director of Administrative Services

Attachment: A  
90221

**Minutes of  
URALLA SHIRE COUNCIL FINANCE COMMITTEE  
WEDNESDAY – 7 AUGUST 2013**

**Present:** Cr M Pearce – Mayor, Cr B Crouch, Cr I Strutt, Mr T O'Connor – General Manager, Mr R Bell – Director Engineering Services, Mrs J Michie – Director of Administrative Services, Mrs R Strobel – Finance Manager

**Observers** Cr M Dusting

**Item No 1. APOLOGIES**

Cr F Geldof

1.

**RESOLVED (Strutt/Crouch)**

That the apology from Cr Geldof be accepted and that a leave of absence is granted.

*Carried*

**Item No 2. MINUTES OF THE MEETING HELD ON 11 JULY 2013.**

2.

**RESOLVED (Strutt/ Pearce)**

That the minutes of the meeting of the Uralla Shire Council Finance Committee, held on Wednesday 11 July 2013, be recorded as a true record of the proceedings of the meeting.

*Carried*

**Item No 3. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 11 JULY 2013.**

Nil.

**Item No 4 REVIEW OF THE DETAILED FINANCIAL REPORTS TO PERIOD 12 OF THE YEAR TO 30 JUNE 2013 AND PERIOD 1 OF THE YEAR TO 30 JUNE 2014**

The Finance Manager provided the Committee with the Financial Reports consisting of the Budget Review by Resource Code and Budget Review by Function, Collection of Rates and Outstanding Debtor Report for the year to 30 June 2013.

**Minutes of  
URALLA SHIRE COUNCIL FINANCE COMMITTEE  
WEDNESDAY – 7 AUGUST 2013**

00222

It was noted that the Financial Reports are not finalised for the year at this point, there are many year end journals to be processed for provisions, accruals, as well as depreciation for June to be run when asset capitalisations are complete.

It was also noted that the Financial Reports for July are incomplete; there are entries that must be accrued back to the previous year and depreciation cannot be processed until all prior year asset processes are complete.

3.

**RECOMMENDATION (Pearce/Crouch)**

That the Financial Reports consisting of the Budget Review by Resource Code and Budget Review by Function, Collection of Rates and Outstanding Debtor Report for the year to 30 June 2013 and for the year to 31 July 2013, be noted.

*Carried*

**Item No 5 GENERAL BUSINESS**

**5.1 GM – Update on CDOs**

Piper Alderman have obtained an adjournment of the time for lodgement of responses to the objections to the proofs of claims previously submitted by Council. Lodgement is now due 20 August 2013 and the hearing for the Plan Administrators objections will be held 29 August 2013.

**5.2 McMaugh Gardens Funding**

The Director of Administrative Services advised that a review of the ACFI assessment methodology at McMaugh Gardens was recently conducted by LS Quality Consultants. As a result of this review a further \$197,684 in grant funding has been identified as payable to McMaugh Gardens over the next 12 months. LS Quality Consultants charge a fee based on the percentage of additional funding identified and has invoiced McMaugh Gardens for a total of \$19,768 payable in two instalments due in August 2013 and February 2014.

**5.3 Driver Reviver Request**

The Mayor has been approached with a request for financial assistance from the Driver Reviver by way of rates subsidies or cash donation to cover other expenses. It is recognised that while they provide a valuable service, road safety is a matter for State Government, not Council. Additionally it was noted that the Driver Reviver is on private property. The Committee recommends that a Mayoral Minute be presented to the next meeting of Council for discussion.

**5.4 Outstanding Rates – Assessment #10035**



**Minutes of  
URALLA SHIRE COUNCIL FINANCE COMMITTEE  
WEDNESDAY – 7 AUGUST 2013**

The General Manager informed the Committee that outstanding rates and water charges for the property now total approximately \$17,000. Despite an arrangement to pay being entered into, only one payment of \$1500 has been received since 2009. Council will proceed with legal action against the property owner.

**NEXT MEETING**

**Thursday 12 September 2013 at 9.00am**

**THERE BEING NO FURTHER BUSINESS THE MEETING  
CLOSED AT 9.55am.**

Councillor

07-Aug-13

# Uralla Shire Council

## Revenue & Expense Reports

**FY 2013-14****Period 1*****By Resource Code***

- 1 Uralla Shire Council
- 2 General Fund
- 3 Water Fund (2)
- 4 Sewerage Fund (3)
- 5 McMaugh Gardens (4)
- 6 Governance
- 7 Administration
- 8 Engineering
- 9 Health & Building

***Other Reports***

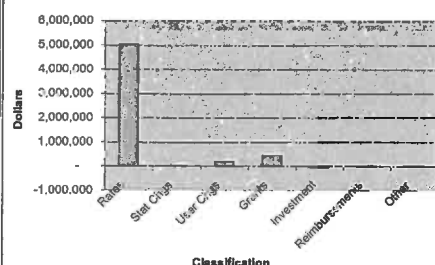
- 1 Capital Projects
- 2 Contracts, Consultancies etc
- 3 Collection of Rates
- 4 USC Loan Details
- 5 Outstanding Debtors 90 Days

## Uralla Shire Council

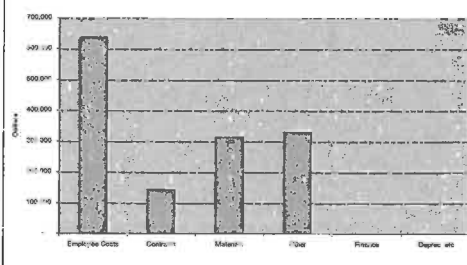
**Revenue & Expense Report for USC Consolidation of All Funds  
by Resource Code  
As At Period 1 2013-14**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
5,340,076	5,340,076	94.2%	Rates Revenue	5	5,031,225	5,245,326	-4.1%
-	-	0.0%	Other charges	6	111	-	0.0%
5,340,076	5,340,076	94.2%	<b>Total Rates</b>		5,031,336	5,245,326	-4.1%
131,203	131,203	6.0%	<b>Total Statutory Charges*</b>	10	7,807	10,934	-28.6%
1,018,597	1,018,597	14.2%	User Charges	15	144,628	55,354	161.3%
675,231	675,231	7.1%	Aged Care Resident Contribution*	1501	47,807	56,269	-15.0%
1,693,828	1,693,828	11.4%	<b>Total User Charges</b>		192,435	111,624	72.4%
15,200	15,200	2.4%	Grants Subsidies Contributions	20	368	1,267	-70.9%
2,168,158	2,168,158	0.0%	Financial Assistance Grants	2001	-	1,084,079	-100.0%
1,067,270	1,067,270	0.0%	RTA Contributions	2002	-	-	0.0%
2,981,092	2,981,092	7.8%	Comm'th Grants & Subsidies*	2003	231,772	248,424	-6.7%
2,242,064	2,242,064	9.6%	State Grants & Subsidies	2004	214,485	186,839	14.8%
430,153	430,153	0.0%	Roads to Recovery	2005	-	-	0.0%
8,903,937	8,903,937	5.0%	<b>Total Grants Subsidies Contributions</b>		446,625	1,520,609	-70.6%
494,237	494,237	-5.2%	<b>Total Investment Income*</b>	25	25,737	31,667	-181.3%
51,070	51,070	1.3%	Reimbursements*	30	667	4,256	-84.3%
269,000	269,000	2.4%	Private Works Reimbursements*	3001	6,529	22,417	-70.9%
320,070	320,070	2.2%	<b>Total Reimbursements</b>		7,196	26,673	-73.0%
180,533	180,533	6.6%	Other Revenues	35	11,868	20,878	-43.2%
165,155	165,155	0.7%	Sales Revenue*	3501	1,137	13,763	-91.7%
345,688	345,688	3.8%	<b>Total Other Revenues</b>		13,006	34,641	-62.5%
17,229,039	17,229,039	32.9%	<b>TOTAL REVENUE</b>		5,672,668	6,981,472	-18.7%
<b>Expenses</b>							
8,120,844	8,120,844	7.8%	<b>Total Employee Costs</b>	40	637,353	623,142	-2.3%
514,321	514,321	12.4%	Contracts*	45	63,845	39,814	-60.4%
37,630	37,630	9.6%	Freight*	4501	3,610	3,136	-15.1%
1,227,211	1,227,211	3.7%	Brokerage	4502	45,327	94,401	-52.0%
311,152	311,152	3.2%	Community Services External Services	4503	9,891	23,935	-58.7%
283,571	283,571	7.0%	IT Consultants*	4504	19,940	23,631	-15.6%
2,373,885	2,373,885	6.0%	<b>Total Contracts</b>		142,613	184,917	-22.9%
4,226,677	4,226,677	4.9%	Materials*	50	207,212	486,342	-57.4%
340,878	340,878	0.1%	Utilities	5001	298	79,504	-99.6%
620,823	620,823	8.6%	Fuel*	5002	53,330	51,735	-3.1%
127,748	127,748	1.2%	Food & Catering*	5003	1,544	10,646	-85.5%
74,710	74,710	3.4%	Printing, Stationery, Ref. Mats etc*	5004	2,568	6,226	-58.8%
42,639	42,639	111.9%	Land Rates	5005	47,703	42,639	-11.9%
5,433,475	5,433,475	5.8%	<b>Total Materials</b>		312,655	677,092	-53.8%
165,997	165,997	4.4%	Other Expenses*	55	7,281	13,833	-47.3%
54,594	54,594	4.8%	Course Fees*	5501	2,601	4,550	-42.8%
45,108	45,108	0.0%	Donations Paid*	5502	-	3,759	100.0%
123,800	123,800	9.2%	Elected Members Allowances & Expenses*	5503	11,346	10,317	-10.0%
400,191	400,191	28.5%	Subscriptions & Contrib to Reg Bodies	5504	113,968	97,153	-17.3%
95,831	95,831	6.3%	Communications*	5505	6,017	7,986	-24.6%
247,927	247,927	64.2%	Insurance	5506	159,197	247,927	-35.8%
31,994	31,994	93.5%	Motor Vehicle Registration	5507	29,919	28,795	-3.9%
1,165,442	1,165,442	28.3%	<b>Total Other Expenses</b>		330,338	414,319	-20.3%
102,598	102,598	0.0%	<b>Total Finance Costs*</b>	60	-	8,550	100.0%
3,750,698	3,750,698	0.0%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	-	312,558	100.0%
20,946,942	20,946,942	6.8%	<b>TOTAL EXPENSES</b>		1,422,959	2,220,578	-35.9%
- 3,717,903	- 3,717,903	-114.3%	<b>Operating Surplus/Deficit</b>		4,249,709	4,760,894	-10.7%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
- 4,453,741	- 4,453,741	-4.6%	Uncapitalised Wip - Contra Assets*	220	204,736	371,145	-155.2%
- 333,000	- 333,000	0.0%	Sale Proceeds - Contra Sales	225	-	27,750	100.0%
- 332,999	- 332,999	-0.1%	Internal*	230	255	20,447	-98.8%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	15,357	-	0.0%
- 4,453,742	- 4,453,742	-4.9%	<b>TOTAL EXTRAORDINARY ITEMS</b>		219,841	419,342	-152.4%
735,839	735,839	547.7%	<b>Net Surplus/Deficit after Extraordinary Items</b>		4,029,868	5,180,236	-22.2%

2013-14 YTD Revenue Actuals



2013-14 YTD Expense Actuals

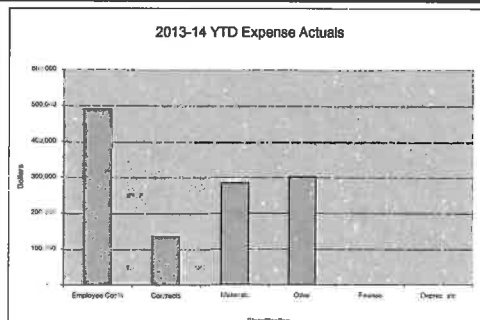
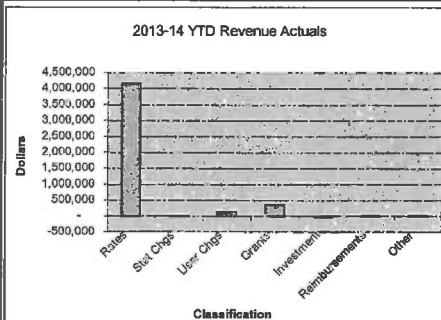


\* Straight Line Incidencing except for any Project Expenditure

YTD Achieved % 8.3%

**Revenue & Expense Report for All Activities in the General Fund  
by Resource Code  
As At Period 1 2013-14**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
4,425,876	4,425,876	93.8%	Rates Revenue	5	4,151,705	4,359,876	-4.8%
-	-	0.0%	Other charges	6	111	-	0.0%
4,425,876	4,425,876	93.8%	Total Rates		4,151,816	4,359,876	-4.8%
131,203	131,203	6.0%	Total Statutory Charges*	10	7,807	10,934	-28.6%
499,333	498,333	28.1%	User Charges	15	139,840	52,028	168.8%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
498,333	498,333	28.1%	Total User Charges		139,840	52,028	168.8%
15,200	15,200	2.4%	Grants Subsidies Contributions	20	368	1,267	-70.9%
2,168,158	2,168,158	0.0%	Financial Assistance Grants	2001	-	1,084,079	-100.0%
1,067,270	1,067,270	0.0%	RTA Contributions	2002	-	-	0.0%
1,731,092	1,731,092	7.0%	Comm'th Grants & Subsidies*	2003	131,260	144,258	-9.0%
2,242,064	2,242,064	9.8%	State Grants & Subsidies	2004	214,485	186,839	14.8%
430,153	430,153	0.0%	Roads to Recovery	2005	-	-	0.0%
7,653,937	7,653,937	4.5%	Total Grants Subsidies Contributions		346,114	1,416,442	-75.6%
390,456	390,456	-6.6%	Total Investment Income*	25	25,737	31,667	-181.3%
44,070	44,070	1.5%	Reimbursements*	30	667	3,673	-31.8%
269,000	269,000	2.4%	Private Works Reimbursements*	3001	6,529	22,417	-70.9%
313,070	313,070	2.3%	Total Reimbursements		7,196	26,089	-72.4%
173,398	173,398	6.5%	Other Revenues	35	11,311	20,283	-44.2%
163,605	163,605	0.5%	Sales Revenue*	3501	878	13,634	-93.6%
337,003	337,003	3.6%	Total Other Revenues		12,189	33,917	-64.1%
13,749,876	13,749,876	33.7%	TOTAL REVENUE		4,639,224	5,930,952	-21.3%
<b>Expenses</b>							
6,413,283	6,413,283	7.6%	Total Employee Costs	40	490,240	491,791	0.3%
490,640	490,640	12.4%	Contracts*	45	60,726	37,841	-60.5%
32,703	32,703	9.2%	Freight*	4501	3,003	2,725	-10.2%
1,227,211	1,227,211	3.7%	Brokerage	4502	45,327	94,401	52.0%
234,820	234,820	2.8%	Community Services External Services	4503	6,567	18,063	63.6%
283,571	283,571	7.0%	IT Consultants*	4504	19,940	23,631	15.6%
2,268,945	2,268,945	6.0%	Total Contracts		135,562	176,661	23.3%
3,656,470	3,656,470	5.2%	Materials*	50	189,771	456,442	58.4%
142,005	142,005	0.0%	Utilities	5001	-	31,999	100.0%
620,515	620,515	8.6%	Fuel*	5002	53,330	51,710	-3.1%
12,618	12,618	2.6%	Food & Catering*	5003	330	1,052	68.8%
67,710	67,710	3.8%	Printing, Stationery, Ref. Mats etc*	5004	2,568	5,643	54.5%
34,355	34,355	113.8%	Land Rates	5005	39,100	34,355	-13.8%
4,533,673	4,533,673	6.3%	Total Materials		285,099	581,199	50.9%
160,362	160,362	4.5%	Other Expenses*	55	7,232	13,364	45.9%
45,682	45,682	7.0%	Course Fees*	5501	3,209	3,807	15.7%
45,108	45,108	0.0%	Donations Paid*	5502	-	3,759	100.0%
123,800	123,800	9.2%	Elected Members Allowances & Expenses*	5503	11,346	10,317	-10.0%
387,677	387,677	29.3%	Subscriptions & Contrib to Reg Bodies	5504	113,650	96,110	-18.2%
78,608	78,608	6.0%	Communications*	5505	4,737	6,551	27.7%
227,430	227,430	57.9%	Insurance	5506	131,702	227,430	42.1%
31,994	31,994	93.5%	Motor Vehicle Registration	5507	29,919	28,795	-3.9%
1,100,661	1,100,661	27.4%	Total Other Expenses		301,794	390,131	22.6%
97,901	97,901	0.0%	Total Finance Costs*	60	-	8,158	100.0%
3,251,727	3,251,727	0.0%	Total Depreciation, Amort. & Impairment*	65	-	270,977	100.0%
17,866,190	17,866,190	6.9%	TOTAL EXPENSES		1,212,896	1,918,918	36.8%
- 3,916,312	- 3,916,312	-87.5%	Operating Surplus/Deficit		3,426,529	4,012,034	-14.8%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
- 4,126,750	- 4,126,750	-5.0%	Uncapitalised Wip - Contra Assets*	220	204,730	343,896	158.5%
- 333,000	- 333,000	0.0%	Sale Proceeds - Contra Sales	225	-	27,750	100.0%
- 84,944	- 84,944	44.6%	Internal*	230	42,353	52,074	18.7%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	15,357	-	0.0%
- 4,554,694	- 4,554,694	-3.9%	TOTAL EXTRAORDINARY ITEMS		177,745	422,720	141.9%
638,382	638,382	508.9%	Net Surplus/Deficit after Extraordinary Items		3,248,786	4,435,755	-26.8%



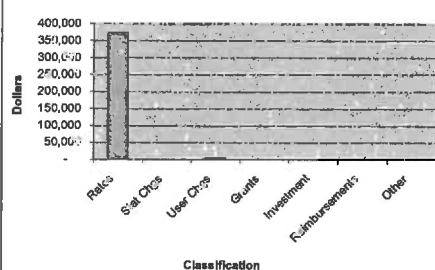
\* Straight Line Incidental except for any Project Expenditure

YTD Achieved % 8.3%

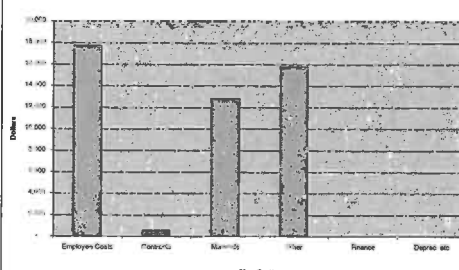
**Revenue & Expense Report for the Water Supply Fund  
by Resource Code  
As At Period 1 2013-14**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
390,210	390,210	95.2%	Rates Revenue	5	371,415	376,185	-1.3%
-	-	0.0%	Other charges	6	-	-	0.0%
390,210	390,210	95.2%	<b>Total Rates</b>		<b>371,415</b>	<b>376,185</b>	<b>-1.3%</b>
-	-	0.0%	<b>Total Statutory Charges*</b>	10	-	-	0.0%
444,338	444,338	1.0%	User Charges	15	4,424	695	536.7%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
444,338	444,338	1.0%	<b>Total User Charges</b>		<b>4,424</b>	<b>695</b>	<b>536.7%</b>
-	-	0.0%	Grants Subsidies Contributions	20	-	-	0.0%
-	-	0.0%	Financial Assistance Grants	2001	-	-	0.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
-	-	0.0%	Comm'th Grants & Subsidies*	2003	-	-	0.0%
-	-	0.0%	State Grants & Subsidies	2004	-	-	0.0%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
-	-	0.0%	<b>Total Grants Subsidies Contributions</b>		-	-	0.0%
19,497	19,497	0.0%	<b>Total Investment Income*</b>	25	-	-	0.0%
-	-	0.0%	Reimbursements*	30	-	-	0.0%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
-	-	0.0%	<b>Total Reimbursements</b>		-	-	0.0%
1,035	1,035	37.7%	Other Revenues	35	390	86	352.2%
-	-	0.0%	Sales Revenue*	3501	-	-	0.0%
1,035	1,035	37.7%	<b>Total Other Revenues</b>		<b>390</b>	<b>86</b>	<b>352.2%</b>
855,080	855,080	44.0%	<b>TOTAL REVENUE</b>		<b>376,226</b>	<b>376,966</b>	<b>-0.2%</b>
<b>Expenses</b>							
147,358	147,358	12.0%	<b>Total Employee Costs</b>	40	17,684	11,335	-56.0%
2,596	2,596	0.0%	Contracts*	45	-	216	100.0%
3,636	3,636	14.6%	Freight*	4501	531	303	-75.2%
-	-	0.0%	Brokerage	4502	-	-	0.0%
-	-	0.0%	Community Services External Services	4503	-	-	0.0%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
6,232	6,232	8.5%	<b>Total Contracts</b>		<b>531</b>	<b>519</b>	<b>-2.2%</b>
277,140	277,140	4.0%	Materials*	50	10,975	15,191	27.8%
76,368	76,868	0.0%	Utilities	5001	-	18,922	100.0%
-	-	0.0%	Fuel*	5002	-	-	0.0%
-	-	0.0%	Food & Catering*	5003	-	-	0.0%
-	-	0.0%	Printing, Stationery, Ref. Mats etc*	5004	-	-	0.0%
1,799	1,799	99.4%	Land Rates	5005	1,789	1,799	0.6%
355,807	355,807	3.6%	<b>Total Materials</b>		<b>12,764</b>	<b>35,912</b>	<b>64.5%</b>
515	515	0.0%	Other Expenses*	55	-	43	100.0%
2,732	2,732	0.0%	Course Fees*	5501	-	228	100.0%
-	-	0.0%	Donations Paid*	5502	-	-	0.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
1,194	1,194	0.0%	Subscriptions & Contrib to Reg Bodies	5504	-	100	100.0%
2,472	2,472	0.0%	Communications*	5505	-	206	100.0%
7,578	7,578	207.6%	Insurance	5506	15,735	7,578	-107.6%
-	-	0.0%	Motor Vehicle Registration	5507	-	-	0.0%
14,491	14,491	108.6%	<b>Total Other Expenses</b>		<b>15,735</b>	<b>8,154</b>	<b>-93.0%</b>
-	-	0.0%	<b>Total Finance Costs*</b>	60	-	-	0.0%
255,512	255,512	0.0%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	-	21,293	100.0%
779,400	779,400	6.0%	<b>TOTAL EXPENSES</b>		<b>48,713</b>	<b>77,213</b>	<b>39.5%</b>
75,680	75,680	435.4%	<b>Operating Surplus/Deficit</b>		<b>329,516</b>	<b>299,753</b>	<b>9.9%</b>
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
147,166	147,166	0.0%	Uncapitalised Wip - Contra Assets*	220	-	12,264	100.0%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
188,761	188,761	11.3%	Internal*	230	21,321	13,923	-53.1%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	-	-	0.0%
41,595	41,595	51.3%	<b>TOTAL EXTRAORDINARY ITEMS</b>		<b>21,321</b>	<b>1,360</b>	<b>-1184.7%</b>
34,085	34,085	904.2%	<b>Net Surplus/Deficit after Extraordinary Items</b>		<b>308,195</b>	<b>298,034</b>	<b>3.4%</b>

2013-14 YTD Revenue Actuals



2013-14 YTD Expense Actuals



\* Straight Line Incidental except for any Project Expenditure

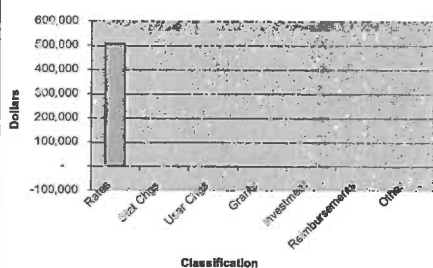
YTD Achieved % 8.3%

## Uralla Shire Council

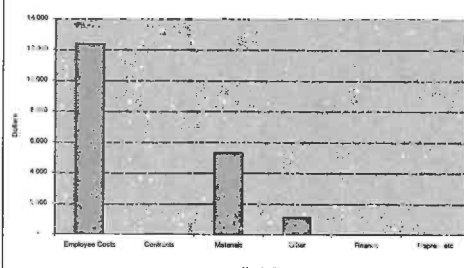
**Revenue & Expense Report for the Sewerage Fund**  
**by Resource Code**  
**As At Period 1 2013-14**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
523,990	523,990	97.0%	Rates Revenue	5	508,105	509,265	-0.2%
-	-	0.0%	Other charges	6	-	-	0.0%
523,990	523,990	97.0%	<b>Total Rates</b>		<b>508,105</b>	<b>509,265</b>	<b>-0.2%</b>
-	-	0.0%	<b>Total Statutory Charges*</b>	10	-	-	0.0%
18,660	18,660	-3.6%	User Charges	15	665	1,555	-142.8%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
18,660	18,660	-3.6%	<b>Total User Charges</b>		<b>665</b>	<b>1,555</b>	<b>-142.8%</b>
-	-	0.0%	Grants Subsidies Contributions	20	-	-	0.0%
-	-	0.0%	Financial Assistance Grants	2001	-	-	0.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
-	-	0.0%	Comm'th Grants & Subsidies*	2003	-	-	0.0%
-	-	0.0%	State Grants & Subsidies	2004	-	-	0.0%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
-	-	0.0%	<b>Total Grants Subsidies Contributions</b>		-	-	0.0%
10,000	10,000	0.0%	<b>Total Investment Income*</b>	25	-	-	0.0%
-	-	0.0%	Reimbursements*	30	-	-	0.0%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
-	-	0.0%	<b>Total Reimbursements</b>		-	-	0.0%
-	-	0.0%	Other Revenues	35	-	-	0.0%
-	-	0.0%	Sales Revenue*	3501	-	-	0.0%
-	-	0.0%	<b>Total Other Revenues</b>		-	-	0.0%
552,650	552,650	91.5%	<b>TOTAL REVENUE</b>		<b>507,840</b>	<b>510,820</b>	<b>-0.7%</b>
<b>Expenses</b>							
119,231	119,231	10.4%	<b>Total Employee Costs</b>	40	12,371	9,172	-34.9%
4,635	4,635	0.0%	Contracts*	45	-	388	100.0%
641	641	4.7%	Freight*	4501	30	53	43.8%
-	-	0.0%	Brokerage	4502	-	-	0.0%
-	-	0.0%	Community Services External Services	4503	-	-	0.0%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
5,276	5,276	0.6%	<b>Total Contracts</b>		<b>30</b>	<b>440</b>	<b>93.2%</b>
124,846	124,846	2.4%	Materials*	50	3,039	4,786	36.5%
55,067	55,067	0.0%	Utilities	5001	-	13,172	100.0%
-	-	0.0%	Fuel*	5002	-	-	0.0%
-	-	0.0%	Food & Catering*	5003	-	-	0.0%
-	-	0.0%	Printing, Stationery, Ref. Mats etc*	5004	-	-	0.0%
2,174	2,174	104.3%	Land Rates	5005	2,268	2,174	-4.3%
182,087	182,087	2.9%	<b>Total Materials</b>		<b>5,307</b>	<b>20,132</b>	<b>73.6%</b>
-	-	0.0%	Other Expenses*	55	-	-	0.0%
-	-	0.0%	Course Fees*	5501	-	-	0.0%
-	-	0.0%	Donations Paid*	5502	-	-	0.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
-	-	0.0%	Subscriptions & Contrib to Reg Bodies	5504	-	-	0.0%
2,112	2,112	10.5%	Communications*	5505	223	176	-26.5%
966	966	89.0%	Insurance	5506	860	988	11.0%
-	-	0.0%	Motor Vehicle Registration	5507	-	-	0.0%
3,078	3,078	35.2%	<b>Total Other Expenses</b>		<b>1,082</b>	<b>1,142</b>	<b>5.2%</b>
-	-	0.0%	<b>Total Finance Costs*</b>	60	-	-	0.0%
177,278	177,278	0.0%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	-	14,773	100.0%
486,950	486,950	3.9%	<b>TOTAL EXPENSES</b>		<b>18,790</b>	<b>45,656</b>	<b>58.8%</b>
65,700	65,700	743.8%	<b>Operating Surplus/Deficit</b>		<b>488,650</b>	<b>465,162</b>	<b>5.0%</b>
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
100,149	100,149	0.0%	Uncapitalised Wip - Contra Assets*	220	-	8,346	100.0%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
119,319	119,319	10.3%	Internal*	230	12,271	7,715	-58.0%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	245	-	-	0.0%
19,170	19,170	64.0%	<b>TOTAL EXTRAORDINARY ITEMS</b>		<b>12,271</b>	<b>830</b>	<b>2046.7%</b>
46,530	46,530	1023.8%	<b>Net Surplus/Deficit after Extraordinary Items</b>		<b>476,379</b>	<b>465,792</b>	<b>2.3%</b>

2013-14 YTD Revenue Actuals



2013-14 YTD Expense Actuals



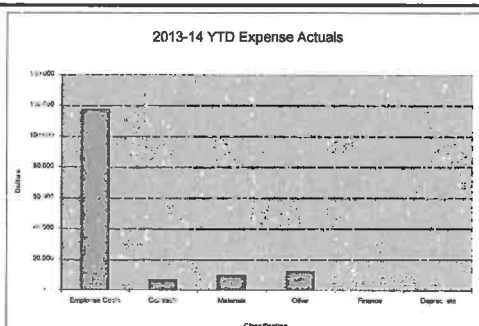
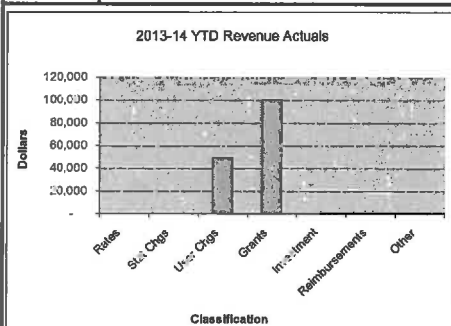
\* Straight Line Incidencing except for any Project Expenditure

YTD Achieved % 8.3%

## Uralla Shire Council

**Revenue & Expense Report for McMaugh Gardens Fund**  
**by Resource Code**  
**As At Period 1 2013-14**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
-	-	0.0%	Rates Revenue	5	-	-	0.0%
-	-	0.0%	Other charges	6	-	-	0.0%
-	-	0.0%	<b>Total Rates</b>		-	-	0.0%
-	-	0.0%	<b>Total Statutory Charges*</b>	10	-	-	0.0%
57,266	57,266	1.8%	User Charges	15	1,029	1,076	-4.4%
675,231	675,231	7.1%	Aged Care Resident Contribution*	1501	47,807	56,269	-15.0%
732,497	732,497	8.7%	<b>Total User Charges</b>		48,836	57,346	-14.8%
-	-	0.0%	Grants Subsidies Contributions	20	-	-	0.0%
-	-	0.0%	Financial Assistance Grants	2001	-	-	0.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
1,250,000	1,250,000	8.0%	Comm'th Grants & Subsidies*	2003	100,511	104,167	-3.5%
-	-	0.0%	State Grants & Subsidies	2004	-	-	0.0%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
1,250,000	1,250,000	8.0%	<b>Total Grants Subsidies Contributions</b>		100,511	104,167	-3.5%
74,284	74,284	0.0%	<b>Total Investment Income*</b>	25	-	-	0.0%
7,000	7,000	0.0%	Reimbursements*	30	-	583	-100.0%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
7,000	7,000	0.0%	<b>Total Reimbursements</b>		-	583	-100.0%
6,100	6,100	2.7%	Other Revenues	35	167	508	-67.1%
1,550	1,550	16.7%	Sales Revenue*	3501	259	129	100.5%
7,650	7,650	5.6%	<b>Total Other Revenues</b>		426	638	-33.1%
2,071,431	2,071,431	7.2%	<b>TOTAL REVENUE</b>		149,776	162,733	-8.0%
<b>Expenses</b>							
1,440,972	1,440,972	8.1%	<b>Total Employee Costs</b>	40	117,059	110,844	-5.6%
16,450	16,450	19.0%	Contracts*	45	3,120	1,371	-127.6%
650	650	7.1%	Freight*	4501	46	54	14.9%
-	-	0.0%	Brokerage	4502	-	-	0.0%
76,332	76,332	4.4%	Community Services External Services	4503	3,324	5,872	43.4%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
93,432	93,432	6.9%	<b>Total Contracts</b>		6,489	7,297	11.1%
168,221	168,221	2.0%	Materials*	50	3,427	9,924	65.5%
66,938	66,938	0.4%	Utilities	5001	298	15,412	98.1%
308	308	0.0%	Fuel*	5002	-	26	100.0%
115,130	115,130	1.1%	Food & Catering*	5003	1,214	9,594	87.3%
7,000	7,000	0.0%	Printing, Stationery, Ref. Mats etc*	5004	-	583	100.0%
4,311	4,311	105.4%	Land Rates	5005	4,546	4,311	-5.4%
361,908	361,908	2.6%	<b>Total Materials</b>		9,485	39,850	76.2%
5,120	5,120	1.1%	Other Expenses*	55	58	427	86.3%
6,180	6,180	-9.8%	Course Fees*	5501	-	608	218.1%
-	-	0.0%	Donations Paid*	5502	-	-	0.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
11,320	11,320	2.8%	Subscriptions & Contrib to Reg Bodies	5504	318	943	66.3%
12,639	12,639	8.4%	Communications*	5505	1,058	1,053	-0.4%
11,953	11,953	91.2%	Insurance	5506	10,901	11,953	8.8%
-	-	0.0%	Motor Vehicle Registration	5507	-	-	0.0%
47,212	47,212	24.8%	<b>Total Other Expenses</b>		11,727	14,891	21.2%
4,697	4,697	0.0%	<b>Total Finance Costs*</b>	60	-	391	100.0%
66,181	66,181	0.0%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	-	5,515	100.0%
2,014,402	2,014,402	7.2%	<b>TOTAL EXPENSES</b>		144,760	178,768	19.0%
57,029	57,029	8.8%	<b>Operating Surplus/Deficit</b>		5,014	16,055	-131.2%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
79,676	79,676	0.0%	Uncapitalised Wip - Contra Assets*	220	-	6,640	100.0%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
119,863	119,863	7.1%	Internal*	230	8,506	9,959	14.8%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	-	-	0.0%
40,187	40,187	21.2%	<b>TOTAL EXTRAORDINARY ITEMS</b>		8,506	3,349	-154.0%
16,842	16,842	-20.7%	<b>Net Surplus/Deficit after Extraordinary Items</b>		-	3,493	-82.0%

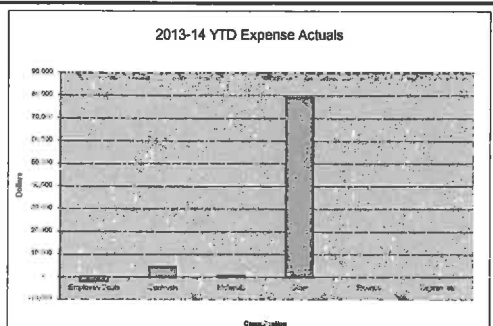
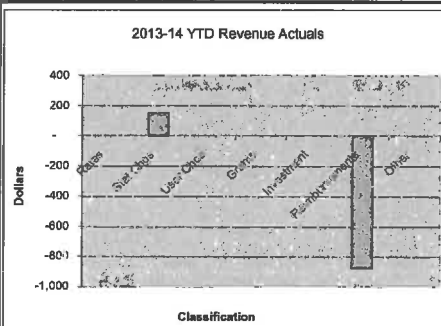


\* Straight Line Incidence except for any Project Expenditure

YTD Achieved % 8.3%

**Revenue & Expense Report for Governance  
by Resource Code  
As At Period 1 2013-14**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
-	-	0.0%	Rates Revenue	5	-	-	0.0%
-	-	0.0%	Other charges	6	-	-	0.0%
-	-	0.0%	Total Rates		-	-	0.0%
7,927	7,927	1.9%	Total Statutory Charges*	10	150	661	-77.3%
-	-	0.0%	User Charges	15	-	-	0.0%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
-	-	0.0%	Total User Charges		-	-	0.0%
-	-	0.0%	Grants Subsidies Contributions	20	-	-	0.0%
-	-	0.0%	Financial Assistance Grants	2001	-	-	0.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
-	-	0.0%	Comm'th Grants & Subsidies*	2003	-	-	0.0%
-	-	0.0%	State Grants & Subsidies	2004	-	-	0.0%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
-	-	0.0%	Total Grants Subsidies Contributions		-	-	0.0%
-	-	0.0%	Total Investment Income*	25	-	-	0.0%
1,722	1,722	-50.9%	Reimbursements*	30	876	144	-710.6%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
1,722	1,722	-50.9%	Total Reimbursements		876	144	-710.6%
-	-	0.0%	Other Revenues	35	-	-	0.0%
-	-	0.0%	Sales Revenue*	3501	-	-	0.0%
-	-	0.0%	Total Other Revenues		-	-	0.0%
9,649	9,649	-7.5%	<b>TOTAL REVENUE</b>		726	804	-100.3%
<b>Expenses</b>							
315,351	315,351	-0.6%	Total Employee Costs	40	1,906	24,258	107.9%
18,238	18,238	23.5%	Contracts*	45	4,278	1,520	-181.5%
-	-	0.0%	Freight*	4501	-	-	0.0%
-	-	0.0%	Brokerage	4502	-	-	0.0%
-	-	0.0%	Community Services External Services	4503	-	-	0.0%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
18,238	18,238	23.5%	Total Contracts		4,278	1,520	-181.5%
12,485	12,485	0.9%	Materials*	50	116	1,040	88.8%
-	-	0.0%	Utilities	5001	-	-	0.0%
-	-	0.0%	Fuel*	5002	216	-	0.0%
3,090	3,090	5.5%	Food & Catering*	5003	170	258	34.0%
1,275	1,275	0.0%	Printing, Stationery, Ref. Mats etc*	5004	-	-	0.0%
16,850	16,850	3.0%	Land Rates	5005	-	1,275	100.0%
20,687	20,687	3.5%	Total Materials		502	2,573	80.5%
7,210	7,210	8.2%	Other Expenses*	55	720	1,724	58.2%
3,697	3,697	0.0%	Course Fees*	5501	590	601	1.8%
123,800	123,800	9.2%	Donations Paid*	5502	-	308	100.0%
174,888	174,888	21.2%	Elected Members Allowances & Expenses*	5503	11,346	10,317	-10.0%
1,195	1,195	3.3%	Subscriptions & Contrib to Reg Bodies	5504	37,138	22,337	-66.3%
24,501	24,501	118.7%	Communications*	5505	40	100	59.8%
-	-	0.0%	Insurance	5506	29,087	24,501	-18.7%
-	-	0.0%	Motor Vehicle Registration	5507	180	-	0.0%
355,978	355,978	22.2%	Total Other Expenses		79,101	59,887	-32.1%
-	-	0.0%	Total Finance Costs*	60	-	-	0.0%
34,052	34,052	0.0%	Total Depreciation, Amort. & Impairment*	65	-	2,838	100.0%
740,469	740,469	11.1%	<b>TOTAL EXPENSES</b>		31,875	31,075	10.0%
730,820	730,820	11.3%	Operating Surplus/Deficit		82,701	90,271	-8.4%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
-	-	0.0%	Uncapitalised Wip - Contra Assets*	220	-	-	0.0%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
47,576	47,576	7.0%	Internal*	230	3,309	3,965	16.5%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	-	-	0.0%
47,576	47,576	7.0%	<b>TOTAL EXTRAORDINARY ITEMS</b>		3,309	3,965	16.5%
778,396	778,396	11.0%	Net Surplus/Deficit after Extraordinary Items		86,011	94,235	-8.7%



\* Straight Line Incidencing except for any Project Expenditure

YTD Achieved % 8.3%



# USC General Manager

## Budget Review as at Period 1 by Function

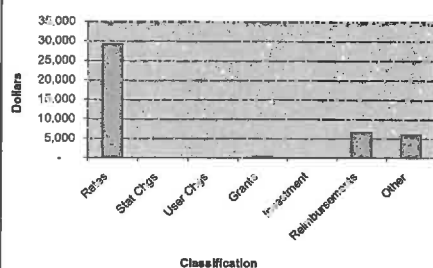
Group	Master Account	Revised Annual Budget 2013-14					Actual YTD 2013-14					YTD 8%
		Revenue	Mtce/Ops/Mgmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	Revenue	Mtce/Ops/Mgmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	
<u>Governance</u>	General Managers Office	1,722	408,661	29,839	-	- 436,778	-	68,385	1,291	-	-67,971	0.0%
	GM Salary Sacrifice Conferences/Subscriptions	-	-	-	-	-	-	-	-	-	0	15.6%
	Elected Members Expenses*	-	145,931	1,286	-	- 147,217	-	11,516	870	-	-12,386	0.0%
	Other Governance	-	-	-	-	-	-	-	-	-	0	8.4%
	<b>Total Governance</b>	1,722	554,592	31,125	-	- 583,995	-	79,901	421	-	-80,357	0.0%
<u>Public Order &amp; Safety</u>	Animal Control	7,927	26,766	2,062	-	- 20,901	150	18,469	1,395	-	-19,715	13.8%
	Fire Control - RFS	-	105,742	41,665	-	- 147,407	-	6,601	1,467	-	-8,068	94.3%
	State Emergency Service	-	24,317	1,776	-	- 26,093	-	3,325	739	-	-4,064	5.5%
	Other Emergency Services	-	-	-	-	-	-	-	-	-	0	15.6%
	<b>Total Public Order &amp; Safety</b>	7,927	156,825	45,503	-	- 194,401	150	28,395	3,601	-	-31,846	0.0%
<u>Administration</u>	Works / Labour Overheads	-	2,249,414	-	-	- 2,249,414	-	154,203	-	-	-154,203	16.4%
	Works / Labour Overhead Recovery	-	- 2,249,414	-	-	2,249,414	-	180,395	-	-	180,395	6.9%
	<b>Total Administration</b>	-	-	-	-	-	-	-	-	-	-	8.0%
	<b>Grand Total GM</b>	9,649	711,417	76,628	-	-778,396	726	82,104	-	-	-86,011	0.0%
												11.0%

## Uralla Shire Council

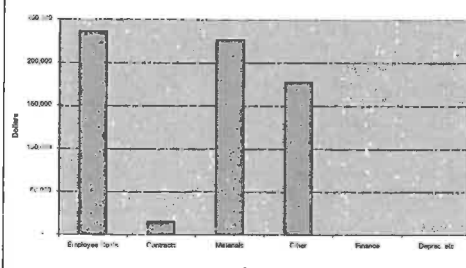
**Revenue & Expense Report for Engineering  
by Resource Code  
As At Period 1 2013-14**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
29,509	29,509	99.0%	Rates Revenue	5	29,209	29,509	-1.0%
-	-	0.0%	Other charges	6	-	-	0.0%
29,509	29,509	99.0%	<b>Total Rates</b>		29,209	29,509	-1.0%
6,210	6,210	0.0%	<b>Total Statutory Charges*</b>	10	-	518	-100.0%
49,600	49,600	0.0%	User Charges	15	-	2,717	-100.0%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
49,600	49,600	0.0%	<b>Total User Charges</b>		-	2,717	-100.0%
-	-	0.0%	Grants Subsidies Contributions	20	365	-	0.0%
863,158	868,158	0.0%	Financial Assistance Grants	2001	-	434,079	-100.0%
1,067,270	1,067,270	0.0%	RTA Contributions	2002	-	-	0.0%
-	-	0.0%	Comm'th Grants & Subsidies*	2003	-	-	0.0%
500,000	500,000	0.0%	State Grants & Subsidies	2004	-	41,667	-100.0%
430,153	430,153	0.0%	Roads to Recovery	2005	-	-	0.0%
2,865,581	2,865,581	0.0%	<b>Total Grants Subsidies Contributions</b>		365	475,746	-99.9%
-	-	0.0%	<b>Total Investment Income*</b>	25	-	-	0.0%
3,018	3,018	0.0%	Reimbursements*	30	-	252	-100.0%
269,000	269,000	2.4%	Private Works Reimbursements*	3001	6,529	22,417	-70.9%
272,018	272,018	2.4%	<b>Total Reimbursements</b>		6,529	22,668	-71.2%
59,874	59,874	9.8%	Other Revenues	35	5,860	4,990	17.4%
-	-	0.0%	Sales Revenue*	3501	-	-	0.0%
59,874	59,874	9.8%	<b>Total Other Revenues</b>		5,860	4,990	17.4%
3,282,792	3,282,792	1.3%	<b>TOTAL REVENUE</b>		41,963	536,147	-92.2%
<b>Expenses</b>							
2,839,390	2,839,390	8.3%	<b>Total Employee Costs</b>	40	235,676	218,415	-7.9%
137,788	137,788	9.7%	Contracts*	45	13,426	8,437	-59.1%
8,773	8,773	16.3%	Freight*	4501	1,429	731	-95.5%
-	-	0.0%	Brokerage	4502	-	-	0.0%
-	-	0.0%	Community Services External Services	4503	-	-	0.0%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
146,561	146,561	10.1%	<b>Total Contracts</b>		14,855	9,168	-62.0%
2,987,470	2,987,470	5.3%	Materials*	50	157,108	403,791	61.1%
74,561	74,561	0.0%	Utilities	5001	-	17,596	100.0%
587,908	587,908	8.9%	Fuel*	5002	52,153	48,992	-6.5%
-	-	0.0%	Food & Catering*	5003	-	-	0.0%
1,133	1,133	0.0%	Printing, Stationery, Ref. Mats etc*	5004	-	94	100.0%
14,124	14,124	119.5%	Land Rates	5005	16,877	14,124	-19.5%
3,665,196	3,665,196	6.2%	<b>Total Materials</b>		226,138	484,698	53.3%
2,575	2,575	0.0%	Other Expenses*	55	-	215	100.0%
20,600	20,600	4.8%	Course Fees*	5501	983	1,717	42.7%
-	-	0.0%	Donations Paid*	5502	-	-	0.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
84,864	84,864	84.8%	Subscriptions & Contrib to Reg Bodies	5504	72,081	69,190	-4.2%
10,260	10,260	3.2%	Communications*	5505	332	855	61.1%
141,320	141,320	54.4%	Insurance	5506	76,858	141,320	45.6%
30,596	30,596	87.2%	Motor Vehicle Registration	5507	26,666	27,536	3.2%
290,215	290,215	61.0%	<b>Total Other Expenses</b>		176,920	240,833	26.5%
31,774	31,774	0.0%	<b>Total Finance Costs*</b>	60	-	2,648	100.0%
2,979,495	2,979,495	0.0%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	-	248,291	100.0%
9,952,831	9,952,831	5.6%	<b>TOTAL EXPENSES</b>		653,588	1,203,952	45.7%
- 6,669,839	- 6,669,839	9.2%	<b>Operating Surplus/Deficit</b>		- 611,625	- 667,805	-8.4%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
- 3,858,486	- 3,858,486	-5.3%	Uncapitalised Wip - Contra Assets*	220	204,738	321,541	163.7%
- 333,000	- 333,000	0.0%	Sale Proceeds - Contra Sales	225	-	27,750	100.0%
369,440	369,440	-1.5%	Internal*	230	5,672	13,376	57.6%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	4,726	-	0.0%
- 3,822,046	- 3,822,046	-5.3%	<b>TOTAL EXTRAORDINARY ITEMS</b>		203,792	362,666	156.2%
- 2,847,793	- 2,847,793	28.6%	<b>Net Surplus/Deficit after Extraordinary Items</b>		- 815,417	- 305,139	167.2%

2013-14 YTD Revenue Actuals



2013-14 YTD Expense Actuals



\* Straight Line Incidence except for any Project Expenditure

YTD Achieved % 8.3%

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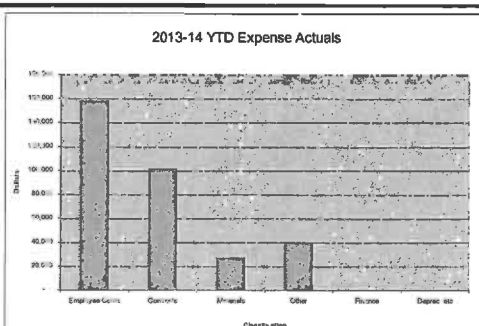
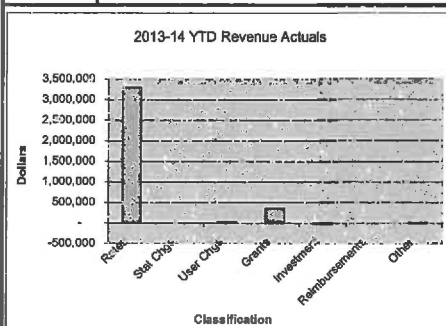
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## Uralla Shire Council

**Revenue & Expense Report for Administration**  
**by Resource Code**  
**As At Period 1 2013-14**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
3,429,802	3,429,802	95.9%	Rates Revenue	5	3,290,586	3,363,802	-2.2%
-	-	0.0%	Other charges	6	111	-	0.0%
3,429,802	3,429,802	95.9%	<b>Total Rates</b>		<b>3,290,697</b>	<b>3,363,802</b>	<b>-2.2%</b>
31,050	31,050	2.9%	<b>Total Statutory Charges*</b>	10	900	2,538	-65.2%
183,683	183,683	6.8%	User Charges	15	12,496	15,308	-18.4%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
183,683	183,683	6.8%	<b>Total User Charges</b>		<b>12,496</b>	<b>15,308</b>	<b>-18.4%</b>
200	200	1.6%	Grants Subsidies Contributions	20	3	17	-81.2%
1,300,000	1,300,000	0.0%	Financial Assistance Grants	2001	-	650,000	-100.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
1,731,092	1,731,092	7.6%	Comm'th Grants & Subsidies*	2003	131,260	144,258	-9.0%
1,722,064	1,722,064	12.5%	State Grants & Subsidies	2004	214,485	143,505	49.5%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
4,753,356	4,753,356	7.3%	<b>Total Grants Subsidies Contributions</b>		<b>345,749</b>	<b>937,780</b>	<b>-63.1%</b>
384,444	384,444	-6.7%	<b>Total Investment Income*</b>	25	25,737	31,667	-181.3%
39,330	39,330	3.9%	Reimbursements*	30	1,543	3,278	-52.9%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
39,330	39,330	3.9%	<b>Total Reimbursements</b>		<b>1,543</b>	<b>3,278</b>	<b>-52.9%</b>
112,424	112,424	4.8%	Other Revenues	35	5,451	15,202	-64.1%
-	-	0.0%	Sales Revenue*	3501	-	-	0.0%
112,424	112,424	4.8%	<b>Total Other Revenues</b>		<b>5,451</b>	<b>15,202</b>	<b>-64.1%</b>
8,934,096	8,934,096	40.6%	<b>TOTAL REVENUE</b>		<b>3,631,095</b>	<b>4,369,623</b>	<b>-16.9%</b>
<b>Expenses</b>							
2,235,067	2,235,067	7.1%	<b>Total Employee Costs</b>	40	157,755	170,380	7.4%
137,598	137,598	21.3%	Contracts*	45	29,263	11,467	-155.2%
-	-	0.0%	Freight*	4501	25	-	0.0%
1,227,211	1,227,211	3.7%	Brokerage	4502	45,327	94,401	52.0%
233,159	233,159	2.8%	Community Services External Services	4503	6,567	17,935	63.4%
283,571	283,571	7.0%	IT Consultants*	4504	19,940	23,631	15.6%
1,881,539	1,881,539	5.4%	<b>Total Contracts</b>		<b>101,127</b>	<b>147,434</b>	<b>31.4%</b>
428,195	428,195	2.7%	Materials*	50	11,424	24,014	52.4%
54,116	54,116	0.0%	Utilities	5001	-	11,893	100.0%
31,577	31,577	3.0%	Fuel*	5002	961	2,631	63.5%
8,086	8,086	2.0%	Food & Catering*	5003	160	674	76.3%
62,458	62,458	1.2%	Printing, Stationery, Ref. Mats etc*	5004	735	5,205	85.9%
13,784	13,784	96.1%	Land Rates	5005	13,250	13,784	3.9%
598,216	598,216	4.4%	<b>Total Materials</b>		<b>26,530</b>	<b>58,201</b>	<b>54.4%</b>
128,953	128,953	5.1%	Other Expenses*	55	6,512	10,746	39.4%
11,177	11,177	10.8%	Course Fees*	5501	1,212	931	-30.2%
21,175	21,175	0.0%	Donations Paid*	5502	-	1,765	100.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
122,826	122,826	3.6%	Subscriptions & Contrib to Reg Bodies	5504	4,431	4,159	-6.6%
64,578	64,578	6.8%	Communications*	5505	4,365	5,382	18.9%
56,242	56,242	35.5%	Insurance	5506	19,962	56,242	64.5%
1,398	1,398	219.8%	Motor Vehicle Registration	5507	3,073	1,258	-144.2%
406,349	406,349	9.7%	<b>Total Other Expenses</b>		<b>39,556</b>	<b>80,483</b>	<b>50.9%</b>
61,077	61,077	0.0%	<b>Total Finance Costs*</b>	60	-	5,090	100.0%
169,843	169,843	0.0%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	-	14,154	100.0%
5,352,091	5,352,091	6.1%	<b>TOTAL EXPENSES</b>		<b>324,967</b>	<b>475,760</b>	<b>31.7%</b>
3,582,008	3,582,008	92.3%	<b>Operating Surplus/Deficit</b>		<b>3,306,131</b>	<b>3,893,873</b>	<b>-15.1%</b>
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
140,024	140,024	0.0%	Uncapitalised Wip - Contra Assets*	220	-	11,669	100.0%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
969,358	969,358	8.7%	Internal*	230	84,794	80,780	-5.0%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	9,131	-	0.0%
1,109,382	1,109,382	6.8%	<b>TOTAL EXTRAORDINARY ITEMS</b>		<b>75,663</b>	<b>92,449</b>	<b>15.2%</b>
4,691,390	4,691,390	72.1%	<b>Net Surplus/Deficit after Extraordinary Items</b>		<b>3,381,794</b>	<b>3,986,322</b>	<b>-15.2%</b>



\* Straight Line Incidence except for any Project Expenditure

YTD Achieved % 8.3%

## USC Administration

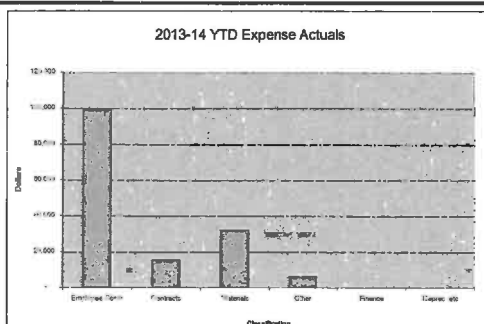
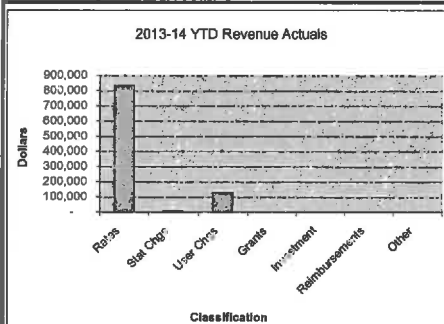
Budget Review as at Period 1  
by Function

Gro up	Master Account		Revised Annual Budget 2013-14					Actual YTD 2013-14					YTD 8%		
			Revenue	Misc/Oper/Int'l gmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	Revenue	Misc/Oper/Int'l gmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall			
Administration															
	Corporate Services Management	1100	66,780	297,961	-	1,275,299	30,000	1,014,118	-	21,940	-	93,732	-	71,792	7.1%
	Council Administration Building Operations*	1105	-	53,937	-	-	-	-53,937	-	5,132	-	-	-	-5,132	9.5%
	Rates	1110	3,460,852	139,463	-	-	-	3,321,389	3,291,597	10,631	-	-	-	3,280,966	98.8%
	Workers Compensation	1115	40,000	20,000	-	-	-	20,000	5,393	1,960	-	-	-	3,433	17.2%
	Financial Control	1120	1,682,500	314,876	-	-	-	1,367,624	-	25,737	-	-	-	-47,068	-3.4%
	IT Services*	1140	-	313,344	-	30,000	-	-313,344	21,330	21,165	-	-	-	-21,165	6.8%
	Records Management*	1150	-	39,663	-	-	-	-39,663	-	3,041	-	-	-	-3,041	7.7%
	Human Resources*	1160	-	77,486	-	-	-	-77,486	-	6,840	-	-	-	-6,840	8.8%
	Customer Service*	1170	-	108,135	-	-	-	-108,135	-	7,085	-	-	-	-7,085	6.6%
	Total Administration		5,250,132	1,364,865	-	1,305,299	60,000	5,130,566	3,271,252	99,125	-	-	-	3,265,860	63.7%
Economic Affairs															
	Caravan Parks & Camping Grounds	2150	12,732	5,177	2,164	-	-	5,391	-	1,442	320	-	-	-1,763	-32.7%
	VIC Coffee Shop	2155	8,580	3,145	230	-	-	5,205	330	2,610	197	-	-	-2,477	-47.6%
	Old Courthouse	2156	6,180	5,727	5,454	-	-	-5,001	-	1,997	151	-	-	-2,148	43.0%
	Economic Development	2170	-	121,229	10,192	-	-	-131,421	-	9,638	539	-	-	-10,177	7.7%
	TV Blackspot*	2171	3,000	4,450	2,825	-	-	-4,275	3,000	1,763	133	-	-	1,104	-25.8%
	Bundarra RTC	2172	4,546	3,169	231	-	-	1,146	-	-	-	-	-	-	0.0%
	Bundarra Committees & Events	1909	-	1,236	90	-	-	-1,326	-	28	2	-	-	-30	2.2%
	Uralla Events Staging & Promotions	1910	14,845	13,000	949	-	-	896	-	-	-	-	-	-	0.0%
	Australia Day Activities	1911	200	2,575	188	-	-	-2,563	3	-	-	-	-	3	-0.1%
	Thunderbolt Festival*	1912	-	7,897	577	-	-	-8,474	-	-	-	-	-	-	0.0%
	Tourism	1920	13,908	112,898	11,575	-	-	-110,585	1,601	11,475	867	-	-	-10,742	9.7%
	Total Economic Affairs		63,991	280,503	34,475	-	-	-250,987	4,934	28,953	-	-	-	-26,229	10.5%
Community Services															
	Community Services*	1700	-	-	61,524	-	-	61,524	-	25,919	-	27,764	-	1,845	3.0%
	Bundarra Neighbour Aid	1741	64,546	53,684	10,862	-	-	-11,314	3,082	4,222	277	-	-	-1,418	0.0%
	Youth Services	1780	1,250	11,709	855	-	-	12,151	-	989	75	-	-	-1,064	9.4%
	Pre-school	1790	18,238	1,708	4,379	-	-	-	-	1,944	147	-	-	-2,091	-17.2%
	TCSO - Special Projects	1809	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
	TCSO - Aged & Disabled	1810	-	-	-	-	-	-	-	198	-	-	-	-198	0.0%
	TCSO - COPM Program	1811	291,068	256,060	35,009	-	-	-	20,342	11,902	1,770	-	-	6,670	0.0%
	TCSO - COPA	1812	129,006	112,538	16,467	-	-	1	12,367	4,015	1,113	-	-	7,239	0.0%
	TCSO - R&R	1813	96,870	88,242	8,629	-	-	-	30,064	3,562	2,637	-	-	23,865	0.0%
	TCSO - CACPM	1814	897,204	798,171	99,035	-	-	-	65,465	35,182	6,213	-	-	24,069	0.0%
	TCSO - CACPA	1815	373,285	332,109	41,175	-	-	1	26,535	14,300	2,653	-	-	9,581	0.0%
	TCSO - DEMR	1816	85,260	77,303	7,958	-	-	-	6,245	3,678	625	-	-	1,942	0.0%
	TCSO - NAC	1817	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
	TCSO - Elders	1818	71,054	64,714	6,341	-	-	-	65	3,951	-	-	-	-3,886	0.0%
	TCSO - Flexible Respite Packages	1820	24,000	21,540	2,460	-	-	-	-	-	-	-	-	-	0.0%
	KADS - Regional Office	1821	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
	KADS - Boggabilla Neighbour Aid Program	1822	136,362	119,087	17,273	-	-	2	5,295	10,967	530	-	-	-6,202	0.0%
	KADS - Inverell Elders Group	1823	93,313	80,275	13,039	-	-	-1	3,741	5,122	481	-	-	-257	0.0%
	KADS - Disability Respite	1824	76,984	70,056	6,929	-	-	-1	1,799	1,605	337	-	-	1,799	0.0%
	KADS - DSP Respite	1825	99,155	90,233	8,924	-	-	-2	19,213	436	1,729	-	-	17,048	0.0%
	KADS - HACC Tarnworth Multiservice	1826	188,810	166,574	22,234	-	-	-2	32,188	253	2,897	-	-	29,037	0.0%
	KADS - WQW Elders Group	1827	65,462	55,057	10,407	-	-	2	2,483	8,697	223	-	-	-6,438	0.0%
	KADS - Commonwealth Respite	1828	123,986	111,789	12,196	-	-	-2	447	4,115	40	-	-	-3,707	0.0%
	KADS - CACP	1829	304,146	270,440	33,709	-	-	-3	9,656	3,821	966	-	-	4,869	0.0%

KADS - Narrabri	1830	3830	7830	74,565	62,068	12,497	-	-	-	6,360	2,204	572	-	3,583	0.0%
KADS Equipment Loan Service	1832	3832	7832	66,483	64,038	2,444	-	-	-	2,413	1,187	78	-	1,148	0.0%
KADS Special Projects Non-Recurent	1834	3834	7834	-	-	-	-	-	-	-	-	-	-	-	0.0%
Aboriginal Services	1840	3840	7840	-	-	-	-	-	-	-	-	-	-	-	0.0%
Grace Munro Centre*	1845	3845	7845	-	31,647	12,342	-	-	-	-	6,339	257	-	-6,596	15.0%
Hill Street Aged Units	1850	3850	7850	26,432	11,169	2,515	-	-	-	1,388	3,483	263	-	-2,358	-18.5%
TCT Special Projects Non-Recurent	1860	3860	7860	-	-	-	-	-	-	-	-	-	-	-	0.0%
Tablelands Community Transport - CTP	1861	3861	7861	31,973	29,097	2,878	-	-	-	21,039	1,514	1,891	-	17,634	0.0%
TCT Transport to Safety	1862	3862	7862	-	-	-	-	-	-	-	-	-	-	-	0.0%
Tablelands Community Transport - HACCC Programme	1863	3863	7863	223,631	192,195	31,436	-	-	-	59,510	11,283	5,257	-	42,971	0.0%
Street Stall Operations	1875	3875	7875	-	6,510	475	-	-	-	-	-	-	-	-	0.0%
<b>Total Community Services</b>				3,563,083	3,178,313	360,644	-	-	-	354,639	184,999	5,407	-	164,234	680.7%
<b>Recreation &amp; Culture</b>															
Libraries	1710	3710	7710	60,498	225,483	8,069	30,024	-186,940	-	-	19,489	1,195	-	-20,683	11.1%
Other Culture	1890	3890	7890	515	8,576	45,723	50,000	-12,338	-	273	103	8	-	162	-1.3%
International Womens' Day	1891	3891	7891	2,060	2,060	150	-	-150	-	-	-	-	-	-	0.0%
Heritage	1930	3930	7930	-	12,010	877	-	-12,887	-	-	1,440	109	-	-1,549	12.0%
<b>Total Recreation &amp; Culture</b>				63,073	248,129	52,765	80,024	-212,315	-	273	21,032	-	-	-22,070	10.4%
<b>Grand Total Administration</b>				8,940,279	5,071,810	962,945	140,024	4,691,390	-	3,631,098	334,109	-	-	3,381,794	72.1%

**Revenue & Expense Report for Health & Building**  
**by Resource Code**  
**As At Period 1 2013-14**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
966,565	966,565	86.1%	Rates Revenue	5	831,910	966,565	-13.9%
-	-	0.0%	Other charges	6	-	-	0.0%
966,565	966,565	86.1%	<b>Total Rates</b>		831,910	966,565	-13.9%
86,016	86,016	7.9%	<b>Total Statutory Charges*</b>	10	6,757	7,168	-5.7%
265,040	265,040	48.0%	User Charges	15	127,344	34,004	274.5%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
265,040	265,040	48.0%	<b>Total User Charges</b>		127,344	34,004	274.5%
15,000	15,000	0.0%	Grants Subsidies Contributions	20	-	1,250	-100.0%
-	-	0.0%	Financial Assistance Grants	2001	-	-	0.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
-	-	0.0%	Comm'th Grants & Subsidies*	2003	-	-	0.0%
20,000	20,000	0.0%	State Grants & Subsidies	2004	-	1,667	-100.0%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
35,000	35,000	0.0%	<b>Total Grants Subsidies Contributions</b>		-	2,917	-100.0%
6,012	6,012	0.0%	<b>Total Investment Income*</b>	25	-	-	0.0%
-	-	0.0%	Reimbursements*	30	-	-	0.0%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
-	-	0.0%	<b>Total Reimbursements</b>		-	-	0.0%
1,100	1,100	0.0%	Other Revenues	35	-	92	-100.0%
163,605	163,605	0.5%	Sales Revenue*	3501	878	13,634	-93.6%
164,705	164,705	0.5%	<b>Total Other Revenues</b>		878	13,726	-93.6%
1,523,338	1,523,338	63.5%	<b>TOTAL REVENUE</b>		966,890	1,024,379	-5.6%
<b>Expenses</b>							
1,023,475	1,023,475	9.6%	<b>Total Employee Costs</b>	40	98,715	78,729	-25.4%
197,016	197,016	7.0%	Contracts*	45	13,753	16,418	16.2%
23,930	23,930	6.5%	Freight*	4501	1,549	1,954	22.3%
-	-	0.0%	Brokerage	4502	-	-	0.0%
1,661	1,661	0.0%	Community Services External Services	4503	-	128	100.0%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
222,607	222,607	6.9%	<b>Total Contracts</b>		15,302	18,540	17.5%
228,320	228,320	9.3%	Materials*	50	21,123	27,596	23.5%
13,328	13,328	0.0%	Utilities	5001	-	2,510	100.0%
1,030	1,030	0.0%	Fuel*	5002	-	86	100.0%
1,442	1,442	0.0%	Food & Catering*	5003	-	120	100.0%
4,119	4,119	44.5%	Printing, Stationery, Ref. Mats etc*	5004	1,834	343	-434.2%
5,172	5,172	173.5%	Land Rates	5005	8,973	5,172	-73.5%
253,411	253,411	12.6%	<b>Total Materials</b>		31,930	35,828	10.9%
8,147	8,147	0.0%	Other Expenses*	55	-	679	100.0%
6,695	6,695	6.3%	Course Fees*	5501	424	558	24.1%
20,236	20,236	0.0%	Donations Paid*	5502	-	1,686	100.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
5,099	5,099	0.0%	Subscriptions & Contrib to Reg Bodies	5504	-	425	100.0%
2,575	2,575	0.0%	Communications*	5505	-	215	100.0%
5,367	5,367	108.0%	Insurance	5506	5,795	5,367	-8.0%
-	-	0.0%	Motor Vehicle Registration	5507	-	-	0.0%
48,119	48,119	12.9%	<b>Total Other Expenses</b>		6,218	8,930	30.4%
5,050	5,050	0.0%	<b>Total Finance Costs*</b>	60	-	421	100.0%
68,337	68,337	0.0%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	-	5,695	100.0%
1,326,999	1,326,999	9.4%	<b>TOTAL EXPENSES</b>		152,185	148,142	-2.7%
97,661	97,661	-834.2%	<b>Operating Surplus/Deficit</b>		814,725	876,237	-7.0%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
128,240	128,240	0.0%	Uncapitalised Wip - Contra Assets*	220	-	10,687	100.0%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
457,398	457,398	9.8%	Internal*	230	44,804	38,117	-17.5%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	1,501	-	0.0%
329,158	329,158	14.1%	<b>TOTAL EXTRAORDINARY ITEMS</b>		46,305	27,430	-88.8%
426,819	426,819	-180.0%	<b>Net Surplus/Deficit after Extraordinary Items</b>		768,420	848,807	-9.5%



\* Straight Line Incidence except for any Project Expenditure

YTD Achieved % 8.3%

# USC Health & Building

## Budget Review as at Period 1 by Function

Group	Master Account		Revised Annual Budget 2013-14					Actual YTD 2013-14					YTD % Achieved
			Revenue	Mtcs/Opel Mgmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	Revenue	Mtcs/Opel Mgmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	
<b>Health</b>													
	Health Administration & Inspection	2100 4100	2,588	65,625	4,792	-	-67,829	232	16,164	1,221	-	-17,153	25.3%
<b>Housing &amp; Community Amenities</b>													
	Town Planning Office	2010 4010	111,783	257,377	18,793	-	-164,387	7,152	11,944	902	-	-5,695	3.5%
	Town Planning - S94 Contributions*	2015	15,000	-	-	-	15,000	-	-	-	-	0	0.0%
	Building Control Office	2020 4020	10,793	85,000	6,206	-	-80,413	-	-	-	-	0	0.0%
	Community Centre	1490 3490	17,189	33,591	8,692	-	-25,094	-	5,260	335	-	-5,594	22.3%
	Cemetery	1530 3530	28,980	16,232	2,418	8,240	6,926	1,006	752	57	-	197	2.8%
	<b>Total Housing &amp; Community Amenities</b>		183,745	392,200	31,273	8,240	-247,968	8,158	17,956	1,294	-	-11,092	4.5%
<b>Recreation &amp; Culture</b>													
	Halls & Community Centres	1740 3740	14,490	69,712	3,860	20,000	-79,082	-	21,891	1,654	-	-23,545	29.8%
<b>Landfill Operations &amp; Commercial Waste</b>													
	Waste Management	1410 3410	-	-	-	-	-	-	-	-	-	0	0.0%
	Waste Contracts	1415 3415	-	-	-	-	-	-	-	-	-	0	0.0%
	Domestic Waste	1420 3420	204,579	180,802	31,223	-	-7,446	374,817	25,677	6,071	-	343,069	-4607.4%
	Waste Disposal Site	1430 3430	915,055	739,219	68,391	100,000	7,445	583,682	57,590	16,927	19,256	489,909	6580.4%
	<b>Total Landfill Operations &amp; Commercial Waste</b>		1,119,634	920,021	99,614	100,000	-1	958,500	83,267	22,998	19,256	832,978	0.0%
<b>Environmental Management</b>													
	Environmental Management	2060 4060 8060	218,000	218,001	31,938	-	-31,939	-	11,871	897	-	-12,768	40.0%
	<b>Grand Total Health &amp; Building</b>		1,538,457	1,665,559	171,477	128,240	-426,819	966,890	151,150	28,064	19,256	768,420	-180.0%



Uralla Shire Council

2013-14 Capital Projects

4,453,742	448,647	94,544	18,494	50,578	414	204,738	368,767	64,579	433,346.21	15,300	3.4%	
2013-14 Actuals												
Annual Revised Budget	Resp. Master Activity	Description	YTD Revised Budget	Employee Costs	Contracts	Materials	Other Expenses	Uncapitalised Wip - Contra Assets	Sub-Total	Internal Costs	Actuals	Variance to Budget
-	GM	8080 State Emergency Service Capital Expenditure	-	-	-	-	-	-	-	-	-	0.0%
-	GM	7000 General Managers Office Capital Works	-	-	-	-	-	-	-	-	-	0.0%
30,000	Dir Admin	7100 Corporate Services Capital Expenditure	-	-	-	-	-	-	-	-	-	0.0%
30,000	Dir Admin	7140 IT Services Capital Work	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	8150 Caravan Parks & Camping Grounds Capital Wo	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	8170 Economic Development Capital Works	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	7809 TCSO Special Projects Capital Works	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	7811 TCSO Asset Purchases	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	7834 KADS Capital Works	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	7845 Grace Munro Centre Capital	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	7860 TCT Special Projects Non-Recurrent Expenditure	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	7863 Tablelands Community Transport - HACC Progra	-	-	-	-	-	-	-	-	-	0.0%
50,000	Dir Admin	7890 Other Culture Capital Works	-	-	-	-	-	-	-	-	-	0.0%
5,000	Dir Eng	7200 Engineering Operations Capital Expenditure	-	-	-	-	-	-	-	-	-	0.0%
29,691	Dir Eng	7400 Stormwater Drainage Capital Works	385	-	-	-	-	-	-	-	-	0.0%
15,000	Dir Eng	7230 Uralla Parks Capital Works	385	-	-	-	-	-	-	-	-	0.0%
10,000	Dir Eng	7235 Bundarra Parks Capital Works	231	-	-	-	-	-	-	-	-	0.0%
25,000	Dir Eng	7240 Sport Grounds & Recreation Facilities Capital W	615	-	-	-	-	-	-	-	-	0.0%
855,306	Dir Eng	7280 Bridges Capital Works	20,570	132	1,800	9,570	200	-	11,702	5	11,707.73	8,863
-	Dir Eng	7290 Bus Shelters Maintenance Capital Work	-	-	-	-	-	-	-	-	-	0.0%
49,338	Dir Eng	7300 Footpaths Capital Works	18,072	11,345	-	10,360	0	-	21,705	1,970	23,674.86	5,603
44,229	Dir Eng	7310 Kerb & Gutter Capital Works	1,155	-	-	-	-	-	-	122	122.17	1,033
27,537	Dir Eng	7330 Local Urban Streets Capital Works	625	-	-	-	-	-	-	-	-	89.4%
258,367	Dir Eng	7340 Regional Rural Sealed Roads Capital Works	118,400	66,912	6,538	17,096	0	-	90,546	56,626	147,171.92	625
16,739	Dir Eng	7345 Regional Rural Unsealed Roads Capital Works	531	-	-	-	-	-	-	-	-	24.3%
1,435,247	Dir Eng	7350 Sealed Rural Roads Capital Works	36,060	1,422	-	-	0	-	1,422	66	1,488.31	531
293,247	Dir Eng	7360 Unsealed Rural Roads Capital Works	22,223	14,315	-	2,059	0	-	16,375	5,701	22,075.73	34,572
-	Dir Eng	7380 Road Safety Capital Works	-	-	-	-	-	-	-	-	-	0.7%
-	Dir Eng	7500 Parking Facilities Capital Works	-	-	-	-	-	-	-	-	-	0.0%
788,765	Dir Eng	7550 Plant Purchases	204,738	-	-	-	-	-	204,738	-	204,738.20	0.0%
5,000	Dir Eng	7570 Works Depot Capital	-	-	-	-	-	-	-	-	-	0.0%
-	Mgr H&B8	7490 Community Centre Capital Works	-	-	-	-	-	-	-	-	-	0.0%
8,240	Mgr H&B8	7530 Cemetery Capital Works	-	-	-	-	-	-	-	-	-	0.0%
30,024	Dir Admin	7710 Library Asset Purchases	-	-	-	-	-	-	-	-	-	0.0%
20,000	Mgr H&B8	7740 Halls & Community Centres Capital Works	-	-	-	-	-	-	-	-	-	0.0%
-	Mgr H&B8	7410 Waste Management Operations Capital Works	-	-	-	-	-	-	-	-	-	0.0%
-	Mgr H&B8	7420 Domestic Waste Capital Works	-	-	-	-	-	-	-	-	-	0.0%
100,000	Mgr H&B8	7430 Waste Disposal Site Capital Works	19,256	418	7,611	10,926	214	-	19,168	88	19,256.45	0.0%
-	Mgr H&B8	8060 Environmental Management Capital Works	-	-	-	-	-	-	-	-	-	0.0%
147,166	Water	27000 Water Infrastructure Capital Works Fund 2	2,392	-	-	565	-	-	565	-	565.39	76.4%
100,150	Sewerage	37000 Sewerage Services Infrastructure Capital Works	462	-	-	-	-	-	-	-	-	0.0%
79,676	McMaugh	47000 Residential Aged Care Capital Works	2,545	-	2,545	-	-	-	2,545	-	2,545.45	100.0%
-	Dir Admin	7790 Preschool Capital Works	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	7105 Council Administration Building Operations Capit	-	-	-	-	-	-	-	-	-	0.0%

### Contracts, Consultancies, Legal Fees & Debt Recovery for Period 1

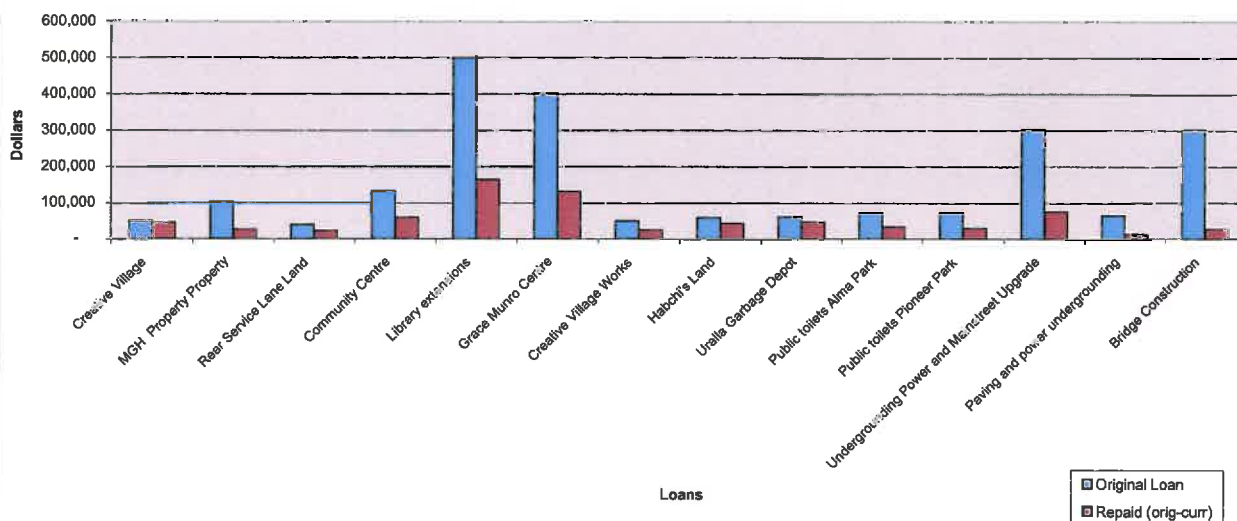
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### Consultancies & Legal Fees

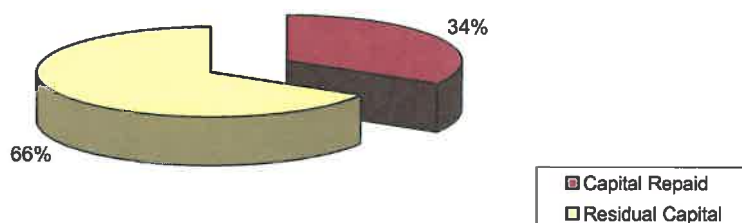
Classifications		Actual YTD	Revised Budget	Contract Details, Purpose, Commencement Date and Duration
<b>All Consultancies</b>	<b>Account</b>			
Corporate Services Management	03100.0360.0405	-	15,451	
IT Services	03140.0355.0407	19,940	280,200	Civica \$39,360; Alcom \$600
TCSO COPM Program Expenses	03811.0350.0407	-	3,371	
Uralla Events Staging & Promotion	03910.0460.0405	-	3,000	
Residential Aged Care Operations	43000.0360.0405	-	-	
<b>Legal Fees &amp; Debt Recovery</b>	<b>Account</b>			
Rates Section Operations	03110.0365.0607	-	30,000	
Town Planning Office	04010.0350.0403	-	1,030	
VIC Coffee Shop Expenses	04155.0350.0403	315	-	APJ Law

Provider	Reason for Loan	Account No.	Current Loan No.	Original Loan	Commence-ment Date	Term in Years	Repayments	Period	Maturing	Current Balance
NAB	Creative Village	79-451-3827	161	50,000	30-Jun-98	16.00	418.61	monthly	28-Jun-14	4,926
NAB	MGH Property Property	79-621-8047	165	100,000	28-Sep-02	25.00	751.33	monthly	28-Jun-27	74,120
NAB	Rear Service Lane Land	79-620-5182	167	39,000	1-Oct-02	16.00	348.37	monthly	5-Jul-18	17,199
NAB	Community Centre	79-620-0250	168	128,000	1-Oct-02	21.00	831.30	monthly	4-Jul-23	69,077
NAB	Library Extensions	83-183-6976	176	500,000	2-Feb-04	20.00	3,678.44	monthly	31-Dec-23	336,640
NAB	Grace Munro Centre	83-183-9704	177	400,000	2-Feb-04	20.00	2,942.60	monthly	29-Nov-23	269,322
NAB	Creative Village Works	82-249-3369	181	50,000	31-Jul-00	20.00	401.13	monthly	30-Jun-20	25,247
NAB	Habchi's Land	89-720-0065	182	58,000	29-Jul-04	11.00	651.04	monthly	30-Nov-15	15,420
NAB	Uralla Garbage Depot	57-180-5646	184	61,000	30-Jul-04	11.00	669.46	monthly	30-Jun-15	14,182
NAB	Public Toilets Alma Park	89-536-4656	185	72,000	30-Jul-04	15.00	677.56	monthly	29-Jun-19	38,052
NAB	Public Toilets Pioneer Park	58-724-2577	186	72,000	29-Jul-05	15.00	674.77	monthly	29-Jun-20	42,355
NAB	Undergrounding Power and Mainst	58-630-9020	187	300,000	29-Jul-05	20.00	2,509.89	monthly	29-Jun-25	224,870
NAB	Paving and Power Undergrounding	79-619-9077	188	65,000	28-Jul-06	20.00	548.21	monthly	29-Jun-26	51,766
NAB	Bridge Construction	89-529-6016	189	300,000	29-Jul-09	20.00	2,650.49	monthly	29-Jun-29	272,976
<b>External Total</b>				2,195,000			17,753.20			1,456,152
<b>Water</b>	Rear Service Lane Land		170	65,271	30-Sep-07	13.00	2,631.97	quarterly	30-Jun-15	28,508
	Internal Total			65,271			2,631.97			28,508
	<b>Grand Total</b>			2,260,271			20,385.17			1,484,660

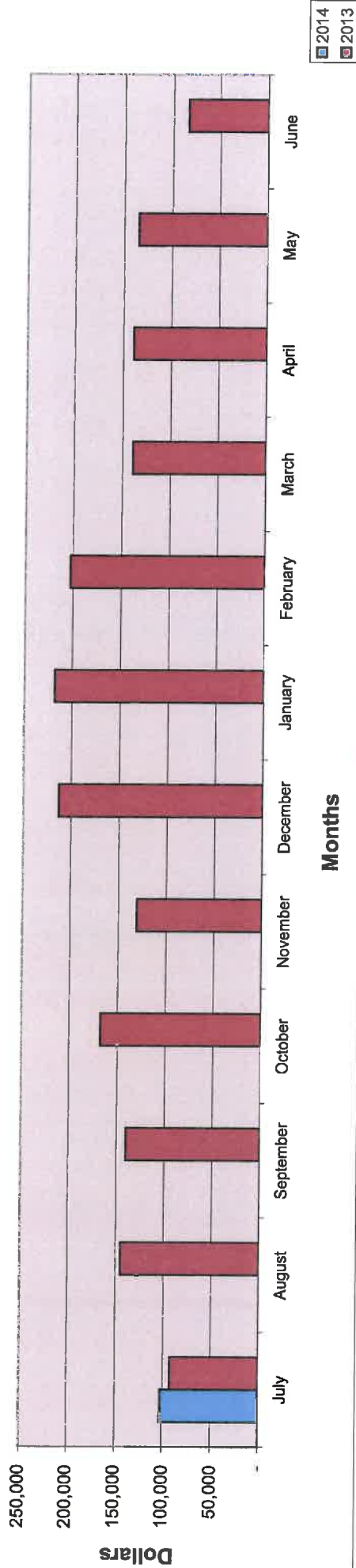
## Uralla Shire Council NAB Loans



## Aggregate External Leveraged Position



## Outstanding Debtors Greater than 90 Days



### Top Twelve Outstanding Debtors > 90 Days

#### Period 1

Debtor Account	Debtor Name	Cat	Balance Current	Balance Period1	Balance Period2	Balance Period3	Balance Period4	Total Balance	Action	Comment
80107	NSW Rural Fire Service	3	-	-	1,123.35	10,570.98	41,850.24	53,544.57	all outstanding invoices resent	
80663	Boral Property Group	7	-	-	-	-	8,962.20	8,962.20	sect 94 road royalties	
80020	Impact Recycling	3	-	28,784.47	-	-	8,528.63	37,313.10	sales of recyclables	
80238	Jim Newman & Julie Crang T/A Uralla	3	-	-	22,400.00	-	6,750.00	29,150.00	invoiced 2 years rent May	
80550	APJ Law	3	-	-	-	-	2,967.99	2,967.99	Costs for sale of land, Slashing Fawzy	
80662	Mr G Cochrane	7	-	-	-	-	1,981.39	1,981.39	sect 94 road royalties	
80125	Mr G J Kiriczenko	2	-	-	-	-	1,500.00	1,500.00	Recover with Rates	2010 debt b/f
80452	Mr T R Judd	4	-	-	-	-	1,308.20	1,308.20	2 year deal 8/12/2011	Kerb & gutter, part paid
80273	Mr C O'Connor	3	-	-	-	-	929.49	929.49	Charging Interest	2010 debt b/f
80297	Mr QJ Dillon	4	-	-	-	-	820.00	820.00	Kerb & gutter, part paid	
80261	Ms LM McGuinness	4	-	-	-	-	770.40	770.40	Kerb & gutter, part paid	
80292	Mr KJ Allen	2	-	-	-	-	672.00	672.00	Grade driveway - 2010	

00242

# Uralla Shire Council

## Revenue & Expense Reports

**FY 2012-13**

**Period 12**

***By Resource Code***

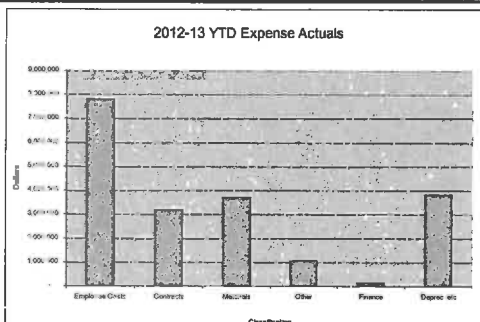
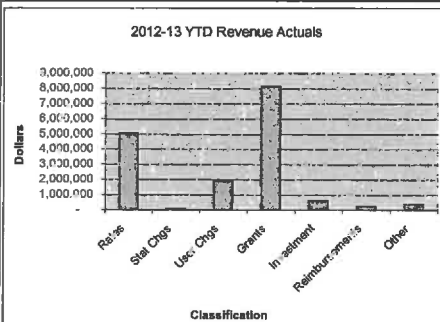
- 1 Uralla Shire Council
- 2 General Fund
- 3 Water Fund (2)
- 4 Sewerage Fund (3)
- 5 McMaugh Gardens (4)
- 6 Governance
- 7 Administration
- 8 Engineering
- 9 Health & Building

***Other Reports***

- 1 Capital Projects
- 2 Contracts, Consultancies etc
- 3 Collection of Rates
- 4 USC Loan Details
- 5 Outstanding Debtors 90 Days

**Revenue & Expense Report for USC Consolidation of All Funds  
by Resource Code  
As At Period 12 2012-13**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
4,999,038	5,048,674	99.7%	Rates Revenue	5	5,035,098	5,048,674	-0.3%
-	-	0.0%	Other charges	6	1,740	-	0.0%
4,999,038	5,048,674	99.8%	<b>Total Rates</b>		5,036,838	5,048,674	-0.2%
107,268	107,268	87.4%	<b>Total Statutory Charges*</b>	10	93,738	107,268	-12.6%
948,392	837,556	142.6%	User Charges	15	1,194,348	837,556	42.6%
642,735	642,735	106.8%	Aged Care Resident Contribution*	1501	686,702	642,735	6.8%
1,591,127	1,480,291	127.1%	<b>Total User Charges</b>		1,881,050	1,480,291	27.1%
290,630	151,000	127.8%	Grants Subsidies Contributions	20	192,975	151,000	27.8%
2,096,999	2,096,999	99.0%	Financial Assistance Grants	2001	2,076,681	2,096,999	-1.0%
1,013,000	1,013,000	106.6%	RTA Contributions	2002	1,079,500	1,013,000	6.6%
2,883,542	2,883,542	118.7%	Comm'th Grants & Subsidies*	2003	3,422,037	2,883,542	18.7%
1,781,089	1,895,109	59.4%	State Grants & Subsidies	2004	1,125,840	1,895,109	-40.6%
430,153	430,153	55.3%	Roads to Recovery	2005	238,042	430,153	-44.7%
8,495,413	8,489,803	98.0%	<b>Total Grants Subsidies Contributions</b>		8,135,074	8,489,803	-4.0%
540,148	540,148	108.7%	<b>Total Investment Income*</b>	25	586,895	540,148	8.7%
51,664	51,664	203.8%	Reimbursements*	30	105,295	51,664	103.8%
252,000	252,000	44.7%	Private Works Reimbursements*	3001	112,555	252,000	-55.3%
303,664	303,664	71.7%	<b>Total Reimbursements</b>		217,849	303,664	-28.3%
185,211	185,211	112.9%	Other Revenues	35	209,165	185,211	12.9%
93,500	114,500	140.9%	Sales Revenue*	3501	161,280	114,500	40.9%
278,711	299,711	123.6%	<b>Total Other Revenues</b>		370,446	299,711	23.6%
16,315,367	16,249,557	100.4%	<b>TOTAL REVENUE</b>		16,321,890	16,249,557	0.4%
<b>Expenses</b>							
7,658,091	7,792,733	100.1%	<b>Total Employee Costs</b>	40	7,797,475	7,792,733	-0.1%
782,309	1,035,160	138.6%	Contracts*	45	1,434,679	1,035,160	-38.6%
27,870	27,870	168.1%	Freight*	4501	46,837	27,870	-68.1%
1,254,873	1,268,110	83.0%	Brokerage	4502	1,053,078	1,268,110	-17.0%
266,220	427,755	89.2%	Community Services External Services	4503	381,507	427,755	10.3%
273,473	273,473	96.2%	IT Consultants*	4504	263,054	273,473	3.8%
2,604,745	3,032,368	104.8%	<b>Total Contracts</b>		3,179,155	3,032,368	-4.8%
4,428,009	4,711,175	55.2%	Materials*	50	2,599,804	4,711,175	44.8%
295,987	317,487	105.1%	Utilities	5001	333,801	317,487	-5.1%
580,111	580,111	90.6%	Fuel*	5002	525,352	580,111	9.4%
123,250	123,250	102.1%	Food & Catering*	5003	125,886	123,250	-2.1%
74,521	74,521	104.7%	Printing, Stationery, Ref. Mats etc*	5004	78,042	74,521	-4.7%
40,290	40,290	110.0%	Land Rates	5005	44,315	40,290	-10.0%
5,542,168	5,846,834	83.4%	<b>Total Materials</b>		3,707,199	5,846,834	36.6%
162,554	167,379	105.0%	Other Expenses*	55	175,698	167,379	-5.0%
51,561	56,561	94.1%	Course Fees*	5501	53,200	56,561	-5.9%
30,080	30,080	106.1%	Donations Paid*	5502	31,910	30,080	-6.1%
118,200	118,200	103.3%	Elected Members Allowances & Expenses*	5503	122,095	118,200	-3.3%
389,711	389,711	76.7%	Subscriptions & Contrib to Reg Bodies	5504	298,851	389,711	23.3%
85,784	85,784	104.6%	Communications*	5505	89,714	85,784	-4.6%
247,203	247,203	101.2%	Insurance	5506	250,115	247,203	-1.2%
31,062	31,062	130.3%	Motor Vehicle Registration	5507	40,475	31,062	-30.3%
1,116,155	1,125,980	94.3%	<b>Total Other Expenses</b>		1,062,059	1,125,980	5.7%
112,009	112,009	102.6%	<b>Total Finance Costs*</b>	60	114,917	112,009	-2.6%
3,661,630	3,829,630	99.5%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	3,809,991	3,829,630	0.5%
20,594,798	21,739,554	90.5%	<b>TOTAL EXPENSES</b>		19,670,796	21,739,554	9.5%
- 4,379,431	- 5,489,997	61.0%	<b>Operating Surplus/Deficit</b>		- 3,348,907	- 5,489,997	-39.0%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	114,176	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
- 4,626,399	- 4,976,433	12.5%	Uncapitalised Wip - Contra Assets*	220	- 618,823	- 4,976,433	87.5%
- 417,250	- 417,250	53.2%	Sale Proceeds - Contra Sales	225	- 222,101	- 417,250	46.8%
- 417,251	- 416,736	42.9%	Internal*	230	- 178,813	- 416,736	57.1%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	84,723	-	0.0%
- 4,626,398	- 4,976,347	13.9%	<b>TOTAL EXTRAORDINARY ITEMS</b>		- 692,564	- 4,976,347	36.1%
246,967	513,050	517.8%	<b>Net Surplus/Deficit after Extraordinary Items</b>		- 2,656,343	513,050	417.8%

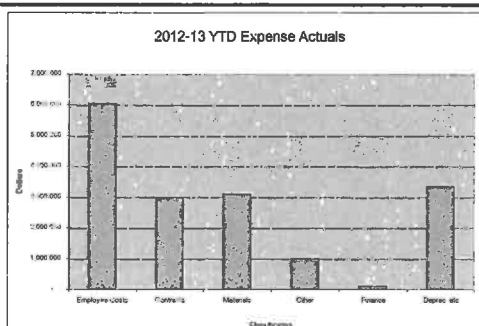
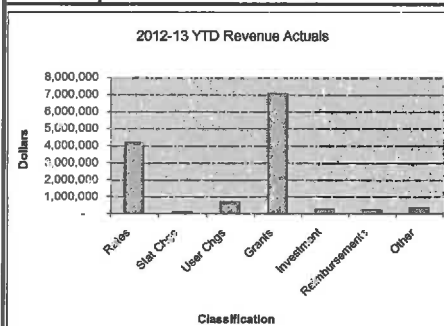


\* Straight Line Incidence except for any Project Expenditure

YTD Achieved % 100.0%

**Revenue & Expense Report for All Activities in the General Fund  
by Resource Code  
As At Period 12 2012-13**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
4,145,782	4,195,418	99.4%	Rates Revenue	5	4,171,599	4,195,418	-0.6%
-	-	0.0%	Other charges	6	1,740	-	0.0%
4,145,782	4,195,418	99.5%	<b>Total Rates</b>		<b>4,173,339</b>	<b>4,195,418</b>	<b>-0.5%</b>
107,266	107,266	87.4%	<b>Total Statutory Charges*</b>	10	<b>93,738</b>	<b>107,266</b>	<b>-12.6%</b>
520,183	409,347	169.2%	User Charges	15	692,558	409,347	69.2%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
520,183	409,347	169.2%	<b>Total User Charges</b>		<b>692,558</b>	<b>409,347</b>	<b>69.2%</b>
290,630	151,000	119.3%	Grants Subsidies Contributions	20	180,128	151,000	19.3%
2,096,999	2,096,999	99.0%	Financial Assistance Grants	2001	2,076,681	2,096,999	-1.0%
1,013,000	1,013,000	106.6%	RTA Contributions	2002	1,079,500	1,013,000	6.6%
1,651,142	1,651,142	142.6%	Comm'th Grants & Subsidies*	2003	2,355,194	1,651,142	42.6%
1,781,089	1,895,109	59.3%	State Grants & Subsidies	2004	1,124,015	1,895,109	-40.7%
430,153	430,153	55.3%	Roads to Recovery	2005	238,042	430,153	-44.7%
7,263,013	7,237,403	97.5%	<b>Total Grants Subsidies Contributions</b>		<b>7,053,560</b>	<b>7,237,403</b>	<b>-2.5%</b>
439,447	439,447	59.6%	<b>Total Investment Income*</b>	25	<b>261,793</b>	<b>439,447</b>	<b>-40.4%</b>
51,664	51,664	198.0%	Reimbursements*	30	102,295	51,664	98.0%
252,000	252,000	44.7%	Private Works Reimbursements*	3001	112,555	252,000	-55.3%
303,664	303,664	70.8%	<b>Total Reimbursements</b>		<b>214,849</b>	<b>303,664</b>	<b>-29.2%</b>
178,855	178,855	112.7%	Other Revenues	35	201,652	178,855	12.7%
92,500	113,500	140.5%	Sales Revenue*	3501	159,512	113,500	40.5%
271,355	292,355	123.5%	<b>Total Other Revenues</b>		<b>361,164</b>	<b>292,355</b>	<b>23.5%</b>
13,050,710	12,984,900	99.0%	<b>TOTAL REVENUE</b>		<b>12,851,002</b>	<b>12,984,900</b>	<b>-1.0%</b>
<b>Expenses</b>							
5,952,069	6,086,711	99.4%	<b>Total Employee Costs</b>	40	<b>6,047,411</b>	<b>6,086,711</b>	<b>0.6%</b>
758,769	1,011,620	130.2%	Contracts*	45	1,317,543	1,011,620	-30.2%
23,218	23,218	174.9%	Freight*	4501	40,612	23,218	-74.9%
1,254,873	1,268,110	83.0%	Brokerage	4502	1,053,078	1,268,110	-17.0%
193,820	355,355	88.6%	Community Services External Services	4503	314,916	355,355	11.4%
273,473	273,473	96.2%	IT Consultants*	4504	263,054	273,473	3.8%
2,504,153	2,931,776	102.0%	<b>Total Contracts</b>		<b>2,989,203</b>	<b>2,931,776</b>	<b>-2.0%</b>
3,969,121	4,252,287	54.1%	Materials*	50	2,299,911	4,252,287	45.9%
128,718	145,218	104.8%	Utilities	5001	152,231	145,218	-4.8%
579,757	579,757	90.6%	Fuel*	5002	525,141	579,757	9.4%
12,250	12,250	92.2%	Food & Catering*	5003	11,300	12,250	7.8%
63,656	63,656	115.5%	Printing, Stationery, Ref. Mats etc*	5004	73,546	63,656	-15.5%
33,195	33,195	109.6%	Land Rates	5005	36,366	33,195	-9.6%
4,786,697	5,086,363	60.9%	<b>Total Materials</b>		<b>3,098,495</b>	<b>5,086,363</b>	<b>39.1%</b>
155,697	160,522	106.9%	Other Expenses*	55	171,651	160,522	-6.9%
42,909	47,909	105.3%	Course Fees*	5501	50,441	47,909	-5.3%
30,080	30,080	106.1%	Donations Paid*	5502	31,910	30,080	-6.1%
118,200	118,200	103.3%	Elected Members Allowances & Expenses*	5503	122,095	118,200	-3.3%
377,562	377,562	75.0%	Subscriptions & Contrib to Reg Bodies	5504	283,002	377,562	25.0%
69,739	69,739	101.0%	Communications*	5505	70,410	69,739	-1.0%
227,681	227,681	99.0%	Insurance	5506	225,315	227,681	1.0%
31,062	31,062	130.3%	Motor Vehicle Registration	5507	40,475	31,062	-30.3%
1,052,930	1,062,755	93.7%	<b>Total Other Expenses</b>		<b>995,299</b>	<b>1,062,755</b>	<b>6.3%</b>
107,113	107,113	101.8%	<b>Total Finance Costs*</b>	60	<b>109,075</b>	<b>107,113</b>	<b>-1.8%</b>
3,177,191	3,215,933	103.7%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	<b>3,335,987</b>	<b>3,215,933</b>	<b>-3.7%</b>
17,580,153	18,490,651	89.6%	<b>TOTAL EXPENSES</b>		<b>16,375,470</b>	<b>18,490,651</b>	<b>10.4%</b>
- 4,529,443	- 5,505,751	67.6%	<b>Operating Surplus/Deficit</b>		<b>- 3,724,468</b>	<b>- 5,505,751</b>	<b>-32.4%</b>
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	114,176	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
- 4,394,442	- 4,744,476	11.7%	Uncapitalised Wip - Contra Assets*	220	355,029	- 4,744,476	88.3%
- 417,250	- 417,250	53.2%	Sale Proceeds - Contra Sales	225	222,101	- 417,250	46.8%
- 122,538	- 123,053	250.3%	Internal*	230	307,988	- 123,053	-150.3%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	82,301	-	0.0%
- 4,934,230	- 5,284,779	21.1%	<b>TOTAL EXTRAORDINARY ITEMS</b>		<b>- 1,116,994</b>	<b>- 5,284,779</b>	<b>78.9%</b>
404,787	- 220,972	1180.0%	<b>Net Surplus/Deficit after Extraordinary Items</b>		<b>- 2,607,474</b>	<b>- 220,972</b>	<b>1080.0%</b>

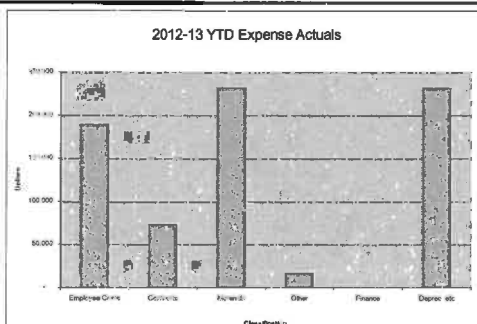
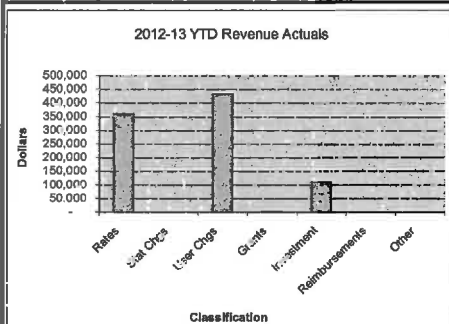


\* Straight Line Incidental except for any Project Expenditure

YTD Achieved % **100.0%**

**Revenue & Expense Report for the Water Supply Fund  
by Resource Code  
As At Period 12 2012-13**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
352,687	352,687	101.6%	Rates Revenue	5	358,479	352,687	1.6%
-	-	0.0%	Other charges	6	-	-	0.0%
352,687	352,687	101.6%	<b>Total Rates</b>		<b>358,479</b>	<b>352,687</b>	<b>1.6%</b>
-	-	0.0%	<b>Total Statutory Charges*</b>	10	-	-	0.0%
359,280	359,280	119.9%	User Charges	15	430,907	359,280	19.9%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
359,280	359,280	119.9%	<b>Total User Charges</b>		<b>430,907</b>	<b>359,280</b>	<b>19.9%</b>
-	-	0.0%	Grants Subsidies Contributions	20	-	-	0.0%
-	-	0.0%	Financial Assistance Grants	2001	-	-	0.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
-	-	0.0%	Comm'th Grants & Subsidies*	2003	-	-	0.0%
-	-	0.0%	State Grants & Subsidies	2004	1,825	-	0.0%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
-	-	0.0%	<b>Total Grants Subsidies Contributions</b>		<b>1,825</b>	<b>-</b>	<b>0.0%</b>
18,929	18,929	574.1%	<b>Total Investment Income*</b>	25	<b>108,665</b>	<b>18,929</b>	<b>474.1%</b>
-	-	0.0%	Reimbursements*	30	-	-	0.0%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
-	-	0.0%	<b>Total Reimbursements</b>		<b>-</b>	<b>-</b>	<b>0.0%</b>
1,000	1,000	128.0%	Other Revenues	35	1,280	1,000	28.0%
-	-	0.0%	Sales Revenue*	3501	-	-	0.0%
1,000	1,000	128.0%	<b>Total Other Revenues</b>		<b>1,280</b>	<b>1,000</b>	<b>28.0%</b>
731,896	731,896	123.1%	<b>TOTAL REVENUE</b>		<b>901,156</b>	<b>731,896</b>	<b>23.1%</b>
<b>Expenses</b>							
163,615	163,615	116.5%	<b>Total Employee Costs</b>	40	<b>188,937</b>	<b>163,615</b>	<b>-15.5%</b>
2,520	2,520	2705.1%	Contracts*	45	68,168	2,520	-2605.1%
3,530	3,530	131.1%	Freight*	4501	4,626	3,530	-31.1%
-	-	0.0%	Brokerage	4502	-	-	0.0%
-	-	0.0%	Community Services External Services	4503	-	-	0.0%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
6,050	6,050	1203.2%	<b>Total Contracts</b>		<b>72,794</b>	<b>6,050</b>	<b>-1103.2%</b>
227,319	227,319	78.3%	Materials*	50	178,095	227,319	21.7%
52,572	57,572	89.2%	Utilities	5001	51,380	57,572	10.8%
-	-	0.0%	Fuel*	5002	-	-	0.0%
-	-	0.0%	Food & Catering*	5003	-	-	0.0%
-	-	0.0%	Printing, Stationery, Ref. Mats etc*	5004	-	-	0.0%
1,739	1,739	96.9%	Land Rates	5005	1,685	1,739	3.1%
281,830	286,630	80.6%	<b>Total Materials</b>		<b>231,159</b>	<b>286,630</b>	<b>19.4%</b>
500	500	0.0%	Other Expenses*	55	-	500	100.0%
2,652	2,652	0.0%	Course Fees*	5501	-	2,652	100.0%
-	-	0.0%	Donations Paid*	5502	-	-	0.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
1,159	1,159	175.9%	Subscriptions & Contrib to Reg Bodies	5504	2,039	1,159	-75.9%
2,400	2,400	81.5%	Communications*	5505	1,956	2,400	18.5%
7,218	7,218	171.0%	Insurance	5506	12,342	7,218	-71.0%
-	-	0.0%	Motor Vehicle Registration	5507	-	-	0.0%
13,929	13,929	117.3%	<b>Total Other Expenses</b>		<b>16,336</b>	<b>13,929</b>	<b>-17.3%</b>
-	-	0.0%	<b>Total Finance Costs*</b>	60	-	-	0.0%
248,071	333,071	69.3%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	<b>230,936</b>	<b>333,071</b>	<b>30.7%</b>
713,295	803,295	92.1%	<b>TOTAL EXPENSES</b>		<b>740,163</b>	<b>803,295</b>	<b>7.9%</b>
18,601	71,399	-225.5%	<b>Operating Surplus/Deficit</b>		<b>160,993</b>	<b>-71,399</b>	<b>-325.5%</b>
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
118,609	118,609	64.9%	Uncapitalised Wip - Contra Assets*	220	76,947	118,609	35.1%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
251,060	251,060	97.4%	Internal*	230	244,480	251,060	2.6%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	-	-	0.0%
132,451	132,451	126.5%	<b>TOTAL EXTRAORDINARY ITEMS</b>		<b>167,533</b>	<b>132,451</b>	<b>-26.6%</b>
113,850	203,850	3.2%	<b>Net Surplus/Deficit after Extraordinary Items</b>		<b>6,541</b>	<b>203,850</b>	<b>-96.8%</b>



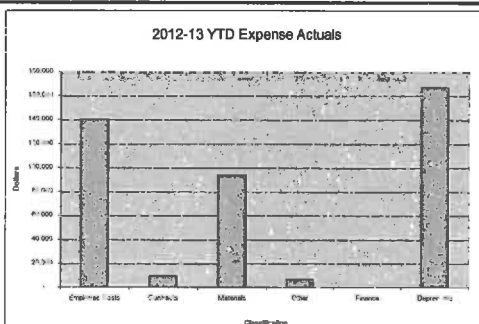
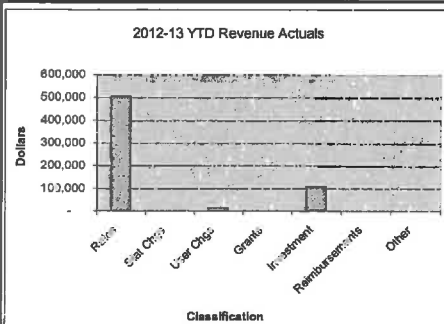
\* Straight Line Incidence except for any Project Expenditure

**YTD Achieved % 100.0%**



**Revenue & Expense Report for the Sewerage Fund  
by Resource Code  
As At Period 12 2012-13**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
500,569	500,569	100.9%	Rates Revenue	5	505,019	500,569	0.9%
-	-	0.0%	Other charges	6	-	-	0.0%
500,569	500,569	100.9%	<b>Total Rates</b>		505,019	500,569	0.9%
-	-	0.0%	<b>Total Statutory Charges*</b>	10	-	-	0.0%
13,600	13,600	99.8%	User Charges	15	13,570	13,600	-0.2%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
13,600	13,600	99.8%	<b>Total User Charges</b>		13,570	13,600	-0.2%
-	-	0.0%	Grants Subsidies Contributions	20	-	-	0.0%
-	-	0.0%	Financial Assistance Grants	2001	-	-	0.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
-	-	0.0%	Comm'th Grants & Subsidies*	2003	-	-	0.0%
-	-	0.0%	State Grants & Subsidies	2004	-	-	0.0%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
-	-	0.0%	<b>Total Grants Subsidies Contributions</b>		-	-	0.0%
10,000	10,000	1063.1%	<b>Total Investment Income*</b>	25	106,309	10,000	963.1%
-	-	0.0%	Reimbursements*	30	-	-	0.0%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
-	-	0.0%	<b>Total Reimbursements</b>		-	-	0.0%
-	-	0.0%	Other Revenues	35	-	-	0.0%
-	-	0.0%	Sales Revenue*	3501	-	-	0.0%
-	-	0.0%	<b>Total Other Revenues</b>		-	-	0.0%
524,169	524,169	119.2%	<b>TOTAL REVENUE</b>		624,398	524,169	19.2%
<b>Expenses</b>							
143,929	143,929	97.5%	<b>Total Employee Costs</b>	40	140,346	143,929	2.5%
4,500	4,500	192.6%	Contracts*	45	8,667	4,500	-92.6%
622	622	130.4%	Freight*	4501	611	622	-30.4%
-	-	0.0%	Brokerage	4502	-	-	0.0%
-	-	0.0%	Community Services External Services	4503	-	-	0.0%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
5,122	5,122	185.0%	<b>Total Contracts</b>		9,478	5,122	-85.0%
121,212	121,212	27.9%	Materials*	50	33,871	121,212	72.1%
53,447	53,447	107.6%	Utilities	5001	57,508	53,447	-7.6%
-	-	0.0%	Fuel*	5002	-	-	0.0%
-	-	0.0%	Food & Catering*	5003	-	-	0.0%
-	-	0.0%	Printing, Stationery, Ref. Mats etc*	5004	30	-	0.0%
2,100	2,100	100.5%	Land Rates	5005	2,110	2,100	-0.5%
176,759	176,759	52.9%	<b>Total Materials</b>		93,519	176,759	47.1%
-	-	0.0%	Other Expenses*	55	-	-	0.0%
-	-	0.0%	Course Fees*	5501	-	-	0.0%
-	-	0.0%	Donations Paid*	5502	-	-	0.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
-	-	0.0%	Subscriptions & Contrib to Reg Bodies	5504	2,039	-	0.0%
2,050	2,050	167.7%	Communications*	5505	3,437	2,050	-67.7%
920	920	100.9%	Insurance	5506	928	920	-0.9%
-	-	0.0%	Motor Vehicle Registration	5507	-	-	0.0%
2,970	2,970	215.6%	<b>Total Other Expenses</b>		6,404	2,970	-115.6%
-	-	0.0%	<b>Total Finance Costs*</b>	60	-	-	0.0%
172,114	213,114	78.4%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	187,166	213,114	21.6%
500,894	541,894	76.9%	<b>TOTAL EXPENSES</b>		416,914	541,894	23.1%
23,275	17,725	-1173.4%	<b>Operating Surplus/Deficit</b>		207,984	17,725	-1273.4%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
102,848	102,848	0.0%	Uncapitalised Wip - Contra Assets*	220	-	102,848	100.0%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
177,849	177,849	71.5%	Internal*	230	127,186	177,849	28.5%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	-	-	0.0%
75,001	75,001	169.8%	<b>TOTAL EXTRAORDINARY ITEMS</b>		127,186	75,001	-69.6%
51,726	92,726	-87.1%	<b>Net Surplus/Deficit after Extraordinary Items</b>		80,798	92,726	-187.1%

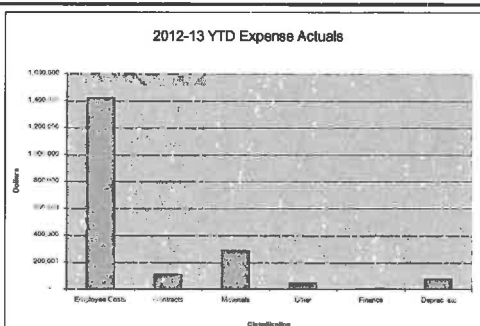
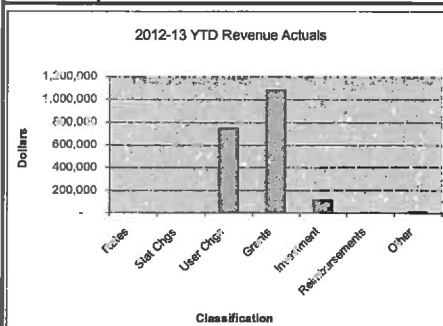


\* Straight Line Incidence except for any Project Expenditure

**YTD Achieved % 100.0%**

**Revenue & Expense Report for McMaugh Gardens Fund  
by Resource Code  
As At Period 12 2012-13**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
-	-	0.0%	Rates Revenue	5	-	-	0.0%
-	-	0.0%	Other charges	6	-	-	0.0%
-	-	0.0%	Total Rates		-	-	0.0%
-	-	0.0%	Total Statutory Charges*	10	-	-	0.0%
55,329	55,329	103.6%	User Charges	15	57,313	55,329	3.8%
642,735	642,735	106.8%	Aged Care Resident Contribution*	1501	666,702	642,735	6.8%
698,064	698,064	106.6%	Total User Charges		744,015	698,064	6.8%
-	-	0.0%	Grants Subsidies Contributions	20	12,847	-	0.0%
-	-	0.0%	Financial Assistance Grants	2001	-	-	0.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
1,232,400	1,232,400	86.6%	Comm'th Grants & Subsidies*	2003	1,066,843	1,232,400	-13.4%
-	-	0.0%	State Grants & Subsidies	2004	-	-	0.0%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
1,232,400	1,232,400	87.6%	Total Grants Subsidies Contributions		1,079,689	1,232,400	-12.4%
71,772	71,772	153.4%	Total Investment Income*	25	110,128	71,772	53.4%
-	-	0.0%	Reimbursements*	30	3,000	-	0.0%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
-	-	0.0%	Total Reimbursements		3,000	-	0.0%
5,356	5,356	116.4%	Other Revenues	35	6,233	5,356	16.4%
1,000	1,000	176.8%	Sales Revenue*	3501	1,768	1,000	76.8%
6,356	6,356	125.9%	Total Other Revenues		8,002	6,356	25.9%
2,008,592	2,008,592	96.8%	TOTAL REVENUE		1,844,334	2,008,592	-5.2%
<b>Expenses</b>							
1,398,478	1,398,478	101.6%	Total Employee Costs	40	1,420,782	1,398,478	-1.6%
16,520	16,520	244.0%	Contracts*	45	40,302	16,520	-144.0%
500	500	157.4%	Freight*	4501	787	500	-57.4%
-	-	0.0%	Brokerage	4502	-	-	0.0%
72,400	72,400	92.0%	Community Services External Services	4503	66,591	72,400	8.0%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
89,420	89,420	120.4%	Total Contracts		107,680	89,420	-20.4%
110,357	110,357	79.7%	Materials*	50	87,927	110,357	20.3%
61,250	61,250	118.7%	Utilities	5001	72,682	61,250	-18.7%
354	354	59.5%	Fuel*	5002	211	354	40.5%
111,000	111,000	103.2%	Food & Catering*	5003	114,586	111,000	-3.2%
10,865	10,865	41.1%	Printing, Stationery, Ref. Mats etc*	5004	4,466	10,865	58.9%
3,256	3,256	127.6%	Land Rates	5005	4,154	3,256	-27.6%
297,082	297,082	95.6%	Total Materials		284,025	297,082	4.4%
6,357	6,357	63.7%	Other Expenses*	55	4,047	6,357	36.3%
6,000	6,000	46.0%	Course Fees*	5501	2,760	6,000	54.0%
-	-	0.0%	Donations Paid*	5502	-	-	0.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
10,990	10,990	107.1%	Subscriptions & Contrib to Reg Bodies	5504	11,772	10,990	-7.1%
11,595	11,595	120.0%	Communications*	5505	13,910	11,595	-20.0%
11,384	11,384	101.3%	Insurance	5506	11,530	11,384	-1.3%
-	-	0.0%	Motor Vehicle Registration	5507	-	-	0.0%
46,326	46,326	95.0%	Total Other Expenses		44,019	46,326	5.0%
4,896	4,896	119.3%	Total Finance Costs*	60	5,842	4,896	-19.3%
64,254	67,512	112.4%	Total Depreciation, Amort. & Impairment*	65	75,901	67,512	-12.4%
1,900,456	1,903,714	101.8%	TOTAL EXPENSES		1,938,249	1,903,714	-1.8%
108,136	104,878	6.3%	Operating Surplus/Deficit		6,585	104,878	-93.7%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
10,500	10,500	-115.8%	Uncapitalised Wip - Contra Assets*	220	12,154	10,500	215.8%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
110,880	110,880	103.8%	Internal*	230	115,135	110,880	-3.8%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	2,422	-	0.0%
100,380	100,380	129.2%	TOTAL EXTRAORDINARY ITEMS		129,711	100,380	-29.2%
7,756	4,498	-2737.4%	Net Surplus/Deficit after Extraordinary Items		123,126	4,498	-2837.4%



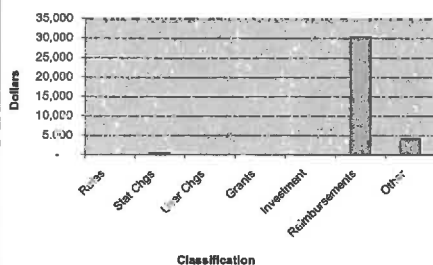
\* Straight Line Incidence except for any Project Expenditure

YTD Achieved % 100.0%

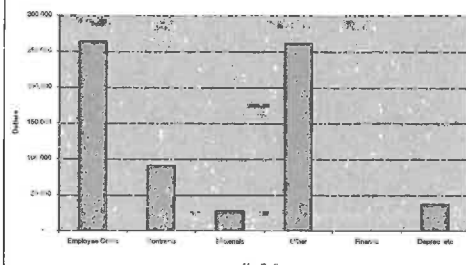
**Revenue & Expense Report for Governance  
by Resource Code  
As At Period 12 2012-13**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
-	-	0.0%	Rates Revenue	5	-	-	0.0%
-	-	0.0%	Other charges	6	-	-	0.0%
-	-	0.0%	Total Rates		-	-	0.0%
7,659	7,659	5.4%	Total Statutory Charges*	10	410	7,659	-94.6%
-	-	0.0%	User Charges	15	-	-	0.0%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
-	-	0.0%	Total User Charges		-	-	0.0%
-	-	0.0%	Grants Subsidies Contributions	20	-	-	0.0%
-	-	0.0%	Financial Assistance Grants	2001	-	-	0.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
-	-	0.0%	Comm'th Grants & Subsidies*	2003	-	-	0.0%
-	-	0.0%	State Grants & Subsidies	2004	-	-	0.0%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
-	-	0.0%	Total Grants Subsidies Contributions		-	-	0.0%
-	-	0.0%	Total Investment Income*	25	-	-	0.0%
1,664	1,664	1813.3%	Reimbursements*	30	30,174	1,664	1713.3%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
1,664	1,664	1813.3%	Total Reimbursements		30,174	1,664	1713.3%
-	-	0.0%	Other Revenues	35	4,185	-	0.0%
-	-	0.0%	Sales Revenue*	3501	-	-	0.0%
-	-	0.0%	Total Other Revenues		4,185	-	0.0%
9,323	9,323	372.9%	<b>TOTAL REVENUE</b>		34,769	9,323	272.9%
<b>Expenses</b>							
322,356	271,536	97.0%	Total Employee Costs	40	263,454	271,536	3.0%
17,621	109,421	82.5%	Contracts*	45	90,320	109,421	17.5%
-	-	0.0%	Freight*	4501	352	-	0.0%
-	-	0.0%	Brokerage	4502	-	-	0.0%
-	-	0.0%	Community Services External Services	4503	-	-	0.0%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
17,621	109,421	82.9%	Total Contracts		90,672	109,421	17.1%
68,974	9,674	199.8%	Materials*	50	19,329	9,674	-99.8%
-	-	0.0%	Utilities	5001	-	-	0.0%
-	-	0.0%	Fuel*	5002	5,071	-	0.0%
3,000	3,000	95.3%	Food & Catering*	5003	2,860	3,000	4.7%
-	-	0.0%	Printing, Stationery, Ref. Mats etc*	5004	57	-	0.0%
1,232	1,232	0.0%	Land Rates	5005	-	1,232	100.0%
73,206	13,906	196.4%	Total Materials		27,318	13,906	-96.4%
15,230	20,055	147.3%	Other Expenses*	55	29,536	20,055	-47.3%
7,000	7,000	41.3%	Course Fees*	5501	2,892	7,000	58.7%
3,500	3,500	185.4%	Donations Paid*	5502	6,488	3,500	-85.4%
118,200	118,200	103.3%	Elected Members Allowances & Expenses*	5503	122,095	118,200	-3.3%
169,600	169,600	42.2%	Subscriptions & Contrib to Reg Bodies	5504	71,576	169,600	57.8%
1,160	1,160	149.6%	Communications*	5505	1,735	1,160	-49.6%
23,332	23,332	109.1%	Insurance	5506	25,449	23,332	-8.1%
-	-	0.0%	Motor Vehicle Registration	5507	980	-	0.0%
338,022	342,847	78.1%	Total Other Expenses		260,752	342,847	23.9%
-	-	0.0%	Total Finance Costs*	60	-	-	0.0%
33,060	34,432	107.9%	Total Depreciation, Amort. & Impairment*	65	37,156	34,432	-7.9%
784,265	772,142	88.0%	<b>TOTAL EXPENSES</b>		679,351	772,142	12.0%
- 774,942	- 762,819	84.5%	<b>Operating Surplus/Deficit</b>		- 644,582	- 762,819	-15.5%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
-	-	0.0%	Uncapitalised Wip - Contra Assets*	220	-	-	0.0%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
49,712	66,279	40.6%	Internal*	230	26,877	66,279	59.4%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	-	-	0.0%
49,712	66,279	40.6%	<b>TOTAL EXTRAORDINARY ITEMS</b>		26,877	66,279	59.4%
- 824,654	- 829,098	81.0%	<b>Net Surplus/Deficit after Extraordinary Items</b>		- 671,459	- 829,098	-19.0%

2012-13 YTD Revenue Actuals



2012-13 YTD Expense Actuals



\* Straight Line Incidencing except for any Project Expenditure

YTD Achieved % 100.0%

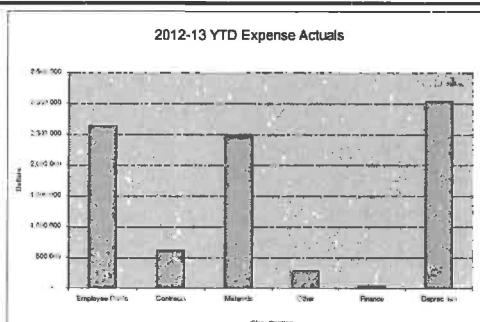
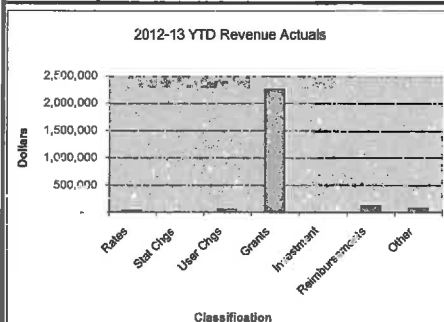
# USC General Manager

## Budget Review as at Period 12 by Function

Group	Master Account	Revised Annual Budget 2012-13					Actual YTD 2012-13					YTD 100%
		Revenue	Mtce/Ops/Mgmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	Revenue	Mtce/Ops/Mgmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	
Governance	General Managers Office	1,664	441,606	8,906	-	- 448,848	697	406,879	12,597	-	-393,585	0.0%
	GM Salary Sacrifice Conferences/Subscriptions	-	-	-	-	-	-	-	-	-	0	87.7%
	Elected Members Expenses*	-	137,150	11,567	-	- 148,717	-	134,105	13,446	-	-147,551	0.0%
	Other Governance	-	-	11,567	-	- 11,567	-	20	2	-	22	99.2%
	<b>Total Governance</b>	1,664	578,756	32,040	-	- 609,132	697	540,964	846	-	-541,114	-0.2%
Public Order & Safety	Animal Control	7,659	32,863	2,877	-	- 28,081	4,595	37,451	3,850	-	-36,706	130.7%
	Fire Control - RFS	-	106,617	55,853	-	- 162,470	29,337	57,752	45,313	-	-73,728	45.4%
	State Emergency Service	-	24,470	4,941	-	- 29,411	140	15,490	5,903	-	-21,254	72.3%
	Other Emergency Services	-	-	-	-	-	-	-	-	-	0	0.0%
	<b>Total Public Order &amp; Safety</b>	7,659	163,950	63,671	-	- 219,962	34,072	110,694	55,067	-	-131,688	59.9%
Administration	Works / Labour Overheads	-	2,013,170	-	-	- 2,013,170	-	2,097,214	-	-	-2,097,214	104.2%
	Works / Labour Overhead Recovery	-	- 2,013,166	-	-	2,013,166	-	- 2,098,557	-	-	2,098,557	104.2%
	<b>Total Administration</b>	-	4	-	-	-4	-	1,343	-	-	1,343	0.0%
	<b>Grand Total GM</b>	9,323	742,710	95,711	-	-829,098	34,769	650,315	-	-	-671,459	81.0%

**Revenue & Expense Report for Engineering  
by Resource Code  
As At Period 12 2012-13**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
30,564	30,564	100.0%	Rates Revenue	5	30,571	30,564	0.0%
-	-	0.0%	Other charges	6	-	-	0.0%
30,564	30,564	100.0%	<b>Total Rates</b>		30,571	30,564	0.0%
6,000	6,000	0.0%	<b>Total Statutory Charges*</b>	10	-	6,000	-100.0%
45,206	45,206	111.9%	User Charges	15	50,572	45,206	11.9%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
45,206	45,206	111.9%	<b>Total User Charges</b>		50,572	45,206	11.9%
800	800	12607.0%	Grants Subsidies Contributions	20	100,856	800	12507.0%
838,799	838,799	99.0%	Financial Assistance Grants	2001	830,672	838,799	-1.0%
1,013,000	1,013,000	106.6%	RTA Contributions	2002	1,079,500	1,013,000	6.6%
-	-	0.0%	Comm'n Grants & Subsidies*	2003	-	-	0.0%
20,000	20,000	0.0%	State Grants & Subsidies	2004	-	20,000	-100.0%
430,153	430,153	55.3%	Roads to Recovery	2005	238,042	430,153	-44.7%
2,302,752	2,302,752	97.7%	<b>Total Grants Subsidies Contributions</b>		2,249,070	2,302,752	-2.3%
-	-	0.0%	<b>Total Investment Income*</b>	25	-	-	0.0%
10,500	10,500	86.8%	Reimbursements*	30	9,111	10,500	-13.2%
252,000	252,000	44.7%	Private Works Reimbursements*	3001	112,555	252,000	-55.3%
262,500	262,500	46.3%	<b>Total Reimbursements</b>		121,666	262,500	-53.7%
55,700	55,700	129.9%	Other Revenues	35	72,330	55,700	29.9%
-	-	0.0%	Sales Revenue*	3501	-	-	0.0%
55,700	55,700	129.9%	<b>Total Other Revenues</b>		72,330	55,700	29.9%
2,702,722	2,702,722	95.4%	<b>TOTAL REVENUE</b>		2,324,208	2,702,722	-6.6%
<b>Expenses</b>							
2,684,037	2,629,336	100.1%	<b>Total Employee Costs</b>	40	2,632,915	2,629,336	-0.1%
99,034	322,484	184.0%	Contracts*	45	593,267	322,484	-84.0%
8,518	8,513	205.5%	Freight*	4501	17,506	8,518	-105.5%
-	-	0.0%	Brokerage	4502	-	-	0.0%
-	-	0.0%	Community Services External Services	4503	-	-	0.0%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
107,552	331,002	184.5%	<b>Total Contracts</b>		610,772	331,002	-84.5%
3,402,267	3,695,212	50.7%	Materials*	50	1,873,759	3,695,212	49.3%
72,361	72,361	109.8%	Utilities	5001	79,468	72,361	-9.8%
548,100	548,100	89.4%	Fuel*	5002	489,880	548,100	10.6%
-	-	0.0%	Food & Catering*	5003	166	-	0.0%
1,100	1,100	39.2%	Printing, Stationery, Ref. Mats etc*	5004	432	1,100	60.3%
13,646	13,646	115.3%	Land Rates	5005	15,732	13,646	-15.3%
4,037,474	4,330,419	56.8%	<b>Total Materials</b>		2,459,417	4,330,419	43.2%
2,500	2,500	66.5%	Other Expenses*	55	1,663	2,500	33.5%
20,000	20,000	85.5%	Course Fees*	5501	17,092	20,000	14.5%
-	-	0.0%	Donations Paid*	5502	-	-	0.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
84,366	84,366	100.3%	Subscriptions & Contrib to Reg Bodies	5504	84,655	84,366	-0.3%
9,961	9,961	76.6%	Communications*	5505	7,626	9,961	23.4%
136,098	136,098	103.6%	Insurance	5506	141,034	136,098	-3.6%
29,705	29,705	108.4%	Motor Vehicle Registration	5507	32,185	29,705	-8.4%
282,630	282,630	100.6%	<b>Total Other Expenses</b>		284,255	282,630	-0.6%
36,523	36,528	107.3%	<b>Total Finance Costs*</b>	60	39,202	36,528	-7.3%
2,910,842	2,939,780	103.3%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	3,035,491	2,939,780	-3.3%
10,056,063	10,549,895	65.9%	<b>TOTAL EXPENSES</b>		9,082,051	10,549,895	14.1%
- 7,356,341	- 7,846,973	83.3%	<b>Operating Surplus/Deficit</b>		- 6,537,843	- 7,846,973	-16.7%
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	- 107,741	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
- 4,253,700	- 4,583,734	9.1%	Uncapitalised Wip - Contra Assets*	220	- 415,729	- 4,583,734	90.9%
- 417,250	- 417,250	53.2%	Sale Proceeds - Contra Sales	225	- 222,101	- 417,250	46.8%
- 490,383	- 422,145	54.4%	Internal*	230	- 229,503	- 422,145	45.6%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	- 25,321	-	0.0%
- 4,160,567	- 4,578,839	10.7%	<b>TOTAL EXTRAORDINARY ITEMS</b>		- 490,748	- 4,578,839	89.3%
- 3,175,774	- 3,268,134	185.0%	<b>Net Surplus/Deficit after Extraordinary Items</b>		- 6,047,095	- 3,268,134	85.0%



\* Straight Line Incidental except for any Project Expenditure

YTD Achieved % 100.0%

07-Aug-13

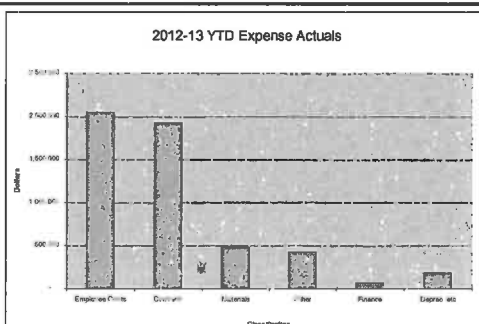
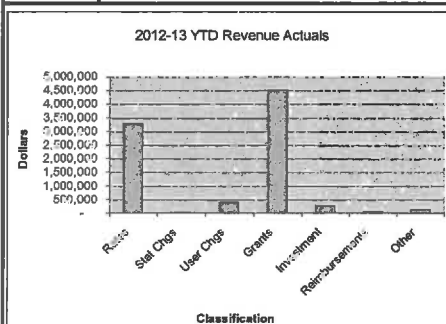
# USC Engineering

## Budget Review as at Period 12 by Function

		Revised Annual Budget 2012-13					Actual YTD 2012-13					YTD 100%	
Group	Master/Account	Revenue	Misc/Opel/ Mgmt	Deprec. Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	Revenue	Misc/Opel/ Mgmt	Deprec. Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	% Achieved	
Administration	Engineering Operations	1200	3200	7200			17,500	670,258	- 651,200	-	-1,558	0	0.0%
	Street Cleaning*	1440	3440	7440			-	26,190	5,288	-	-31,478		119.8%
	Public Amenities*	1450	3450	7450			-	37,551	15,943	-	-53,494		120.7%
Total Health							-	63,741	21,231	-	-84,972	-	120.4%
Housing & Community Amenities	Stormwater Drainage	1400	3400	7400			30,564	4,000	15,765	17,659	-6,860	-5,792	84.4%
	Quarries & Pits*	1520	3520	7520			-	8,122	2,557	-	-10,679	-832	7.8%
Recreation & Culture	Noxious Weeds Expenditure*	1220	3220	7220			-	67,765	5,715	-	-73,480	-74,775	101.8%
	Uralla Parks & Reserves	1230	3230	7230			20,000	198,779	36,527	22,750	-238,056	-260,439	109.4%
	Bundarra Parks & Reserves	1235	3235	7235			800	11,051	970	5,000	-14,281	-12,592	88.2%
	Sport Grounds & Recreation Facilities	1240	3240	7240			-	5,125	13,237	-	-18,362	-17,308	94.3%
	Swimming Pool(s)	1720	3720				23,264	90,386	22,137	-	-89,259	-88,825	99.5%
	Total Recreation & Culture						44,064	373,108	76,646	27,750	-433,438	-453,939	104.7%
Transport & Communication	Bridges	1280	3280	7280			32,000	121,196	139,165	489,000	-439,031	-714,270	162.7%
	Bus Shelters*	1290	3290	7290			-	-	62,660	31,330	31	-25,204	-80.4%
	Footpaths	1300	3300	7300			8,000	64,683	1,893	47,839	-106,415	-105,777	99.4%
	Kerb & Gutter	1310	3310	7310			21,442	11,152	14,175	45,885	-49,770	-70,206	141.1%
	Urban Facilities*	1315	3315	7315			-	387	2,420	-	-2,807	-2,083	74.2%
	Local Urban Streets	1330	3330	7330			28,780	57,295	123,062	30,735	-182,312	-256,035	140.4%
	Unsealed Urban Streets*	1335	3335	7335			-	4,550	-	-	-4,550	-5,005	110.0%
	Regional Rural Sealed Roads	1340	3340	7340			943,291	476,977	485,342	803,899	-822,927	-1,991,179	242.0%
	Regional Rural Unsealed Roads	1345	3345	7345			50,000	49,264	6,426	15,548	-21,238	-69,703	328.2%
	Sealed Rural Roads	1350	3350	7350			808,040	415,790	1,092,591	1,662,178	-177,337	-490,627	502.2%
	Unsealed Rural Roads	1360	3360	7360			367,841	793,985	448,268	287,752	-1,142,164	-1,466,646	130.2%
	Bike Track*	1370	3370	7370			-	-	4,201	-	-4,201	-3,344	79.6%
	Road Safety*	1380	3380	7380			38,000	51,522	7,481	17,883	-23,924	-115,914	484.5%
	Street Lighting	1390	3390	7390			6,000	50,000	10,095	-	-54,095	-54,881	101.1%
	Parking Facilities	1500	3500	7500			-	4,827	1,869	3,277	-9,973	-22,588	226.5%
	Plant & Workshop	1540	3540	7540			-	-	3,242	-	-3,242	137	-4.2%
	Plant	1550	3550	7550			55,200	1,168,940	-2,487,886	1,123,000	251,146	296,849	118.2%
	Plant Recovery*	1560	3560	7560			-	-	-	-	0	0	0.0%
	Works Depot*	1570	3570	7570			-	243,885	248,885	5,000	0	3,440	0.0%
	Private Works	1600	3600	7600			252,000	183,973	37,144	-	30,883	28,800	92.6%
Total Transport & Communication							2,610,594	3,698,426	-2,900,531	4,543,326	-2,730,627	-5,484,236	200.8%
Grand Total Engineering							2,702,722	4,817,653	-3,435,532	4,588,735	-3,268,134	-6,047,095	185.0%

**Revenue & Expense Report for Administration  
by Resource Code  
As At Period 12 2012-13**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
3,350,418	3,313,942	99.2%	Rates Revenue	5	3,287,678	3,313,942	-0.8%
-	-	0.0%	Other charges	6	1,740	-	0.0%
3,350,418	3,313,942	99.3%	<b>Total Rates</b>		<b>3,289,418</b>	<b>3,313,942</b>	<b>-0.7%</b>
10,500	10,500	72.9%	<b>Total Statutory Charges*</b>	10	<b>7,658</b>	<b>10,500</b>	<b>-27.1%</b>
217,331	214,131	184.3%	User Charges	15	394,692	214,131	84.3%
-	-	0.0%	Aged Care Resident Contribution*	1501	-	-	0.0%
217,331	214,131	184.3%	<b>Total User Charges</b>		<b>394,692</b>	<b>214,131</b>	<b>84.3%</b>
200	200	263.6%	Grants Subsidies Contributions	20	527	200	163.6%
1,258,200	1,258,200	99.0%	Financial Assistance Grants	2001	1,246,009	1,258,200	-1.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
1,651,142	1,651,142	142.6%	Comm'th Grants & Subsidies*	2003	2,355,194	1,651,142	42.6%
1,646,854	1,710,854	53.6%	State Grants & Subsidies	2004	918,990	1,710,854	-46.4%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
4,556,396	4,620,396	97.8%	<b>Total Grants Subsidies Contributions</b>		<b>4,518,721</b>	<b>4,620,396</b>	<b>-2.2%</b>
437,847	437,847	58.6%	<b>Total Investment Income*</b>	25	<b>256,418</b>	<b>437,847</b>	<b>-41.4%</b>
38,000	38,000	130.0%	Reimbursements*	30	49,413	38,000	30.0%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
38,000	38,000	130.0%	<b>Total Reimbursements</b>		<b>49,413</b>	<b>38,000</b>	<b>30.0%</b>
122,155	122,155	102.2%	Other Revenues	35	124,597	122,155	2.2%
-	-	0.0%	Sales Revenue*	3501	26	-	0.0%
122,155	122,155	102.3%	<b>Total Other Revenues</b>		<b>124,924</b>	<b>122,155</b>	<b>2.3%</b>
9,732,647	3,756,971	96.7%	<b>TOTAL REVENUE</b>		<b>3,641,244</b>	<b>8,756,971</b>	<b>-1.3%</b>
<b>Expenses</b>							
2,049,827	2,083,863	98.1%	<b>Total Employee Costs</b>	40	<b>2,044,674</b>	<b>2,083,863</b>	<b>1.9%</b>
163,817	156,508	188.6%	Contracts*	45	295,157	156,508	-88.6%
-	-	0.0%	Freight*	4501	158	-	0.0%
1,254,873	1,268,110	83.0%	Brokerage	4502	1,053,078	1,268,110	17.0%
192,208	353,743	88.8%	Community Services External Services	4503	314,104	353,743	11.2%
273,473	273,473	96.2%	IT Consultants*	4504	263,054	273,473	3.8%
1,884,371	2,051,834	93.8%	<b>Total Contracts</b>		<b>1,925,551</b>	<b>2,051,834</b>	<b>6.2%</b>
386,784	402,851	75.2%	Materials*	50	303,032	402,851	24.8%
42,897	51,897	107.6%	Utilities	5001	55,827	51,897	-7.6%
30,657	30,657	97.0%	Fuel*	5002	29,728	30,657	3.0%
7,850	7,850	102.3%	Food & Catering*	5003	8,034	7,850	-2.3%
58,556	58,556	118.3%	Printing, Stationery, Ref. Mats etc*	5004	69,245	58,556	-18.3%
13,317	13,317	92.7%	Land Rates	5005	12,345	13,317	7.3%
540,061	565,128	84.6%	<b>Total Materials</b>		<b>478,211</b>	<b>565,128</b>	<b>15.4%</b>
130,057	130,057	103.1%	Other Expenses*	55	134,140	130,057	-3.1%
9,409	9,409	218.8%	Course Fees*	5501	20,587	9,409	-118.8%
23,480	23,480	106.0%	Donations Paid*	5502	24,883	23,480	-6.0%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
118,646	118,646	103.8%	Subscriptions & Contrib to Reg Bodies	5504	123,155	118,646	-3.8%
56,118	56,118	102.3%	Communications*	5505	57,424	56,118	-2.3%
63,140	63,140	84.9%	Insurance	5506	53,587	63,140	15.1%
1,357	1,357	538.7%	Motor Vehicle Registration	5507	7,310	1,357	-438.7%
402,207	402,207	104.7%	<b>Total Other Expenses</b>		<b>421,085</b>	<b>402,207</b>	<b>-4.7%</b>
64,805	64,805	96.9%	<b>Total Finance Costs*</b>	60	<b>62,791</b>	<b>64,805</b>	<b>3.1%</b>
166,944	172,062	107.7%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	<b>185,234</b>	<b>172,062</b>	<b>-7.7%</b>
5,106,215	5,339,899	95.8%	<b>TOTAL EXPENSES</b>		<b>5,117,347</b>	<b>5,339,899</b>	<b>4.2%</b>
3,624,432	3,417,072	103.1%	<b>Operating Surplus/Deficit</b>		<b>3,523,697</b>	<b>3,417,072</b>	<b>3.1%</b>
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	6,435	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
77,742	97,742	108.5%	Uncapitalised Wip - Contra Assets*	220	106,083	97,742	-8.5%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
1,030,273	1,024,117	106.8%	Internal*	230	1,093,998	1,024,117	-6.8%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	46,878	-	0.0%
1,108,015	1,121,859	103.4%	<b>TOTAL EXTRAORDINARY ITEMS</b>		<b>1,156,836</b>	<b>1,121,859</b>	<b>-3.4%</b>
4,732,447	4,538,931	103.2%	<b>Net Surplus/Deficit after Extraordinary Items</b>		<b>4,683,336</b>	<b>4,538,931</b>	<b>3.2%</b>



\* Straight Line Incidence except for any Project Expenditure

YTD Achieved % 100.0%

## USC Administration

Budget Review as at Period 12  
by Function

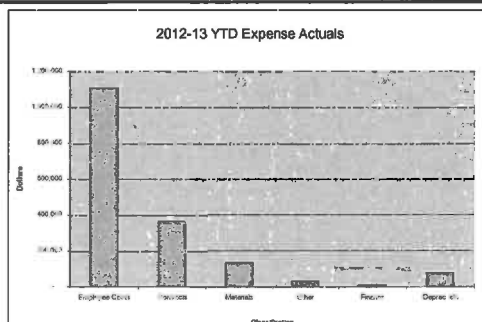
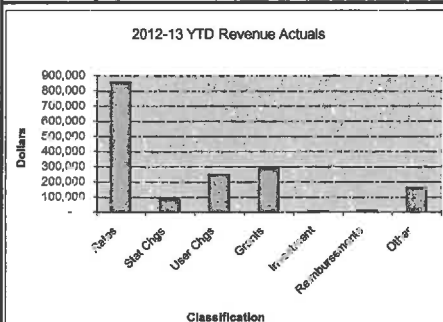
Gro up	Master Account	Revised Annual Budget 2012-13					Actual YTD 2012-13					YTD 100%					
		Revenue	Mtce/Ops/M gmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	Revenue	Mtce/Ops/M gmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall						
<b>Administration</b>																	
	Corporate Services Management	1100	3100	7100			74,765	291,986	- 1,311,274	101,000	993,063	69,240	385,473	- 1,436,018	99,082	1,020,703	102.8%
	Council Administration Building Operations*	1105	3105	7105			-	62,032	- 13,742	15,592	-63,882	-	55,149	1,615	-	-56,764	88.9%
	Rates	1110	3110	7110			3,323,942	147,100	-	-	3,176,842	3,303,045	121,778	-	-	3,181,267	100.1%
	Workers Compensation	1115	3115	7115			40,000	20,000	-	-	20,000	39,680	20,621	-	-	19,059	95.3%
	Financial Control	1120	3120	7120			1,638,200	250,355	-	-	1,387,845	1,502,505	259,408	-	-	1,243,098	89.6%
	IT Services*	1140	3140	7140			-	290,436	- 14,000	19,000	-295,436	-	281,727	- 19,052	19,052	-281,727	95.4%
	Records Management*	1150	3150	7150			-	37,894	-	-	-37,894	-	38,671	-	-	-38,671	102.1%
	Human Resources*	1160	3160	7160			-	88,008	-	-	-88,008	-	88,970	-	-	-88,970	101.1%
	Customer Service*	1170	3170	7170			-	91,679	-	-	-91,679	-	89,183	-	-	-89,183	97.3%
	<b>Total Administration</b>						5,076,907	1,279,490	- 1,339,016	135,592	5,000,841	4,914,470	1,340,978		118,134	4,908,813	98.2%
<b>Economic Affairs</b>																	
	Caravan Parks & Camping Grounds	2150	4150	8150			12,318	4,999	2,376	-	4,943	21,364	8,413	3,886	1,435	7,629	154.3%
	VIC Coffee Shop	2155	4155	8155			16,701	3,010	254	-	13,437	8,690	2,952	296	-	5,441	40.5%
	Old Courthouse	2156	4156	8156			6,000	5,543	5,964	-	-5,507	2,538	5,585	8,225	-	-11,272	204.7%
	Economic Development	2170	4170	8170			-	126,586	10,647	-	-137,233	-	141,136	9,691	4,498	-155,324	113.2%
	TV Blackspot*	2171	4171	8171			3,000	10,110	5,952	-	-13,062	6,600	11,142	5,175	-	-9,717	74.4%
	Bundarra RTC	2172	4172	8172			4,393	3,076	259	-	1,058	3,873	-	-	-	3,873	366.1%
	Bundarra Committees & Events	1909	3909	7909			-	1,200	101	-	-1,301	2,239	1,799	180	-	259	-19.9%
	Uralia Events Staging & Promotions	1910	3910	7910			11,500	24,191	1,096	-	-13,787	15,668	53,333	5,347	-	-43,013	312.0%
	Australia Day Activities	1911	3911	7911			200	2,500	211	-	-2,511	200	3,320	333	-	-3,452	137.5%
	Thunderbolt Festival*	1912	3912	7912			-	12,100	1,020	-	-13,120	-	12,100	1,213	-	-13,314	101.5%
	Tourism	1920	3920	7920			13,500	108,072	12,349	-	-106,921	15,166	128,525	18,775	-	-132,134	123.6%
	<b>Total Economic Affairs</b>						67,612	301,387	40,229	-	-274,004	76,338	368,305		5,933	-351,022	128.1%

00254



**Revenue & Expense Report for Health & Building  
by Resource Code  
As At Period 12 2012-13**

Original Annual Budget	Revised Annual Budget	% Incurred or Received	Classification	Resource Code	Actuals YTD	Revised YTD Budget	% Var
<b>Revenue</b>							
764,800	850,912	100.3%	Rates Revenue	5	853,350	850,912	0.3%
-	-	0.0%	Other charges	6	-	-	0.0%
764,800	850,912	100.3%	<b>Total Rates</b>		<b>853,350</b>	<b>850,912</b>	<b>0.3%</b>
83,107	83,107	103.1%	<b>Total Statutory Charges*</b>	10	<b>85,870</b>	<b>83,107</b>	<b>3.1%</b>
257,646	150,010	164.9%	User Charges	15	247,294	150,010	64.9%
-	-	0.0%	Aged Care Resident Contribution*	1531	-	-	0.0%
257,646	150,010	164.9%	<b>Total User Charges</b>		<b>247,294</b>	<b>150,010</b>	<b>64.9%</b>
289,630	150,000	52.5%	Grants Subsidies Contributions	20	78,745	150,000	-47.5%
-	-	0.0%	Financial Assistance Grants	2001	-	-	0.0%
-	-	0.0%	RTA Contributions	2002	-	-	0.0%
-	-	0.0%	Comm'n Grants & Subsidies*	2003	-	-	0.0%
114,235	164,255	126.0%	State Grants & Subsidies	2004	207,025	164,255	26.0%
-	-	0.0%	Roads to Recovery	2005	-	-	0.0%
403,865	314,255	90.9%	<b>Total Grants Subsidies Contributions</b>		<b>285,770</b>	<b>314,255</b>	<b>-9.1%</b>
1,800	1,800	335.9%	<b>Total Investment Income*</b>	25	<b>5,375</b>	<b>1,800</b>	<b>235.9%</b>
1,500	1,500	906.4%	Reimbursements*	30	13,597	1,500	806.4%
-	-	0.0%	Private Works Reimbursements*	3001	-	-	0.0%
1,500	1,500	906.4%	<b>Total Reimbursements</b>		<b>13,597</b>	<b>1,500</b>	<b>806.4%</b>
1,000	1,000	24.0%	Other Revenues	35	240	1,000	-76.0%
92,500	113,500	140.5%	Sales Revenue*	3501	159,486	113,500	40.5%
93,500	114,500	139.5%	<b>Total Other Revenues</b>		<b>159,725</b>	<b>114,500</b>	<b>39.5%</b>
1,606,018	1,515,884	108.9%	<b>TOTAL REVENUE</b>		<b>1,650,781</b>	<b>1,515,884</b>	<b>8.9%</b>
<b>Expenses</b>							
895,849	1,101,976	100.4%	<b>Total Employee Costs</b>	40	<b>1,106,367</b>	<b>1,101,976</b>	<b>-0.4%</b>
478,287	423,207	80.1%	Contracts*	45	338,799	423,207	19.9%
14,700	14,700	153.7%	Freight*	4501	22,596	14,700	-53.7%
-	-	0.0%	Brokerage	4502	-	-	0.0%
1,612	1,612	50.4%	Community Services External Services	4503	812	1,612	49.6%
-	-	0.0%	IT Consultants*	4504	-	-	0.0%
494,609	439,519	82.4%	<b>Total Contracts</b>		<b>362,208</b>	<b>439,519</b>	<b>17.6%</b>
111,096	144,550	71.8%	Materials*	50	103,791	144,550	28.2%
13,460	20,960	80.8%	Utilities	5001	16,935	20,960	19.2%
1,000	1,000	48.1%	Fuel*	5002	481	1,000	51.9%
1,400	1,400	17.2%	Food & Catering*	5003	240	1,400	82.8%
4,000	4,000	95.3%	Printing, Stationery, Ref. Mats etc*	5004	3,312	4,000	4.7%
5,000	5,000	165.8%	Land Rates	5005	8,290	5,000	-65.8%
135,956	176,910	75.5%	<b>Total Materials</b>		<b>133,550</b>	<b>176,910</b>	<b>24.5%</b>
7,910	7,910	79.8%	Other Expenses*	55	6,311	7,910	20.2%
6,500	11,500	85.6%	Course Fees*	5501	9,870	11,500	14.2%
3,100	3,100	17.4%	Donations Paid*	5502	539	3,100	82.6%
-	-	0.0%	Elected Members Allowances & Expenses*	5503	-	-	0.0%
4,950	4,950	73.1%	Subscriptions & Contrib to Reg Bodies	5504	3,616	4,950	26.9%
2,500	2,500	145.0%	Communications*	5505	3,826	2,500	-45.0%
5,111	5,111	102.6%	Insurance	5506	5,244	5,111	-2.6%
-	-	0.0%	Motor Vehicle Registration	5507	-	-	0.0%
30,071	35,071	83.3%	<b>Total Other Expenses</b>		<b>29,207</b>	<b>35,071</b>	<b>16.7%</b>
5,780	5,780	122.5%	<b>Total Finance Costs*</b>	60	<b>7,082</b>	<b>5,780</b>	<b>-22.5%</b>
66,345	69,659	112.1%	<b>Total Depreciation, Amort. &amp; Impairment*</b>	65	<b>78,107</b>	<b>69,659</b>	<b>-12.1%</b>
1,828,610	1,828,915	93.9%	<b>TOTAL EXPENSES</b>		<b>1,716,541</b>	<b>1,828,915</b>	<b>6.1%</b>
- 22,592	- 313,031	21.0%	<b>Operating Surplus/Deficit</b>		<b>- 65,741</b>	<b>- 313,031</b>	<b>-79.0%</b>
<b>Extraordinary Items</b>							
-	-	0.0%	Asset Disposal & Fair Value Adjustments	70	-	-	0.0%
-	-	0.0%	Amounts For New Or Upgraded Assets	75	-	-	0.0%
63,000	63,000	52.7%	Uncapitalised Wip - Contra Assets*	220	33,217	63,000	47.3%
-	-	0.0%	Sale Proceeds - Contra Sales	225	-	-	0.0%
367,640	412,640	128.4%	Internal*	230	529,631	412,640	-28.4%
-	-	0.0%	Suspense	235	-	-	0.0%
-	-	0.0%	Loans Contra	215	10,102	-	0.0%
304,640	349,640	144.8%	<b>TOTAL EXTRAORDINARY ITEMS</b>		<b>506,516</b>	<b>349,640</b>	<b>-44.9%</b>
- 327,232	- 662,671	86.4%	<b>Net Surplus/Deficit after Extraordinary Items</b>		<b>- 572,256</b>	<b>- 662,671</b>	<b>-13.6%</b>



\* Straight Line Incidental except for any Project Expenditure

YTD Achieved % 100.0%

# USC Health & Building

## Budget Review as at Period 12 by Function

Group	Master Account	Revised Annual Budget 2012-13					Actual YTD 2012-13					YTD 100%	
		Revenue	Mtce/Ops/ Mgmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	Revenue	Mtce/Ops/ Mgmt	Deprec, Overheads & Internal Charges	Capital Works	Funding Residual or Shortfall	% Achieved	
<b>Health</b>													
	Health Administration & Inspection	2100	4100			-55,186	2,046	62,618	6,278	-	-66,850	121.1%	
<b>Housing &amp; Community Amenities</b>													
	Town Planning Office	2010	4010			-235,547	258,729	386,739	38,775	-	-166,785	70.8%	
	Town Planning - S94 Contributions*	2015				150,000	78,745	-	-	-	78,745	52.5%	
	Building Control Office	2020				-11,307	-	3,585	359	-	-3,945	34.9%	
	Community Centre	1490	3490			-45,145	1,844	40,159	12,117	-	-50,432	111.7%	
	Cemetery	1530	3530			-8,158	26,203	28,252	6,067	45	-8,162	100.0%	
<b>Total Housing &amp; Community Amenities</b>						-150,157	365,520	458,736	57,319	45	-150,580	100.3%	
<b>Recreation &amp; Culture</b>													
	Halls & Community Centres	1740	3740			-65,035	47,747	67,390	20,396	-	-40,039	61.6%	
<b>Landfill Operations &amp; Commercial Waste</b>													
	Waste Management	1410	3410			-	-	-	-	-	0	0.0%	
	Waste Contracts	1415	3415			-	-	-	-	-	0	0.0%	
	Domestic Waste	1420	3420			-86,408	352,239	390,153	77,359	-	-115,273	133.4%	
	Waste Disposal Site	1430	3430			-147,024	729,007	697,005	160,354	33,061	-161,414	109.8%	
<b>Total Landfill Operations &amp; Commercial Waste</b>						-233,432	1,081,245	1,087,158	237,713	33,061	-276,687	118.5%	
<b>Environmental Management</b>													
	Environmental Management	2060	4060			-158,861	161,119	179,727	16,962	2,530	-38,101	24.0%	
<b>Grand Total Health &amp; Building</b>						-662,671	1,657,678	1,855,629	338,668	35,637	-572,256	86.4%	

Uralla Shire Council

2012-13 Capital Projects

Annual Revised Budget	Resp.	Master Activity	Description	YTD Revised Budget	Employee Costs	Contracts	Materials	Other Expenses	Uncapitalised Wip - Contra Assets	Sub-Total	Internal Costs	Actuals	Variance to Budget
5,081,285				5,081,285	830,051	607,110	1,041,868	8,700	741,394	3,229,122	737,133	3,966,255.26	1,115,030
													21.9%
2012-13 Actuals													
-	GM	8080	State Emergency Service Capital Expenditure	-	-	-	-	-	-	-	-	-	0.0%
-	GM	7000	General Managers Office Capital Works	-	-	-	-	-	-	-	-	-	0.0%
101,000	Dir Admin	7100	Corporate Services Capital Expenditure	101,000	-	-	15,800	-	-	99,082	-	99,081.99	1,918
19,000	Dir Admin	7140	IT Services Capital Work	19,000	-	-	19,052	-	-	19,052	-	19,051.73	52
-	Dir Admin	8150	Caravan Parks & Camping Grounds Capital Work	-	-	-	1,435	-	-	1,435	-	1,435.38	0.0%
-	Dir Admin	8170	Economic Development Capital Works	-	-	-	4,452	45	-	4,498	-	4,497.77	0.0%
-	Dir Admin	7809	TCSO Special Projects Capital Works	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	7811	TCSO Asset Purchases	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	7834	KADS Capital Works	-	-	-	-	-	4,432	4,432	-	4,432.00	0.0%
-	Dir Admin	7845	Grace Munro Centre Capital	-	218	-	-	-	-	218	-	217.78	0.0%
-	Dir Admin	7860	TCT Special Projects Non-Recurrent Expenditure	-	-	-	8,696	-	-	8,696	-	8,696.26	0.0%
-	Dir Admin	7863	Tablelands Community Transport - HACC Program	-	-	-	-	-	-	-	-	-	0.0%
-	Dir Admin	7890	Other Culture Capital Works	-	-	-	64,887	-	-	64,887	-	64,887.00	0.0%
50,000	Dir Admin	7200	Engineering Operations Capital Expenditure	50,000	-	-	-	-	-	-	-	-	100.0%
17,659	Dir Eng	7400	Stormwater Drainage Capital Works	17,659	-	-	3,911	-	-	3,911	-	3,911.08	77.9%
22,750	Dir Eng	7230	Uralla Parks Capital Works	22,750	-	-	-	-	-	-	-	-	100.0%
5,000	Dir Eng	7235	Bundarra Parks Capital Works	5,000	-	-	-	-	-	-	-	-	100.0%
-	Dir Eng	7240	Sport Grounds & Recreation Facilities Capital W	-	-	-	-	-	-	-	-	-	0.0%
489,000	Dir Eng	7280	Bridges Capital Works	489,000	83,564	-	170,219	2,567	-	256,350	35,216	291,565.50	197,435
31,330	Dir Eng	7290	Bus Shelters Maintenance Capital Work	31,330	883	-	21,948	0	-	22,831	45	22,876.64	8,453
47,839	Dir Eng	7300	Footpaths Capital Works	47,839	-	-	1,800	-	-	1,800	-	1,799.86	46,039
45,885	Dir Eng	7310	Kerb & Gutter Capital Works	45,885	28,215	452	51,729	52	-	80,448	17,341	97,788.72	51,904
30,735	Dir Eng	7330	Local Urban Streets Capital Works	30,735	2,729	16,953	8,832	0	-	28,513	284	28,797.06	1,938
803,899	Dir Eng	7340	Regional Rural Sealed Roads Capital Works	803,899	511,111	251,948	324,730	5,428	-	1,093,217	468,516	1,561,732.76	757,834
15,548	Dir Eng	7345	Regional Rural Unsealed Roads Capital Works	15,548	-	-	-	-	-	-	-	-	15,548
1,662,178	Dir Eng	7350	Sealed Rural Roads Capital Works	1,662,178	97,358	243,077	133,376	0	-	473,810	115,281	589,091.80	1,073,086
267,752	Dir Eng	7360	Unsealed Rural Roads Capital Works	267,752	84,766	-	119,443	79	-	204,288	93,107	297,394.75	29,843
17,883	Dir Eng	7380	Road Safety Capital Works	17,883	8,776	-	7,726	-	-	16,502	2,838	19,340.15	1,457
3,277	Dir Eng	7500	Parking Facilities Capital Works	3,277	-	-	-	-	-	-	-	-	3,277
1,123,000	Dir Eng	7550	Plant Purchases	1,123,000	-	-	44,203	-	653,540	697,743	-	697,743.20	425,257
5,000	Dir Eng	7570	Works Depot Capital	5,000	-	-	5,337	-	-	5,337	-	5,337.21	337
-	Mgr H&B8	7490	Community Centre Capital Works	-	-	-	-	-	-	45	-	45.38	7,955
8,000	Mgr H&B8	7530	Cemetery Capital Works	8,000	-	-	45	-	-	-	-	-	-
-	Mgr H&B8	7740	Halls & Community Centres Capital Works	-	-	-	-	-	-	-	-	-	-
-	Mgr H&B8	7410	Waste Management Operations Capital Works	-	-	-	-	-	-	-	-	-	-
-	Mgr H&B8	7420	Domestic Waste Capital Works	-	-	-	-	-	-	-	-	-	-
55,000	Mgr H&B8	7430	Waste Disposal Site Capital Works	55,000	-	33,000	-	-	140	33,061	-	33,061.44	21,939
-	Mgr H&B8	8060	Environmental Management Capital Works	-	-	-	2,530	-	-	2,530	-	2,530.00	2,530
118,609	Water	27000	Water Infrastructure Capital Works Fund 2	118,609	4,585	61,680	31,287	527	-	98,079	2,595	100,673.99	17,935
102,849	Sewerage	37000	Sewerage Services Infrastructure Capital Works	102,849	7,846	-	508	0	-	8,355	1,911	10,265.81	92,583
22,500	McNaught	47000	Residential Aged Care Capital Works	22,500	-	-	-	-	-	-	-	-	22,500
-	Dir Admin	7790	Preschool Capital Works	-	-	-	-	-	-	-	-	-	-
15,592	Dir Admin	7105	Council Administration Building Operations Capital	15,592	-	-	-	-	-	-	-	-	15,592

### Contracts, Consultancies, Legal Fees & Debt Recovery for Period 12

[illegible]



**DIRECTOR  
OF  
ADMINISTRATIVE SERVICES'**

**REPORT  
TO  
COUNCIL**

**27 Aug 2013**

**4. Community Services**

**DIRECTOR ADMINISTRATIVE SERVICES' REPORT**  
**Community Services**

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DIRECTOR OF ADMINISTRATIVE SERVICES' REPORT

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27 Aug 2013

Page No.

<b>Community Services.....</b>	<b>4:2</b>
<b>Item 1 .....</b>	<b>4:2</b>
Visitor Information Centre Monthly Report .....	4:2
RECOMMENDATION.....	4:2
ATTACHMENTS TO THE REPORT .....	4:2
<b>Item 2 .....</b>	<b>4:3</b>
Tablelands Community Transport Advisory Committee Meeting .....	4:3
RECOMMENDATION.....	4:3
ATTACHMENTS TO THE REPORT .....	4:3

**Mayor and Councillors  
Uralla Shire Council**

**SECTION:** Community Services

**ITEM NUMBER:** Item 1

**SUBJECT:** Visitor Information Centre Monthly Report

**File Reference:** U12/273

**Reason:** Report submitted by Visitor information Centre Manager

**Objective:** Have Council consider the Report

**Budget Implication:** Council is providing \$112,899 in its budget for the operation of the Visitor Information Centre during the 2013/2014 year

**Operational Plan:** Part 2, Principal Activity 11

**INFORMATION**

Attached for notation is a copy of the Community Development Officer's Report on activities at the Visitor Information Centre for the month of July 2013.

**Prepared by:** Manager, Visitor Information Centre

**Prepared for:** Director of Administrative Services

**RECOMMENDATION**

That Council note the Community Development Officer's Report on activities at the Uralla Visitor Information Centre for July 2013.

**ATTACHMENTS TO THE REPORT**

**INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

<b>Attachment Name:</b>	<b>Page Count:</b>
<b>A: Visitor Information Centre Manager's Report for July 2013</b>	<b>4</b>



2 August 2013

### **Report for July 2013**

After a wet July in 2012 kept visitor numbers to well below average, July 2013 enjoyed more hospitable weather and a return to figures typically experienced during the month. Although July is subject to the decrease in visitation experienced during the winter months, the inclusion of NSW School Holidays generally sees it out perform both June and August.

#### **Destination NSW**

June 30 saw the start of an ambitious 36 page media insert events advertising campaign run by Destination NSW, entitled 'It's On in NSW'. The campaign promoted events and activities across all regional areas of NSW, using the visitnsw.com website as its call to action. The New England North West region had eleven events featured in the campaign, which included Uralla's Thunderbolts Festival.

Over the month of July, the insert called '*Your Guide to Regional NSW July – December 2013*' appeared in Sydney and Regional NSW titles, Melbourne, North East Victoria, South East Queensland, Perth and New Zealand.

#### **Inland NSW Tourism**

Inland NSW Tourism hosted the third of a series of four Destination Management workshops for the New England region in Glen Innes on July 24. This "Action Planning" workshop proved to be a very practical, outcomes based workshop, built on strategies identified in the previous two workshops. The final workshop, originally set down for August, has been pushed back to September to allow more time for the preparation of a concise and action based Destination Management Plan that will be presented at that time.

#### **Experience the Highs**

After being named as a finalist for the 2013 CountryLink Inland NSW Tourism Awards, the *Experience the Highs* Marketing Campaign sadly fell short of taking out the top award in the Destination Marketing category. The trophy went to Broken Hill City Council for its *Broken Hill for Real* campaign, which then followed up by receiving the 'best of the best' Judges Award.



## Customer Service

An essential element to successful customer service is being conscious of meeting the expectations of one's customers. At the Centre, staff strive to not only meet the expectations of visitors, but to go beyond by exceeding them. As the tourism gateway to the Shire, it is important that a visit to the VIC leaves a good first impression and encourages visitors to enjoy the experiences the Shire has to offer. It is, therefore, a source of great pleasure and satisfaction when visitors take the trouble to provide feedback that confirms that their experience at the Centre was a positive one.

The following is an email received by Barry Blair after helping a visiting couple with their enquiries during the month:

*Good morning, Barry,  
A brief note to say how much we enjoyed meeting you yesterday.....Thank you for the warmth of your greeting, and your sense of humour! .....  
Best regards.....Peter & Rae*

Also during July, another couple called into the Centre for information and made a number of purchases of souvenirs and gifts. A complimentary postcard was placed in with their purchases as a 'thank you'. It was a pleasant surprise to receive that same postcard in the mail a few days later with the following message:

*Hello Uralla Visitor Centre Staff Member.  
We are the people who saw you on 5/7 and came back about this postcard being 1 too many that we'd paid for, when we needed to find petrol. Anyway, just a note to say that the information given to us was 1<sup>st</sup> class. The Historic Walk booklet meant we spent another hour or so carefully following the trail, and we also had about 1 hour in the McCrossin Mill Museum, guided by an excellent young man who said he usually was working in the gardens there. Compliments to you both. We found Uralla very interesting & have told many of our friends about it. Thunderbolt's Grave easy to find too! Congratulations.*

## VIC Gift Shop Sales

July gift shop sales were far in excess of those achieved in the previous two years. As the range of items on offer continues to grow, it is becoming rarer that visitors fail to find a suitable memento of their visit to take home with them.

Items introduced to the range of local products at the Centre during July include the New England Brewing Co.'s newly released New Englander Dark Ale and a range of medicinal products from Bendemeer's Banalasta, which includes – After Day Skin Recharge, Daily Hand & Foot Repair, Daily Skin Vigour Soap, Damaged Skin Repair, Easy Breathe Chest Rub, Eucalyptus Oil, and Scratch Bite & Sting Rescue.

**Sales for 2013-14 Financial Year**

00264

<b>Month</b>	<b>Souvenirs</b>	<b>Wine &amp; Produce</b>	<b>Books &amp; Maps</b>	<b>Other Services</b>	<b>Total</b>
July	267.00	984.70	620.75	63.90	<b>1,936.35</b>
<b>Total (\$)</b>	<b>267.00</b>	<b>984.70</b>	<b>620.75</b>	<b>63.90</b>	<b>1,936.35</b>

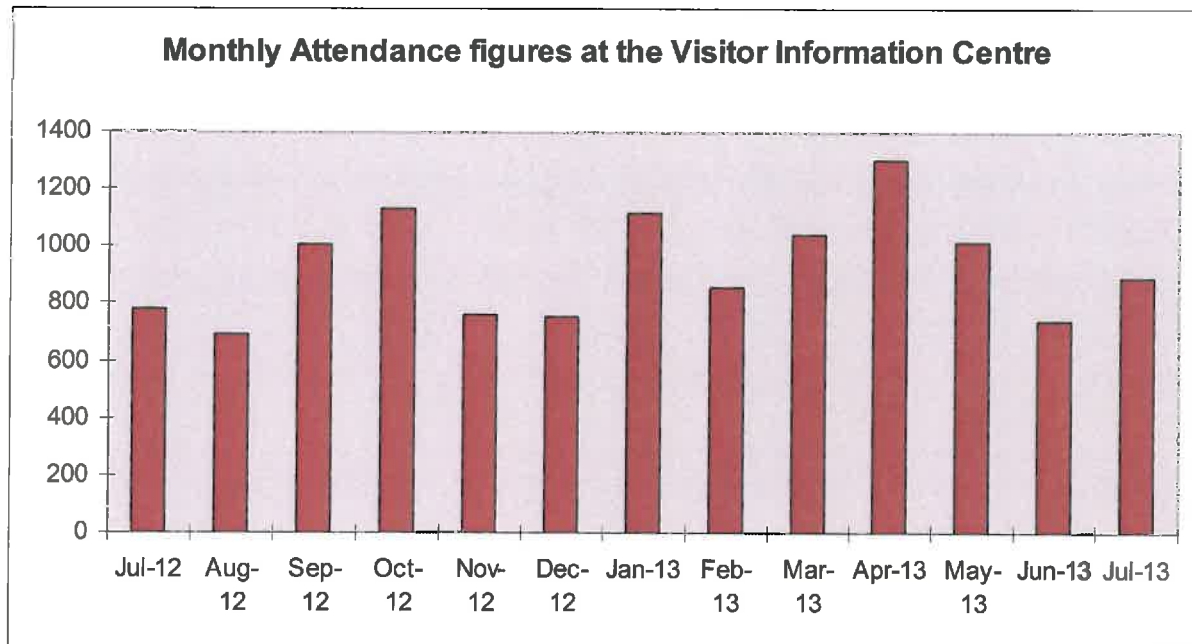
**Sales Data for July 2011/12 – 2013/14**

2011/12	\$617.45
2012/13	\$877.95
2013/14	\$1,936.35

Patrick Dogan

Community Development Officer

The Graph below shows the recent visitor numbers through the Uralla Visitor Information Centre



Jul-12	779
Aug-12	690
Sep-12	1,008
Oct-12	1,130
Nov-12	784
Dec-12	757
Jan-13	1,120
Feb-13	856
Mar-13	1,044
Apr-13	1,305
May-13	1,018
Jun-13	741
Jul-13	891

#### Visitor Data for July 2010-13

2010	925
2011	885
2012	779
2013	891
Average	870

# DIRECTOR OF ADMINISTRATIVE SERVICES' REPORT TO COUNCIL

(continued)

00266

**SECTION:** Community Services

**ITEM NUMBER:** Item 2

**SUBJECT:** Tablelands Community Transport Advisory Committee Meeting

**File Reference:** U07/110-02

**Reason:** To receive the minutes from the Tablelands Community Transport Advisory Committee meeting held on 18 June 2013

**Objective:** Have Council consider the minutes

**Budget Implication:** Nil

**Operational Plan:** Part 3, Principal Activity 4

## INFORMATION

Attached for notation are the minutes from the Tablelands Community Transport Advisory Committee meeting held on Tuesday, 18 June 2013.

**Prepared by:** Director of Administrative Services

## RECOMMENDATION

That Council note the minutes of the meeting of the Tablelands Community Transport Advisory Committee, held on Tuesday, 18 June 2013 and adopt the following recommendations:

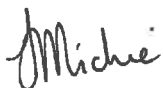
1. that the Uralla Shire Council write a letter to the Armidale Dumaresq Council inviting them to appoint a member to the Tablelands Community Transport Committee.
2. that the Uralla Shire Council write a letter of congratulations and thanks to Mrs Robertson as recognition for her long term service as a volunteer.

## ATTACHMENTS TO THE REPORT

### INDEX OF INCLUDED ATTACHMENTS

The Following Documents are Included as Attachments to the Preceding Report

Attachment Name:	Page Count:
A: Minutes of the Tablelands Community Transport Advisory Committee meeting held on 18 June 2013	5



Jane Michie  
Director of Administrative Services

**URALLA SHIRE COUNCIL TABLELANDS COMMUNITY TRANSPORT  
ADVISORY COMMITTEE MINUTES  
OF THE MEETING HELD ON TUESDAY 18 JUNE 2013**

*Attachment: A*

00267

**Item No.1      PRESENT**

Cr Isabel Strutt (Chairperson), Mrs Jane Michie (Director Administrative Services Uralla Shire Council), Mr Bob Furze (Guyra Shire Council), Mr Gerry Moran (Walcha Council), Ms Karina Wight (Manager Tablelands Community Transport) Ms Gloria Smith (Minute Taker and Administrative Support for Tablelands Community transport).

**Item No.2      APOLOGIES**

Mrs Marjorie Robertson (Seniors Advocate), Mr Garry Kiehne (Advocate Disability Services)

**MOVED** by Mr Bob Furze and Seconded by Mr Gerry Moran

*That the apologies be accepted. CARRIED*

**Item No.3      THE MINUTES OF THE MEETING HELD ON 26 MARCH 2013 AND THE NOTES OF DISCUSSION  
OF THE MEETING HELD ON 28 MAY 2013**

The Minutes of the last meeting held on 26 March 2013 were re-submitted and the Notes of Discussion from the meeting held on 28 May 2013 were combined with those minutes and tabled.

**MOVED** by Mr Gerry Moran and Seconded by Cr Isabel Strutt –

*That the combined minutes of the meeting of the Tablelands Community Transport Advisory Committee held on Tuesday 26 March and the Notes of discussion taken at the meeting held on 28 May 2013, be adopted as a true record of the proceedings of these meetings. CARRIED*

**Item No.4      MATTERS ARISING**

**4.1 Public Passenger Authority** – Ms Wight advised that our new driver Ronaldo De Souza will obtain his PPA as soon as this can be arranged.

**4.2 Calendar of Use** – Was re-submitted at this meeting and the committee was advised that the Calendar will be circulated for reference to the necessary groups. Amendments will be made as TCT is advised of any changes to services.

**4.3 Planning Day** – Has been moved to early October at a date and time to be advised. Ms Wight will ask Deb Pugh (New England HACC Development Office) to help coordinate this meeting by setting the Agenda with information obtained and collated from the surveys that have been sent out to other agencies and providers.

It was suggested that Ms Wight invite Ms Mary Divine (Regional Coordinator of Transport for NSW) and a representative from the health sector to the Planning Day.

Item No.4 Continued:

**4.4 Vacancies on the TCT Advisory Committee** – The following names and organisations are to be approached regarding nominations to these vacancies:

- **ABORIGINAL ADVOCATE** - Mr Steve Widders has already been approached regarding this vacancy and he has asked that the requirements of the position be put in writing. The manager will write to him explaining that the vacancy is on the TCT Advisory Committee, that meetings are held quarterly on a Tuesday afternoon at 2.00pm in Armidale and that whoever takes up the position will be an advocate to the Aboriginal Community regarding Community Transport.
- **ARMIDALE DUMARESQ COUNCILLOR – *MOVED by Mr Bob Furze and seconded by Mr Gerry Moran*** –  
*That this Committee requests that the Uralla Shire Council write a letter to the Armidale Dumaresq Council inviting them to appoint a member to the Tablelands Community Transport Committee. **CARRIED***
- **YOUTH ADVOCATE** – Mr Alan Brennan from Pathfinders, Ms Cheryl Hall from Armidale Police Station, Jo Fletcher from Uralla Neighborhood Centre and Bernie Shakeshaft Founder of Backtrack Boys

**4.5 Mobility Map** – To be left on Agenda until advised by Libby at Uralla Shire Council.

**4.6 CTP Funding** – Ms Wight confirmed that the funding had been received and that there could be some growth funding included which will allow TCT to offer more services.

Item No.5      **CORRESPONDENCE**

**5.1 Funding Agreement Schedules** – Ms Wight advised that the schedules had arrived.

Item No 6.      **TRAINING**

**6.1** There has been no training to comment on at the moment; however enquiries have been made into Manual Handling and Mental Health First Aid Training for volunteers and paid drivers. Hopefully the Manual Handling sessions will be held in conjunction with McMaugh Gardens training session.

Item No 7.      **WORKPLACE HEALTH & SAFETY** – Nothing to report

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Item No 8. **GENERAL BUSINESS ITEMS****8.1 The Managers Report** – Was re-submitted – see attached.

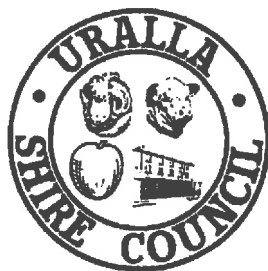
In addition Ms Wight also reported that:

- TCT covered transport costs for the Echidna Aboriginal Football Team to play in Dubbo.
- TCT has contributed \$1000.00 towards a new pilot project called the Domestic Violence Pro-active Support Service (DVPASS) which will help provide emergency transport for women and children needing to escape dangerous situations.
- TCT has contributing \$500.00 towards petrol costs to PCYC who are involved in a new Driver Monitoring programme for youth.
- The transport for Prison visits mentions in the Managers Report is not an option because the visits are held on weekends only and therefore out of our drivers' hours.
- **Mrs Marjorie Robertson – Moved by Mr Gerry Moran and Seconded by Cr Isabel Strutt-**  
*That the Uralla Shire Council writes a letter of congratulations and thanks to Mrs Robertson as recognition for her long term service as a volunteer. **CARRIED***

**8.2 Compliance Officer** – Mrs Jane Michie reported that she has submitted a request for the Tablelands Community Transport share of the Compliance Officer's wage be paid from the Community Transport Project (CTP) Funding.

Item No.9 **Next TCTAC Meeting** – To be held on Tuesday 13 August 2013 in the Garden Room, Kent House, Armidale at 2.00pm.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.35PM**



**DIRECTOR  
OF  
ENGINEERING SERVICES'**

**REPORT  
TO  
COUNCIL**

**27 August 2013**

**5. Technical Services**

**DIRECTOR ENGINEERING SERVICES' REPORT**  
**Technical Services**



TABLE OF CONTENTS

DIRECTOR OF ENGINEERING SERVICES' REPORT

00271

27 August 2013

Page No.

<b>Environment and Waste Management .....</b>	<b>5:2</b>
<b>Item 1 .....</b>	<b>5:2</b>
Recommendations from the Environmental Committee Meeting held 6 August 2013....	5:2
RECOMMENDATION.....	5:3
ATTACHMENTS TO THE REPORT .....	5:3
 <b>Technical Services .....</b>	 <b>5:4</b>
<b>Item 1 .....</b>	<b>5:4</b>
Works Planning .....	5:4
RECOMMENDATION.....	5:5
<b>Item 2 .....</b>	<b>5:6</b>
Works Progress for Period Ended 11 August 2013.....	5:6
RECOMMENDATION.....	5:7
<b>Item 3 .....</b>	<b>5:8</b>
Uralla Local Traffic Committee .....	5:8
RECOMMENDATION.....	5:8
ATTACHMENTS TO THE REPORT .....	5:9
<b>Item 4 .....</b>	<b>5:10</b>
Works Progress Advisory Unit.....	5:10
RECOMMENDATION.....	5:10
ATTACHMENTS TO THE REPORT .....	5:10

## **DIRECTOR OF ENGINEERING SERVICES' REPORT TO COUNCIL**

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**Mayor and Councillors  
Uralla Shire Council**

00272

<b>SECTION:</b>	<b>Environment and Waste Management</b>
<b>ITEM NUMBER:</b>	<b>Item 1</b>
<b>SUBJECT:</b>	Recommendations from the Environmental Committee Meeting held 6 August 2013.
<b>File Reference:</b>	U12/150
<b>Reason:</b>	To provide advice to Council regarding Environmental Management within the Shire.
<b>Objective:</b>	Have Council note the minutes of the meeting and adopt the recommendations from the Committee.
<b>Budget Implication:</b>	Nil
<b>Operational Plan:</b>	PA 5 Housing and Community Amenities (Sub Activity – PA 5.6 Environmental Management).

### **INFORMATION**

The Environmental Committee held an ordinary meeting on 6 August 2013. The Draft Meeting Minutes are attached to this report. There were four Recommendations to Council passed during the meeting:

#### Draft Bundarra Nature Park Management Plan

Unfortunately there was only one publicly submitted set of comments received by Council in response to the public consultation undertaken for the Draft Bundarra Nature Park Management Plan (Draft Plan). Environmental Project Officer, Ms Stephanie McCaffrey recommended to the Committee that Council postpone finalisation of the Draft Plan while proceeding with implementation of the Management Actions described within the Draft Plan over the next 12 months. Ms McCaffrey hopes that as Council establishes a track record around actively managing the Park, community interest in the Park will improve. It would be appropriate to revisit public consultation towards finalisation of the Draft Plan in 12 months time under conditions of improved community interest.

In addition, Ms McCaffrey presented expert opinion in relation to controlled burning for the purposes of weed control within the Park for the information of the Committee. According to Mr James Browning from New England Weeds Authority, burning within the Park would likely result in even greater densities and distribution of the major weeds, African Lovegrass and Farmers Friend within the Park. The use of fire is not appropriate for managing weed infestation with the Park and should only be considered for the purposes of managing fire risk within the Park. Ms McCaffrey has been in touch with the Rural Fire Service (RFS) to organise for the assessment of the fuel load within the Park to be undertaken for the purposes of assessing and managing the current fire risk within the Park as may be appropriate.

#### State of the Environment Reporting 2011-2013 (SOE)

Preparations towards submission of the SOE to NSW Government by 30 November 2013 are well underway with draft content being developed by Ms McCaffrey, Mrs Kath Little and Mrs Libby Cumming. Significant support in developing a suitable format for submission of the SOE has been provided by Ms Renata Davies and Mrs Desley Williams. Ms McCaffrey recommended to the Committee that Council thank Ms Renata Davies and Mrs Desley Williams for their hard work to date in developing the SOE.

#### Federal Government's Flurocycle Scheme

Mrs Kath Little provided information to the Committee regarding the Federal Government's Flurocycle Scheme which Council has been invited to join. Flurocycle is a voluntary stewardship program which aims to standardize how flurotubes are collect and recycled. There is no cost to Council for joining the scheme. If Council does join Flurocycle we will be eligible to display the Flurocycle logo, but joining Flurocycle will have no impact on the cost to Council for collecting and recycling flurotubes. The Committee resolved to make recommendation to Council that Council become a signatory to Flurocycle.

## DIRECTOR OF ENGINEERING SERVICES' REPORT TO COUNCIL

(continued)

00273

**Prepared by:** Environmental Projects Officer, Miss Stacey Winckel  
**Prepared for:** Director Engineering Services

### RECOMMENDATION

That Council note the minutes of the 6 August 2013 meeting of the Environmental Committee and adopt the following recommendations:

1. That Uralla Shire Council postpone adoption of the Draft Bundarra Nature Park Management Plan for a period of 12 months, at which time the Draft Plan and public consultation will be revisited.
2. That Uralla Shire Council proceed with implementation of the Management Activities as described in the Draft Bundarra Nature Park Management Plan over the next 12 months and as provided for in the current Budget.
3. That Uralla Shire Council thank Ms Renata Davies and Mrs Desley Williams for their hard work to date in compiling the 2011-2013 State of the Environment Report.
4. That Uralla Shire Council become a signatory to the Federal Government's Fluorocycle scheme.

### ATTACHMENTS TO THE REPORT

#### INDEX OF INCLUDED ATTACHMENTS

The Following Documents are Included as Attachments to the Preceding Report

Attachment Name:	Page Count:
A: Minutes of the Uralla Shire Council Environmental Committee meeting held 6 August 2013, including 2 Attachments	11

**Minutes: 6 August 2013.**

**Present:**

Cr Pearce, Cr Ward, Cr Strutt (Chair), Cr Dusting, Kath Little, Stephanie McCaffrey, Stacey Winckel, Melanie Styles (minutes)

**Apologies:**

Nil.

Meeting Opened:	9:35	Meeting Closed:	10:57
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**Recommendations to Council:**

No	Agenda No	Description	Further Info.
1	3.1	<u>Draft Bundarra Nature Park Management Plan</u> The Committee recommends that Council postpone adoption of the Draft Bundarra Nature Park Management Plan for 12 months, at which time the Draft Plan and public consultation will be revisited. Cr Dusting, Cr Ward - Carried	Steph/ Stacey
2	3.1	<u>Draft Bundarra Nature Park Management Plan</u> The Committee recommends that Council proceed with implementation of the Management Activities as described in the Draft Bundarra Nature Park Management Plan over the next 12 months as provided for in the current Budget. Cr Dusting, Cr Ward - Carried	Steph/ Stacey
3	3.2	<u>State of Environment Reporting (SOE)</u> The Committee recommends that Council thank Ms Renata Davies and Mrs Desley Williams for their hard work to date in compiling the 2011-2013 State of the Environment Reporting. Cr Dusting, Cr Ward - Carried	Steph/ Stacey
4	OB 2	<u>Federal Government FluroCycle Scheme</u> The Committee recommends that Council become a signatory to the Federal Government's Flurocycle Scheme. Cr Pearce, Cr Dusting - Carried	Kath

**Decisions:**

No	Agenda No	Description	Further Info.
1	1.1	<u>Minutes Previous Meeting</u> The Committee endorsed the Draft Environmental Committee meeting Minutes 2 July 2013. Cr Pearce, Cr Ward - Carried	Steph/ Stacey
2	2.1	<u>Request from Arding Landcare</u>	Stacey

The Environmental Committee is a Section 355 Committee of Uralla Shire Council  
ABN 55 868 272 018

**Minutes: 6 August 2013.**

No	Agenda No	Description	Further Info
		The Committee agreed that in future community requests for funding should be directed to the Environmental Projects Officer for consideration through the Environmental Committee process.	
1	2.3	<u>Roadside Vegetation Management Guideline</u> The Committee agreed that a Roadside Vegetation Management policy might be more useful in fulfilling Council's needs than an actual guideline.	Stacey
2	3.1	<u>Draft Bundarra Nature Park Management Plan: Burning</u> The Committee notes that the use of fire is not appropriate for managing weed infestation with the Park and should only be considered for the purposes of managing fire risk within the Park.	Stacey

**Agreed Actions:**

No	Agenda No	Description	Who?
1	Other Bus 1.	<u>NEWA Meeting Minutes</u> Provide advice to the Committee regarding what level of NEWA Meeting Minutes reporting is required through the Environmental Committee. Will the Council Representative on the New England Weeds County Council provide to the USC Environmental Committee: (1) An electronic copy of the full version of the most recent NEWA Meeting Minutes or (2) A typed, electronic report from the most recent NEWA Meeting or (3) Both of the above options.	Cr Strutt
2	Other Bus 2.	<u>Fluorescent Tube &amp; Domestic Battery Recycling</u> Provide advice to the Committee regarding the costs of recycling fluorescent tubes and domestic batteries through the Annual Chemical Collection compared with the cost of recycling these products through a commercial recycler.	Kath

**Agenda Items Next Meeting:**

No	Agenda No	Description	Who?
1	2.3	Roadside Vegetation Management Policy	Stacey

**Discussion:**

Agenda No	Description	Further Info
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The Environmental Committee is a Section 355 Committee of Uralla Shire Council  
ABN 55 868 272 018

**Minutes: 6 August 2013.**

Agenda No	Description	Further Info
	<u>Relieving Environmental Projects Officer</u> Steph introduced Stacey Winckel who has been appointed to the Environmental Projects Officer position for the period to August 2014 during which time Stephanie will be away on maternity leave.	Steph
2.1	<u>Request for support from Arding Landcare</u> Council endorsed the Committee's recommendation to support the request for funding received from the Arding Landcare.	Steph
2.2	<u>Uralla Shire Council Environmental Sustainability Action Plan: Staff Forum</u> The first meeting of the Staff Forum generate interest from 5 USC staff. The group has agreed to at paper usage in 2 office sites and will meet again in approximately 6 weeks time. The Committee thanked Ms McCaffrey for helping to set this up.	Steph
2.3	<u>Roadside Vegetation Management guidelines</u> The committee heard an update. The project is underway. The focus has moved from producing guidelines to policy. A question was raised over ability to remove vermin harbouring logs. Committee reminded it was currently illegal to remove any logs from roadside vegetation areas in Uralla and it would cause confusion to attempt to distinguish between native and vermin habitats. It was also suggested future policies and guidelines to included financial expenses impact to help gauge limitations and achievable goals	Steph
2.4	<u>Betty the Asbestos Education Van</u> Betty the Asbestos Van was in Uralla Thursday 25 July 2013 and was a positive experience with pro-active ideas for community education. It was noted by the visitors the number of council staff involved and interacting with the display. From this visit signage at Uralla Landfill is being looked at. The committee was reminded Uralla Landfill is the only place in the shire that can accept asbestos waste. People disposing of asbestos are to use the prepaid asbestos disposal bags. The council has no asbestos kits, but does have pamphlets and other information to assist with correct removal. A press release has been done by Barry Blair.	Kath
2.5	<u>Clean-up Grant</u> The committee was advised the clean-up of the Aboriginal Land Council land located at Roman Street was completed. Eight loads of waste were removed, five were identified as containing asbestos and treated as such. Tom Campbell was mentioned for volunteering his time with the clean-up. The next step is a morning tea with members of the Lands Council, local elders and councillors which will help with	Kath

The Environmental Committee is a Section 355 Committee of Uralla Shire Council  
ABN 55 868 272 018

**Minutes: 6 August 2013.**

Agenda No	Description	Further Info.
	building community bridges and begin the next phase of dealing with weed control and erosion. It will also be used to focus on stopping future illegal dumping.	
3.1	<p><u>Bundarra Nature Park</u></p> <p>The public submission period has closed and only one submission was received. This silence from the general community has not been interpreted as being in agreement with, but rather as a complete lack of interest in this program. It has been proposed that the council will continue to plan and invest as previously proposed, work on developing community interest in this park and revisited the community consultation and adoption of the plan in twelve months time.</p> <p>The Committee received advice from James Browning of New England Weeds Authority that burning within the Park would likely result in even greater densities and distribution of the major weeds, African Lovegrass and Farmers Friend within the Park. The use of fire is not appropriate for managing weed infestation with the Park and should only be considered for the purposes of managing fire risk within the Park. Ms McCaffrey has been in touch with the Rural Fire Service (RFS) to organise for the assessment of the fuel load within the Park to be undertaken for the purposes of assessing and managing the current fire risk within the Park as may be appropriate.</p>	Steph
3.2	<p><u>State of Environment Reporting</u></p> <p>The committee was advised the State of the Environment Report was currently in production. It will continue to be produced on a four year basis with annual progress updates and will follow/be integrated with the current Strategic Plan. Once the 30 page report has been completed it will go through a community consultation process before being presented to Council for adoption. The committee would also like to thank and commend Renata Davies and Desley Williams on their efforts in producing a more visually distinct report.</p>	Steph
3.3	<p><u>Appointment of Bush Regenerator</u></p> <p>The committee was advised that Kate Boyd has accepted the position of Bush Regenerator and will commence in that role in September. This position is funded for 17 hours per week.</p>	Steph
3.4	<p><u>New England Weeds Authority Report</u></p> <p>Cr Dusting provided a verbal update from the 26 June 2013 meeting of the New England Weeds Authority. The NEWA Meeting Minutes 26 June 2013 are attached as <b>Appendix 1</b>.</p>	Cr Dusting
3.5	<p><u>FluoroCycle scheme</u></p> <p>Mrs Little requested the committee to consider joining the FluoroCycle</p>	Kath

The Environmental Committee is a Section 355 Committee of Uralla Shire Council  
ABN 55 868 272 018

**Minutes: 6 August 2013.**

Agenda No	Description	Further Info
	scheme (attachment). This scheme is free to join and will promote the council through use of the logo. Current disposal is through the annual Chemical Cleanup which does incur a bill to Council for amounts above the limit allowed. The committee requested Mrs Little to investigate alternative costs for disposal and report back to the committee. Information received by Council about the FluroCycle scheme is attached in <b>Appendix 2</b> .	
4.1	<u>Group Photograph</u> The Committee expressed its thanks to Stephanie McCaffrey for the time, insight, experience and knowledge she has contributed to the environmental committee and sincerely wishes for the safe arrival of her baby. Stephanie thanked the committee for their support and views for her role as the Environmental Projects Officer. A group photograph of the Committee was taken.	All
	<u>Next Meeting</u> Tuesday 3 September 2013 at 9:30 am.	Stacey

**Attachments (2):**

Appendix 1. NEWA Meeting Minutes 26 June 2013

Appendix 2. Flurocycle Information



**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE  
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON WEDNESDAY  
26 JUNE 2013 COMMENCING AT 8:30 AM**

**PRESENT** Councillor M. Woods (Chair), Councillor D. Heagney, Councillor M. Dusting, Councillor A. Murat and Councillor H. Beyersdorf

**IN ATTENDANCE:** General Manager, Mr W. Deer, Senior Weeds Officer, Mr J. Browning and NSW DPI Invasive Species Officer, Mr Phillip Blackmore.

**APOLOGIES** NIL

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON  
WEDNESDAY 8 MAY 2013**

**18/13 RESOLVED** on the motion of Councillors Dusting and Murat that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 8 May 2013 copies of which have been distributed to all members are taken as read and confirmed a true record.

**BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY MEETING  
HELD ON WEDNESDAY 8 MAY 2013**

There were no matters arising.

**CHAIRPERSON'S REPORT**

The Chair advised of the following

- The visit by the Minister for Primary Industries, the Hon Katrina Hodgkinson MP to Armidale on Friday 28<sup>th</sup> June 2013, to announce the successful projects to be funded under the NSW Government's Weed Innovation Management Fund. Of the 41 applications, 9 projects have been funded including the Northern Inland Weeds Advisory Committee Project, for which New England Weeds Authority is the lead agency, for the integrated aerial surveillance, thermal imaging and mapping pilot program. The chair advised of the details of the Minister's visit and an invitation was extended to Councillors to attend.
- Advised of the forthcoming 17<sup>th</sup> Biennial NSW Weeds Conference to be held in September 2013 and of the Local Government NSW inaugural conference to be held in Sydney in October 2013.
- Advised of her recent attendance at the Australian Local Government Association (ALGA) conference held in Canberra with the main topic of discussion being the recognition of Local Government under the Commonwealth Constitution.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE  
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON WEDNESDAY  
26 JUNE 2013 COMMENCING AT 8:30 AM**

- Advised of the passing by the Senate for inclusion of the referendum on the Constitutional Recognition of Local Government as part of the Federal Election to be held on the 14<sup>th</sup> September 2013. The proposed amendment to the Constitution will mean that the current funding relationship and practises between the Commonwealth and Local Government are recognised by the Constitution.

**GENERAL MANAGER'S REPORT**

**1. LOCAL GOVERNMENT REMUNERATION TRIBUNAL (ITEM 6.1.1)**

**19/13 RESOLVED** on the motion of Councillor Beyersdorf and Councillor Dusting that the annual fees for Councillors for 2013/2014 be increased by 2.5% over the allowances for 2012/2013. Councillors will be remunerated \$2,154 and for the Chair, \$5,384.

**2. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE (ITEM 6.1.2)**

**20/13 RESOLVED** on the motion of Councillors Beyersdorf and Murat that Council:

1. Approve the attendance of two representatives at the 2013 Local Government Annual Conference, those representatives being the Chair as Voting Delegate and the General Manager.
2. Approve payment of all expenses associated with the attendance at the Conference in accordance with the Payment of Expenses Policy

**3. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 6.1.3)**

**21/13 RESOLVED** on the motion of Councillors Murat and Dusting that:

1. That the six- monthly report on Council's compliance with their obligations under the Public Interest Disclosures Act 1994 be received and noted.
2. That a copy of the report be forwarded to the NSW Ombudsman.

**4. GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 (GIPA) –  
PUBLICATION GUIDE REVIEW (ITEM 6.1.4)**

**22/13 RESOLVED** on the motion of Councillors Heagney and Murat that under the provisions of Section 21 of the Government Information (Public Access) Act 2009, Council adopt the revised New England Tablelands (Noxious Plants) County Council Publication Guide as attached to the report

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE  
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON WEDNESDAY  
26 JUNE 2013 COMMENCING AT 8:30 AM**

**5. INTERNAL AUDIT COMMITTEE (ITEM 6.1.5)**

**23/13 RESOLVED** on the motion of Councillors Heagney and Dusting that Council write to Walcha and Uralla Councils seeking their agreement to New England Weeds Authority being able to utilise the services of their Internal Audit Committee through a mutual agreement.

**6. NEW ENGLAND WEEDS AUTHORITY BUSINESS ACTIVITY STRATEGIC  
PLAN 2013-2023 (ITEM 6.1.6)**

**24/13 RESOLVED** on the motion of Councillors Heagney and Murat that Council in accordance with the provisions of the Local Government Act 1995 and Regulations thereunder, adopt the Draft New England Weeds Authority Business Activity Strategic Plan 2013 – 2023 as attached to the report.

**7. INVESTED FUNDS REPORT (ITEM 6.1.7)**

**25/13 RESOLVED** on the motion of Councillors Murat and Dusting that:

1. The report indicating Council's Fund Management Position be received and noted.
2. That the Certificate of the Responsible Accounting Officer be noted and the report adopted.

**8. WEED CONTROL MATTERS (ITEM 6.2.8)**

The Senior Weeds officer provided a verbal update in relation to weed control matters.

**26/13 RESOLVED** on the motion of Councillors Beyersdorf and Murat that Council:

1. Adopt the June 2012 quarterly report on the NSW Weeds Action Plan
2. Extend appreciation to all staff for their efforts in meeting the targets of the Roadside Weed Control Program for 2012-13.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE  
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON WEDNESDAY  
26 JUNE 2013 COMMENCING AT 8:30 AM**

**MATTERS OF URGENCY**

**17<sup>th</sup> BIENNIAL NSW WEEDS CONFERENCE**

Advice was received from Councillor Dusting that Uralla Shire Council had approved his attendance at the 17<sup>th</sup> Biennial NSW Weeds Conference to be held in September 2013 at Corowa.

**NEXT MEETING:**

The next meeting will be held on Wednesday, 28 August 2013 at 8:30 am

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE  
MEETING CLOSED AT 9:10 AM**



00283

## The Hon Amanda Rishworth MP

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**Parliamentary Secretary for Environment and Urban Water**

**Parliamentary Secretary for Disabilities and Carers**

Councillor Michael Pearce  
Uralla Shire Council  
PO Box 106  
URALLA NSW 2358

via email: [council@uralla.nsw.gov.au](mailto:council@uralla.nsw.gov.au)

Dear Councillor Pearce

I am writing to encourage your council to become a signatory to the FluoroCycle scheme.

FluoroCycle is a national, voluntary scheme to reduce the amount of mercury-containing waste being disposed of to landfill by increasing the recycling of mercury-containing lamps, such as fluorescent tubes. FluoroCycle is a priority initiative under the Council of Australian Governments' *National Waste Policy: Less Waste, More Resources*.

FluoroCycle provides public recognition for organisations that commit to recycling their waste lamps or promote the scheme and recycling of waste lamps. Signatories are given the use of the FluoroCycle logo to promote their commitment. FluoroCycle also holds events to recognise the commitment of Signatories. I was pleased to present certificates to a number of FluoroCycle Signatories at an event in Melbourne in June this year.

FluoroCycle is focused on the commercial and public lighting sectors as these sectors account for the majority of lighting waste. There are opportunities for local governments to contribute to FluoroCycle by requiring public and street lighting to be recycled, by promoting the scheme to business networks and requiring waste lamps from local government owned buildings to be recycled. This would build on and complement the efforts of many local governments to encourage and facilitate recycling of mercury-containing lamps from households.

There are two FluoroCycle Signatory categories available:

- Commercial Users and
- Facilitators.

A Signatory can apply as both a Commercial Use and as a Facilitator.

Commercial Users are required to:

- make a commitment to ensure that lamp recycling is implemented at nominated sites.
- ensure that lamp recycling is added to existing waste management or maintenance contracts.

Facilitators are asked to complete a brief Action Plan with their application outlining how they will promote the scheme to their networks, suppliers and contractors.

FluoroCycle now has 189 member organisations. A number of local governments have already signed up to the scheme and there is scope for others to show their commitment to best practice environmental management by joining them as FluoroCycle Signatories.

I invite your Council to talk to the FluoroCycle Administrator to discuss the best opportunities for you to contribute to the FluoroCycle scheme and be recognised for sustainable waste management practices.

The FluoroCycle Administrator can be contacted on (03) 9859 4545 or via email, [administrator@fluorocycle.org.au](mailto:administrator@fluorocycle.org.au). Applications can be lodged at the FluoroCycle website, [www.fluorocycle.org.au](http://www.fluorocycle.org.au). The departmental contact is Rachel Gregson, Department of Sustainability, Environment, Water, Population and Communities, phone (02) 6275 9068.

Yours sincerely

A handwritten signature in black ink that reads "Amanda Rishworth". The signature is fluid and cursive, with a large, stylized loop at the end of the last name.

Amanda Rishworth

1 August 2013

(continued)

**SECTION:** Technical Services

**ITEM NUMBER:** Item 1

**SUBJECT:** Works Planning

**File Reference:** U07/3041

**Reason:** Engineering Department Practice

**Objective:** To inform council

**Budget Implication:** Within existing budget

**Operational Plan:** Part 3, Principal Activity 10

**INFORMATION**

1. Main Road Maintenance
  - Bitumen patching
  - Guide posting
  - Sign maintenance
2. Sealed Roads Maintenance
  - Arding Road – heavy patching
  - Gwydir River Road – edge patching and shoulder grading
  - Dumaresq Road – shoulders
  - Mt Butler Road – heavy patching
  - MR73-North of Bundarra – shoulder grading
3. Unsealed Roads Maintenance
  - Westvale Road – grade
  - Brechts Lane – grade
  - Mount Drummond Road – grade
  - Ross Road – grade
  - Spring Gully Road – grade
  - Linfield Road – grade
  - Mihi Road – grade
  - Dwyers Road – grade
  - Carlon Menzies Road – grade
  - The Gap Road – grade
4. Bridge/Sign Crew
  - Balala Road – repair causeway
  - MR73 – Francis Hill – guardrail
  - Abington Bridge – girder replacement
  - Dairy Creek – gabians
  - Lana Road – abutment protection
5. Construction
  - Kareela Road – construction to continue

(continued)

6. Town Works

Kerb and Gutter – Munro Avenue, East Street, Hill Street, Ivon Court  
Routine maintenance

The effects of the planned works on the environment have been reviewed. No significant effect is likely.

**Prepared by:** Mr Alan Harvey, Works Manager

**Prepared for:** Mr Robert Bell, Director of Engineering Services

**RECOMMENDATION**

That the planned works be noted.



**DIRECTOR OF ENGINEERING SERVICES' REPORT TO COUNCIL**

(continued)

**SECTION:** Technical Services

**ITEM NUMBER:** Item 2

**SUBJECT:** Works Progress for Period Ended 11 August 2013

**File Reference:** U07/3041

**Reason:** Engineering Department Practice

**Objective:** To inform Council

**Budget Implication:** Within existing budget

**Operational Plan:** Part 3, Principal Activity 10

**INFORMATION****1. Main Road Maintenance**

MR73 North and South	– bitumen patching, guide posting
MR124	– bitumen patching
	– completed heavy patching near Saumarez Bridge by Armidale Dumaresq Council

**2. Sealed Roads Maintenance**

Uralla Streets	– patching
Gwydir River Road	– patching and commence shoulder grading
Bundarra Town Area	– patching
Kentucky Area	– patching
Enmore Road	– patching
Pinegrove Road	– patching

**3. Unsealed Roads Maintenance**

Baldersleigh Road	– graded
Bindawalla Road	– graded
Colomendy Road	– graded
Johnsons Road	– graded
Trida Road	– graded
Kingstown-Bendemeer Road	– graded
Woodlands Road	– graded
Old Wollun Road	– graded
Traceys Road	– graded
Traceys Loop Road	– graded
Mabbotts Lane	– graded
Jobsons Lane	– graded
Glenroy Lane	– graded
Martins Lane	– graded
Bakers Lane	– graded
Dorley Lane	– graded
Haynes Lane	– graded
Bingara Road	– graded
Blue Mountain Road	– graded
Hillview Road	– grading
Gwydir River Road	– commence shoulder grading

4. Construction Crew
  - Barraba Road (MR 132) – primer seal completed
  - Kareela Road – commence works and stockpile granite
5. Bridge / Sign Crew
  - Bundarra – complete concrete footpath in Bendemeer Street
  - Kareela Road – culvert works
  - Guyra Shire – bridge repairs with Guyra and Armidale Dumaresq staff
6. Town Area
  - Uralla RSL Hall – complete path works, eastern side
  - Queen Street – commence water main replacement
  - General Maintenance

**Prepared by:** Mr Alan Harvey, Works Manager  
**Prepared for:** Mr Robert Bell, Director of Engineering Services

**RECOMMENDATION**

That the Works Progress for the period ended 11 August 2013 be noted.

**SECTION:** Technical Services

**ITEM NUMBER:** Item 3

**SUBJECT:** Uralla Local Traffic Committee

**File Reference:** U07/115

**Reason:** Meeting held 6<sup>th</sup> August 2013

**Objective:** Have Council consider recommendation from the Committee

**Budget Implication:** Within Existing Budget

**Operational Plan:** Principal Activity 10.7

**INFORMATION**

The Minutes of the meeting of the Uralla Local Traffic Committee held 6<sup>th</sup> August 2013 are attached.

**Prepared by:** Robert Bell

**RECOMMENDATION**

That Council note the Minutes of the 6 August 2013 meeting of the Uralla Local Traffic Committee Meeting and adopt the following recommendations:-

**1. St Joseph's School Crossing**

That Council;

1. Erect another 40km/ph speed zone sign in Wood Street.
2. Place a traffic classifier on the eastern end of Wood Street
3. Trial raised markers around centre island and
4. Replace the "No Stopping" sign near Swimming Pool.

**2. Heagney's Hill Thunderbolts Way, South of Uralla**

That Council;

1. Erect 2 x REDUCE SPEED / SLIPPERY SIGNS
2. Carry out new ball bank review of corners
3. Include pavement upgrade in 2013/2014 Program
4. Staff investigate excess speed signs

**3. Black Spot Funding**

That Council make application for Federal Government Blackspot funding from 13.88km to 15.88km west of Bundarra on the Barraba Road.

**4. Request for extension of 50km/hr at Kentucky to south of Bakers Lane**

That Council support the extension of the 50km/hr zone at Kentucky to south of Bakers Lane on Noalimba Avenue.

**5. Uralla Bowling Club and Recreation**

That Council;

1. Not construct a pedestrian crossing in Hill Street
2. Staff place a traffic classifier in Hill Street
3. Erect No Standing signs in Queen Street opposite the pedestrian access.

**6. Camp Quality 1000kms 4 Kids**

That Council support the Camp Quality 1000kms 4 Kids held 6 September to 15 September 2013.

**ATTACHMENTS TO THE REPORT****INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

<b>Attachment Name:</b>	<b>Page Count:</b>
<b>A:</b> Minutes of 6 August 2013 Uralla Local Traffic Committee Meeting	3
<b>B:</b> Letter from NSW Police Force regarding Camp Quality 1000k's 4 Kids	6
<b>C:</b> Letter from Uralla Bowling Club regarding Hill & Queen St Intersection	1
<b>D:</b> Email from Principal at St Josephs School regarding Road Safety Concerns	2
<b>E:</b> Email from Rod McGrath to Kath Little regarding Kentucky Progress Association	2
<b>F:</b> Northern Region Bundarra Road Map - MR132	1

Attachment : A



**MINUTES OF THE MEETING OF  
URALLA LOCAL TRAFFIC COMMITTEE  
HELD AT 1:00PM  
ON TUESDAY, 6 AUGUST 2013**

**In Attendance:** Snr Const Scott Wilson- Armidale Police  
Mr Frank Smallman – RMS  
Mr John Carlon - Bus Driver/Local Representative for Local  
Parliamentary Member  
Cr Michael Pearce - Mayor  
Mr Robert Bell - Minutes

**Apology:** Snr Const Paul Caldwell

**Confirmation of Minutes of Meeting**  
held 4 June 2013

**Moved:** Mr F Smallman **Seconded:** Cr M Pearce  
That the Minutes of the Meeting held 4 June 2013 be accepted.

**Business Arising**

1. **Mail Box located at Intersection of Arding Road and New England Highway at Saumarez**  
- RMS has inspected site and will negotiate mail box relocation.

**Agenda Items:**

1. **St. Joseph's School Crossing**  
Email from Acting Principal dated 20 June 2013.

The Committee agreed to recommend an extra 40km/hr sign be erected in Wood Street and that Council place a traffic classifier at the eastern end of Wood Street to determine speed and volume of traffic.  
Raised markers should be considered for centre section.  
Police will assist with speed restriction enforcement.

The No Stopping sign near the swimming pool has faded and needs replacing.

**Recommendation:**

- (i) That Council erect another 40km/ph speed zone sign in Wood Street
- (ii) That Council place a traffic classifier on the eastern end of Wood Street
- (iii) That Council trial raised markers around centre island and
- (iv) That Council replace the "No Stopping" sign near Swimming Pool.

**Item 2: Heagney's Hill, Thunderbolt's Way south of Uralla**

Council has been advised of a number of vehicle runoffs on this section of road. These have usually occurred in wet and/or foggy weather.

The Committee have made the following suggestions:-

- (i) 2 x REDUCE SPEED / SLIPPERY SIGNS to be erected
- (ii) Carry out new ball bank review to check current signage
- (iii) Include pavement upgrade in 2013/2014 program. One option is anti slip hot mix. This could allow for any super elevation correction required (Contact Mr L Vickery RMS for details)
- (iv) Block sign that only illuminates when you exceed speed setting (Mr Smallman to chase details).

**Recommendation:**

- (i) That Council erect 2 x REDUCE SPEED / SLIPPERY SIGNS
- (ii) That Council carry out new ball bank review of corners
- (iii) Council include pavement upgrade in 2013/2014 program
- (iv) Council staff investigate excess speed signs.

**Item 3: Black Spot Funding**

Mr Bell requested the Committee support Council's proposal to seek Black Spot funding for 13.88km to 15.88km west of Bundarra on the Barraba Road (Main Road 132).

This section of road has had 4 injury accidents over the last five years and is eligible for the funding.

**Recommendation:**

That Council make application for Federal Government Blackspot funding from 13.88km to 15.88km west of Bundarra on the Barraba Road

**Item 4: Request for extension of 50km/hr at Kentucky to south of Baker's Lane (approximately 200 metres)**

The residents of Baker's Lane support the extension and are aware that the lane will be included in the 50km/hr zone.

**Recommendation:**

That Council support the extension of the 50km/hr zone at Kentucky to south of Baker's Lane on Noalimba Avenue.

**Item 5: Uralla Bowling and Recreation Club**

- letter dated 25 July 2013

The Committee reviewed the letter and made the following suggestions:

- The Committee does not support a pedestrian crossing from the club across Hill Street
- Council will place a traffic classifier on Hill Street to provide a speed profile.
- The Committee was not in favour of a roundabout as this intersection has a low accident history and it would be very expensive, however, this should be reviewed once the speed data is provided

-The Committee discussed the provision of a No Standing area at the Queen Street entrance. While there was discussion over the provision of off street versus on street parking, the Committee agreed to support this request.

**Recommendation:**

- (i) That Council do not construct a pedestrian crossing in Hill Street
- (ii) That Council staff place a traffic classifier in Hill Street
- (iii) That Council erect No Standing signs in Queen Street opposite the pedestrian access.

**General Business:**

**(i) Camp Quality 1000k's 4 Kids**

The Police advice has now been received. The Committee agreed to support the event provided the conditions set down were met. See email dated 7/8/2013 from Snr Const Caldwell.

**Recommendation:**

That Council support the Camp Quality 1000k's 4 Kids held 6 September to 15 September 2013 provided the Police conditions are met.

**(ii) Lookout Road**

Mr Bell to check signage and road access sealing.

**(iii) Pomona Road**

Mr Bell to check 50km/hr sign close to shoulder of Thunderbolt's Way.

**(iv) Lighting in Duke Street**

Mr Bell to advise progress to next meeting.

**(v) Bundarra Bridge**

RMS have requested upgrade of signs and markings for bridge.  
Centre line supported by RMS despite carriageway only 5.58metres.

**(vi) Barleyfields Road**

Mr Bell advised that Council will carry out traffic classifier study to support request for turning off lane from highway.

**Meeting Closed: 1.50pm**

Attachment: B



00294

**NSW Police Force**  
www.police.nsw.gov.au

Ref: D/2013/43033

26<sup>th</sup> June, 2013.

Mr Michael PHILLIPS  
17 Rays Road  
BATEAU BAY NSW 2261

### **Camp Quality 1000k's 4 Kids**

Dear Mr Phillips,

I refer to your application to conduct the Camp Quality 1000K's for Kids Ride between Friday 6<sup>th</sup> September 2013 to Sunday 15<sup>th</sup> September 2013.

In principle, the New South Wales Police Force does not sanction the conduct of this type of event on the State's Highways and major road systems. There are inherent risk factors which directly impact on the safety of those involved and other road users. These risk factors include:

- high speeds,
- high traffic volumes,
- long lengths of unformed/gravel road shoulders,
- horizontal and vertical site distance restrictions,
- narrow lane widths, and
- large heavy vehicles, long distance coaches and B-Double movements on all major roads throughout New South Wales.

The New South Wales Police Force has no official objections to your present application, provided the event is conducted in accordance with the attached lists of conditions.

Departure from these conditions may result in police terminating the event and thereby requiring participants to comply with the normal provisions of the Road Transport Legislation.

You are to ensure that all relevant Councils and other land holders such as the National Parks are fully informed of your proposal and approve of this event. In addition, at the commencement of each day it is recommended you contact the Transport Management Centre on 1800 679 782 and advise the nature of the event and the days route.

I wish you all the best and trust you will have a safe and enjoyable event.

Paul Carrett  
Inspector

**State Planning Unit**

**Major Events & Incidents Group**

Level 11, 447 Kent Street, Sydney, NSW, 2000

Telephone 02 9336 5871 Facsimile 02 9336 5847 EMail 25871 EFax 25847 TTY 9211 3776 (Hearing/Speech impaired,  
ABN 43 456 612 100)

**NSW POLICE FORCE**

RECRUITMENT

**1800 222 122**

WWW.POLICE.NSW.GOV.AU/RECRUITMENT



## **Camp Quality 1000ks 4 Kids**

**5<sup>th</sup> September 2012 to 15<sup>th</sup> September 2013**

### **GENERAL CONDITIONS**

1. Provisions of the Road Transport Legislation to be observed at all times.
2. Any person competing in, organising or supporting competitors, or in any other manner connected with the event, **must obey any reasonable directions given by a member of the NSW Police Force.**
3. A member of the New South Wales Police Force has the authority to delay, halt or cancel the event at any stage in the interests of road safety or the safety of the community.
4. **Any directions issued by the Roads and Maritime Services must be promptly obeyed.**
5. The event is to be conducted in accordance with the timing and route supplied and approved by Police.
6. The event is to be conducted within the nominated dates of the event.
7. Any breach of these conditions may result in the event being halted by the NSW Police.

### **ORGANISERS**

8. Organisers, officials and participants are to take all reasonable measures to reduce obstruction to pedestrians or vehicles during the course of the event.
9. Organisers must provide sufficient marshals to control participants in the event.
10. The Organiser is to ensure that all participants and event marshals are adequately briefed as to their roles and responsibilities.

### **PARTICIPANTS**

11. Participants are not permitted on a road during periods of poor visibility due to inclement weather or fog, or where there is insufficient daylight to

render a person dressed in dark clothing to be discernible at a distance of 100 metres.

12. Participants shall keep to the extreme left-hand side of the carriageway at all times.
13. Participants **MUST NOT** ride more than 2 abreast on multi lane roads.
14. Participants **MUST** ride in ***single file on single lane roads***.
15. Participants to obey traffic lights and comply with "STOP" and "GIVE WAY" signs during the event.
16. Participants and passengers to wear approved helmet in compliance with the Road Transport Legislation.
17. Participants **MUST** wear suitable reflective clothing when cycling upon a road.

### **ESCORT VEHICLES**

18. The organisers shall provide escort vehicles as detailed below which must be positioned so as to create a positive awareness of the presence of the participants on the carriageway to other road users. Escort vehicles ***must not be larger*** than a Toyota Hi Ace type vehicle.
19. Escort and support vehicles are to move off the carriageway when required to wait for the participants, so as not to obstruct traffic on single lane carriageways.
20. Except when held up by other traffic or mechanical failure, escort or support vehicles shall not stop on the trafficable portion of the roadway for any reason.
21. Lead and rear vehicles are to travel with head and tail lamps illuminated when on escort duty.
22. Unless otherwise directed by police, escort vehicles shall be positioned in the following manner:

**LEAD ESCORT VEHICLE** - On a single lane carriageway a lead escort vehicle shall be positioned ahead of the leading participants. This vehicle shall display a sign directed to the front of the vehicle displaying the words "CAUTION CYCLISTS FOLLOWING", so as to provide advance warning to oncoming motorists and other road users.

**REAR ESCORT VEHICLE** - A warning escort vehicle shall be positioned about 300 metres to the rear of the last group of participants warning motorists of cyclists on the road ahead. This vehicle shall display a sign

directed to the rear of the vehicle displaying the words "CAUTION CYCLISTS AHEAD" so as to provide advance warning to overtaking vehicles.

23. ***Warning signs referred to above shall be not be less than 900mm x 400mm in size, on yellow/orange background with large black lettering, 170mm proportionate to the dimensions of the sign and in accordance with the Road Transport Legislation.***
24. Each escort vehicle shall also be fitted with flashing amber light on the highest point of the roof, and **MUST** have the hazard and warning lights operating at all times whilst performing escort duty.

### **COMMUNICATION**

25. Communication equipment is to be provided to escort vehicles to enable communication between those vehicles and the organisers. Communication is to be maintained between those vehicles at all times during the course of the event.

### **SPECIAL CONDITIONS.**

The organiser **MUST** monitor road traffic. In the event of traffic built up, the cyclists **MUST** clear the road and allow traffic to pass.

***Under no circumstances*** are support vehicles to be used as escort vehicles.

**Cyclists must travel in single file on all sections of roadway where road works are in progress.**

At the commencement of each day it is recommended you contact the Transport Management Centre on 1800 679 782 and advise the nature of the event and the days route.

***The letter of authority and General Conditions MUST be carried at all times during the conduct of this event and be capable of being produced, if required, to a member of the NSW Police Force or an Officer of the Roads and Maritime Services of NSW.***

**Paul CARRETT  
Inspector  
Traffic & Transport Operations  
Major Events & Incidents Group  
9336 5871**

**DATE OF ISSUE: 26<sup>th</sup> June 2013**

Date	Start Point	Proposed Route	Finish Point	KM
Friday 6-Sep-12	Ipswich Motel Monarco 28 Downs Street	Left into South Street Left into Foote Lane Left into Limestone St Left Ellenborough St Right into Roderick St Left into Omar St Right into Hooper St Left into Old Toowoomba Road Right onto Toongarra Toongarra onto Dixon St Onto Hansons Road Onto Karrabin Rosewood Road Onto Rosewood Laidley Road Onto Mulgowie Road Right onto Blenheim Road Right onto Pitt Road becomes Forrest Hill Blenheim Road Right onto Forrest Hill Blenheim Road Left into Woodlands Road Left into Manteuffel Road Right into Ropeley Rockside Road Left into Tenthill Creek Road Right into Tenthill Creek Road Right into Mount Sylvia Road Left into Gatton Clifton Road Right into Ma Ma Lilydale Road Left into Flagstone Creek road Right onto Rowbotham St Left into Stenner Street Toowoomba Left into Ruthven Street Toowoomba	Toowoomba Leichhardt Motor Inn. Ruthven Street	104km
Saturday 7-Sep-12	Toowoomba Leichart Motor Inn Ruthven Street Toowoomba	Left onto Ruthven Street Right into Alderley Street Left into Drayton onto Gipps St Onto Drayton Connection Road Right onto Newman Road Left onto Toow Road onto Cudmores Road Onto Denton Road Left on to Felton Bobby Road Onto Felton Clifton Road left onto Elphinstone Road onto Allora Clifton road Right onto Forde Street	Warwick Horse and Jockey Motel Victoria Street	93km

		onto Warwick Allora Road Onto Rosehill Road Left onto Victoria Street		
Sunday 8-Sep-12	<b>Warwick</b> Victoria Street	Onto Victoria Street Left onto Rosehill Street Onto Wallace Street / New England Highway Left onto High Street Stanthorpe Onto Wallangarra Road Left onto New England Highway Left onto Manners Street Tenterfield	<b>Tenterfield</b> Telegraph Hotel Manners Steet	118km
Monday 9-Sep-12	<b>Tenterfield</b> Telegraph Hotel Manners Street	Left onto New England Highway Right onto Furguson Street Left onto Grey Street	<b>Glen Innes</b> Club Hotel Grey Street	91km
Tuesday 10-Sep-12	<b>Glen Innes</b> Grey Street	Right onto Grey Street Left onto Lan St Right onto Church St / New England	<b>Uralla</b> Top Pub New England Highway	120km
Wednesday 11-Sep-12	<b>Uralla</b> New England Highway	Right onto New England Highway Onto Marius Left onto Darling Street Left onto Peel Street	<b>Tamworth</b> Courthouse Hotel Peel St	88km
Thursday 12-Sep-12	<b>Tamworth</b> Peel Street	Left onto Peel Street Right onto Brisbane Street Right onto Stewart St/Oxley Highway Right onto Condilly Street Left onto Abbot Street	<b>Gunnedah</b> Courthouse Hotel 301 Conadilly Street, Corner of Abbott Street	77km
Friday 13-Sep-12	<b>Gunnedah</b> Abbott Street	Onto Abbott Street Right onto Condilly Street Kamilaroi Highway Left Werris Creek – Carroona Road Right Werris Creek Road Hawker St Kamilaroi Highway Right onto New England Highway	<b>Murrurundi</b> White Heart Hotel	115km
Saturday 14-Sep-12	<b>Murrurundi</b> New England Highway	Onto New England Highway	<b>Singleton</b> New England Highway	113km
Sunday 15-Sep-12	<b>Singleton</b> New England Highway	Onto New England Highway Maitland Road / Old Pacific Highway Left onto Industrial Drive Onto Hannell Street Stewart Ave Left Glebe Road Left into Kenrick	<b>Newcastle</b> Corlette St The Junction Newcastle	77km



Attachment: C

Uralla Bowling & Recreation Club  
PO Box 4  
Cnr of Queen and Hill Sts  
Uralla NSW 2358

Phone: 02 6778 4192  
Fax: 02 6778 3216

Email: [enquiries@urallabowlo.com.au](mailto:enquiries@urallabowlo.com.au)  
Web: [www.urallabowlo.com.au](http://www.urallabowlo.com.au)

ABN: 50 001 076 788

25 July 2013

General Manager  
Att Mr Robert Bell  
Uralla Shire Council  
32 Salisbury St  
Uralla 2358

Dear Robert,

At the meeting of the Board of Directors of Uralla Bowling & Recreation Club Ltd held 24 July 2013, a letter from two of our members was tabled.

Apparently there was a near miss whilst these members were crossing Hill St outside our club.

You will be aware that although an urban speed limit applies to Hill St, this limit is regularly exceeded by passing traffic. I have observed on many occasions the limit being disregarded by an excessive amount by traffic traveling in both directions.

The suggestion of a pedestrian crossing was raised, however it is accepted this will not on its own reduce the speed of traffic, and pedestrians will continue to disregard the crossing with the excuse of expedience.

May I suggest a roundabout on the corner of Hill & Queen Streets as a traffic calming measure?

Also raised at the meeting was the provision of no standing signed outside the Queen St entrance of the club. There are many occasions when cars parking at this entrance prohibit free access to the gateway by persons entering from Queen St.

Yours sincerely

Fred Geldof  
Secretary Manager



Fred Geldof  
Secretary/Manager: Kevin Ward President: Allan Rummery

Attachment: D

**Robert Bell**

**From:** Principal St Joseph's Uralla [principal@stjosephsuralla.catholic.edu.au]  
**Sent:** Thursday, 20 June 2013 5:17 PM  
**To:** Robert Bell  
**Subject:** St Joseph's Primary School Uralla  
**Follow Up Flag:** Follow up  
**Flag Status:** Blue

00301

20/6/2013

Hi Robert,

Thank you very much for your visit to St Joseph's this morning.  
 A VERY BIG THANK YOU for the very prompt painting of the children's crossing this afternoon in Wood St.

I would like to outline my road safety concerns in Wood St.

1. The Children's Pedestrian Crossing - location, visibility, signage
2. The Bus Zone - location in relation to the school loading gate, the Children's crossing & visibility when buses are in the Bus Zone
3. The Visibility – of crossing, signs, street parking,
4. The Speed of Traffic – the number of cars especially in the morning who use Wood Street as a by- pass to the New Highway & Thunderbolts Way.

Possible suggestions!!!!

1. The Children's Pedestrian Crossing-  
 Larger brighter crossing signs of the school crossing image.  
 Install rubber traffic calming speed moderators.  
 Paint the Zebra crossing lines.  
 Add onto the road surface, western side on Wood St, the painted 40 and the crocodile teeth.
2. The Bus Zone-  
 Move the bus zone from the corner back to the school loading gate. That would be east, along in front of the school & St Joseph's Church.  
 This would require the re-location of the crossing. ?? Perhaps towards the west (in front of the Bus Zone towards the corner – Barleyfields Rd, Bridge St /New England Highway.  
 A bus set down / drop off & pick up area partially off the road for buses.
3. The Visibility-  
 The actual Pedestrian Crossing area, this visibility is even decreased when the buses are picking up in the afternoon & parked cars are along the street.  
 I would like to see the signage improved, bigger brighter possibly with the use of the fluorescent backing boards,
4. The speed of traffic –  
 Some additional calming measures, such as the rubber traffic calming moderators,

Improved visibility of speed zone signs,  
Flashing lights

00302

This week I received a letter from Adam Marshall stating that the NSW Government has announced an acceleration of the school zone flashing lights program, to ensure every school in NSW has flashing lights by December 2015. I hope that Uralla Shire Council & St Joseph's School will have input as to the location of the lights as we have two school zones on two streets!

I appreciate your time looking at these matters and I look forward to your suggestions on these issues.

Yours sincerely,

Mrs Belinda Burton  
Acting Principal  
St Joseph's Primary School



Attachment: E

**Robert Bell**

---

**From:** Katherine Little  
**Sent:** Monday, 15 July 2013 12:58 PM  
**To:** Robert Bell  
**Subject:** FW: KATH Please read today KPA stuff.  
**Importance:** High  
**Follow Up Flag:** Follow up  
**Flag Status:** Red

00303

Robert,

Please read the attached email. I will get your comments and then reply to Rod.

Thanks, Kath.

**Kath Little**

Manager Waste & Resource Recovery  
Uralla Shire Council | PO Box 106 Uralla NSW 2358  
P: 02 67786315 F: 02 67785073 M: 0417 676 255  
E [klittle@uralla.nsw.gov.au](mailto:klittle@uralla.nsw.gov.au) W [www.uralla.nsw.gov.au](http://www.uralla.nsw.gov.au)



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**From:** Rod McGrath [mailto:kentuckystore1@bigpond.com]  
**Sent:** Sunday, 14 July 2013 8:38 PM  
**To:** Katherine Little  
**Subject:** KATH Please read today KPA stuff.  
**Importance:** High

Hi Kath

Kentucky signs are all up and looking good, thank you. We are still obtaining quotes for the bike track.

We don't however have an answer to some of our emails though, including the ones to Robert Bell details of which are below. Can you please help with following these up thanks.

Just something to run by you. In our last KPA meeting (minutes sent in a separate email today) we received a letter in correspondence from a local teen about having a half pipe skate ramp being included in the bike track plan. Apart from the letter we have also been approached verbally by some locals as well about this. Do you think council would have any objections to the KPA incorporating this into the costing and the plan as well? If not we would like to go ahead and include it.

Michael Taylor has also approached us about having a permanent sculpture placed in the park created by his mother Vicki. What approval do we need to go ahead with something like this? Michael said it would be at

00304

their cost.

Items for Robert Bell:

- The 50 klm speed sign to be placed past Baker Lane as requested in a previous email.
- One of the first matters in the village for the KPA & its members was flood markers to be placed at the causeway in Noalimba Ave and also to have the intersection of Kentucky Road and Noalimba Ave better defined by "give way" signs and "line markings" on the corner or perhaps a silent cop. The residents believe council has been approached numerous times over the years about the danger at the intersection and believe it to be an accident waiting to happen as people constantly cut the corner.

We await your reply. Your help is always greatly appreciated as is the council's generous support.

Kind regards

Rod & Deb McGrath  
Kentucky General Store  
46 Noalimba Ave  
Kentucky NSW 2354

PH: 67787320 Fax: 67787314  
[www.kentuckygeneralstore.com.au](http://www.kentuckygeneralstore.com.au)  
LIKE us on FACEBOOK: Kentucky General Store & Cafe

Attachment: F

Attachment: F  
00385

Northern Region  
MR132 - Bundarra Road  
Shire of Ulralla  
0km to 2km east of Tamworth Shire boundary.  
Crash Data 1/7/2007 to 30/6/2012

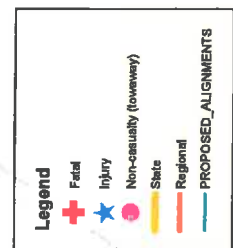
773463, 3/11/2011, East, 20  
607342, 22/12/2007, East, 85  
643981, 4/10/2008, East, 85  
677511, 26/07/2009, East, 84

Ulralla

Tamworth Regional

DRUMMOND CK

WOOLSHED CK



11/6/2013



Crash Label: Crash Id, Date, Direction, RUM Code

# DIRECTOR OF ENGINEERING SERVICES' REPORT TO COUNCIL

(continued)

00300

**SECTION:** Technical Services

**ITEM NUMBER:** Item 4

**SUBJECT:** Works Progress Advisory Unit

**File Reference:** U07/172

**Reason:** Meeting held 14<sup>th</sup> August 2013

**Objective:** Have Council consider recommendations from the Advisory Unit

**Budget Implication:** \$12000 for Cycleway Project. \$25000 for roller repairs from Plant Maintenance budget.

**Operational Plan:** Principal Activity 10

## INFORMATION

The Minutes of the 14<sup>th</sup> August 2013 meeting of the Works Progress Advisory Unit are included as an attachment to this Report.

**Prepared by:** Robert Bell

## RECOMMENDATION

That Council note the minutes of the Works Progress Advisory Unit meeting held on 14<sup>th</sup> August 2013 and adopt the following recommendations:-

**1. Regional Development Australia Fund**

That the Mayor seek assurances from the National Party candidate in the next election that this funding commitment will be honoured.

**2. Plant**

That Council staff work with COMPLANT to improve operator induction on hired plant.

**3. Roads and Maritime Services – Regional Roads Block Grant Funding 2013/2014**

That Council note the 2013/2014 allocation for Regional Roads Maintenance.

**4. Cycleway Funding**

That Council provide \$12000 and accept the offer of \$12000 from the RMS for cycleway / footpath in King Street / Bridge Street, Uralla.

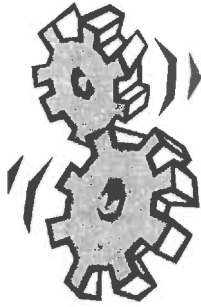
## ATTACHMENTS TO THE REPORT

### INDEX OF INCLUDED ATTACHMENTS

The Following Documents are Included as Attachments to the Preceding Report

Attachment Name:	Page Count:
A: Minutes of Works Progress Advisory Meeting held 14 August 2013	3
B: Email regarding 'Rehabilitation of Bucketts Way Project'	2
C: Letter from RMS and related emails regarding urgent Maintenance at Abington Creek Bridge	4

  
Robert Bell  
Director of Engineering Services



# Minutes of Works Progress Advisory Meeting

Attachment: A

held at 11.00am  
on Wednesday, 14 August 2013 00307  
in Mayor's Office at Uralla Shire Council

## Attendance:

Cr M Pearce (Mayor)  
Cr R Crouch (Deputy Mayor)  
Cr K Ward  
Cr F Geldof  
Mr A Harvey  
Mr K McMillan  
Mr M Adams  
Mr R Bell (Minutes)

## Minutes of Previous Meeting:

That the Minutes of previous meeting held 11 July 2013 be adopted.  
Note Cr M Dusting was an observer.

**Moved:** Cr K Ward

**Seconded:** Cr F Geldof

## Business Arising:

Concern has been raised that the Federal funding for the upgrade of Thunderbolt's Way; involving Walcha Council, Gloucester Shire Council and Uralla Shire Council; may not be funded if there is a change of Government. This funding was to come from the Regional Development Australia Fund – Round 4.

## Recommendation:

That the Mayor seek assurances from the National Party candidate in the next election that this funding commitment will be honoured.

**Moved:** Cr F Geldof

**Seconded:** Cr K Ward

## Agenda

### 1. Plant

#### (i) Damage to hired roller

Mr Bell advised the Committee that he and Mr Adams had met with Mr Doug Coleman and his Workshop Foreman regarding the repair to this roller.

Mr Bell advised that he had authorised payment for the engine replacement \$25,000 and that Complant had not added their loss for their machine being off hire.

We discussed the need for a significantly improved induction process.

#### (ii) Major Repairs

Maintenance Roller – bearing replacement

Water Cart – still waiting

Bundarra Backhoe – major fatigue repairs

Single Drive Truck – engine and valve rework due to valve bounce.

Large Excavator – idler replaced.

**iii) New Purchases**

Truck and trailer in progress.

**iv) New Tenders**

-still to be completed.

**v) Mazda CX-5 for Director of Administrative Services**

- quotations being received this week.

**vi) New Registration and Inspection Regime**

discussed by Mr Adams.

**Recommendation:**

That Council staff work with Complant to improve operator induction on hired plant.

**2. Emu Crossing Update**

- Geotechnical report now due 2-3 weeks.
- 1:50 year flood level determined.
- Concern over RDAF – Round 5 funding not being assured with election.

**Recommendation:**

For notation.

**3. Black Spot Funding Application**

Mr Bell advised the Committee that Mr Lewis had prepared a Black Spot funding application for 2 kilometres of the Barraba Gap 13.88km – 15.88km west of Bundarra. The section has had 4 injury / accidents in the last five (5) years. The Federal program is 100% funded. This application is to improve the road camber and then bitumen seal. The project would not proceed if a full realignment was proposed due to low benefit / cost.

**Recommendation:**

For notation.

**4. Roads and Maritime Services****– Regional Roads Block Grant Funding 2013 / 2014**

	2012/13	2013/14
Block Grant	\$796,000	\$809,000
Supplementary	\$ 76,000	\$ 76,000
Traffic Facilities	\$ 39,000	\$ 40,000

**Recommendation:**

That Council note the 2013/14 allocation for Regional Roads Maintenance.

## **5. Cycleway Funding**

Council has been advised that the RMS will fund 50% of \$24,000 estimate for footpath / cycleway from Alma Park, up King Street and then both ways on Bridge Street to St Joseph's Crossing and south to new Brewery.

Mr Bell to provide Uralla Cycleway Plan.

### **Recommendation:**

That Council provide \$12,000 and accept the offer of \$12,000 from the RMS for cycleway / footpath in King Street / Bridge Street, Uralla.

## **6. Bundarra Footpath**

The section from Oliver Street to Court Street on the western side of Bendemeer Street has now been completed. The Bundarra Section 355 Committee will advise Council of its next priority for 2013/2014.

### **Recommendation:**

For notation.

## **7. NSW Western Roads – Stage 2**

Mr Bell advised that he had submitted the details on Abington Creek Bridge, Barraba Road and Bingara Road for Western NSW Road Plan being compiled for the Minister for Western New South Wales under Stage II. This is being supported by Namoi R.O.C.

### **Recommendation:**

For notation.

### **General Business:**

#### **i) Abington Creek Bridge**

-Complaint regarding sight distance. Mr Bell to inspect.

#### **ii) Gostwyck Road**

-Request for B Double approval. Route discussion will be provided to Local Traffic Committee to review. Munsie's Bridge is not suitable for B Doubles.

**Meeting Closed:** 11.55am.

**Next Meeting:** Wednesday, 11 September 2013.

**Robert Bell**

Attachment: B

00310

**From:** Gil Gendron [Gil.Gendron@gloucester.nsw.gov.au]  
**Sent:** Friday, 9 August 2013 2:31 PM  
**To:** Robert Bell; Stephen Mccoy  
**Cc:** Danny Green  
**Subject:** FW: CIG081 - Stage Two - Rehabilitation of Bucketts Way Project [SEC=UNCLASSIFIED]  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Robert

As discussed (and Steve what I wanted to talk to you about)

Looks like it would be a good idea to get Banraby on side, sooner than later – just in case!

Steve, do you have a formal offer re this grant (we've only seen a press release)?

Regards

**Gil Gendron**  
 Manager Technical Services

Gloucester Shire Council  
 89 King Street  
 (PO Box 11)  
 GLOUCESTER NSW 2422

Telephone: (02) 6538 5250  
 Facsimile: (02) 6558 2343  
 E-mail: [gil.gendron@gloucester.nsw.gov.au](mailto:gil.gendron@gloucester.nsw.gov.au)

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**From:** Hesketh Tracy [mailto:Tracy.HESKETH@regional.gov.au]  
**Sent:** Thursday, 8 August 2013 10:20 AM  
**To:** Bruce Chisholm; bch81976@bigpond.net.au  
**Cc:** Gil Gendron; Norm Harwood  
**Subject:** CIG081 - Stage Two - Rehabilitation of Bucketts Way Project [SEC=UNCLASSIFIED]

Hi Bruce

As discussed yesterday, the Government is now in caretaker. Consistent with the caretaker conventions the following arrangements will apply.

The Department will continue to progress funding agreement negotiations with proponents. These will not be finalised until after the election and the incoming Government confirms its intentions in respect of the program/projects. Letters of offer (to enter into a funding agreement) will not be made, consistent with not committing an incoming government.

I will forward the draft funding agreement for Stage Two of the Rehabilitation of Bucketts Way project to you over the next few days for your comments / suggestions and changes.

Please don't hesitate to contact me with any questions.

12/08/2013



Kind regards

00311

Tracy

*Tracy Hesketh*

Community Infrastructure Grants | Regional Development Programs

Dept. Regional Australia, Local Government, Arts & Sport

p: 02 6210 6378 | e: [tracy.hesketh@regional.gov.au](mailto:tracy.hesketh@regional.gov.au)

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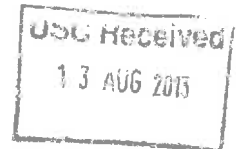
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00312  
Transport  
Roads & Maritime  
Services

Attachment : C

Our Ref: GE13/9763 and CR2013/005742 (13350MT)  
File Ref: SF2011/001471



Mr Tom O'Connor  
General Manager  
Uralla Shire Council  
PO Box 106  
Uralla NSW 2358

Dear Mr O'Connor

**Urgent maintenance required at Abington Creek Bridge**

I am writing to you in regard to emails forwarded to Roads and Maritime Services (RMS) of 30 July 2013 by Mr Robert Wolfenden of Abington Creek Road, regarding vegetation causing poor visibility when approaching the Abington Creek Bridge from both directions.

RMS has informed Mr Wolfenden that this is a council road, and that it is maintained by Uralla Shire Council.

Please find attached emails from Mr Wolfenden for your consideration.

Should any further information be required please contact Mr Dennis Clancy, RMS Area Maintenance Manager, on (02) 6640 1300 or [grafon.regional.office@rms.nsw.gov.au](mailto:grafon.regional.office@rms.nsw.gov.au).

Yours sincerely

  
John Alexander  
Regional Manager, Northern

- 9 AUG 2013

Enc.

00313

---

**From:** "Project Customer Services" <Project\_Customer\_Services@rms.nsw.gov.au>  
**To:** "Correspondence Workflow - OSD" <\_Correspondence\_Workflow-OSD@rta.nsw.gov.au>  
**Sent:** Thursday, 1 August 2013 10:58 AM  
**Attach:** IMG.pdf; IMG\_0004.pdf  
**Subject:** FW: Abington Creek Bridge, Abington - Urgent maintenance required at the Abington Creek Bridge - Robert Wolfenden

**From:** RMS Contact Centre  
**Sent:** Wednesday, 31 July 2013 1:37 PM  
**To:** Project Customer Services  
**Subject:** FW: Abington Creek Bridge, Abington - Urgent maintenance required at the Abington Creek Bridge - Robert Wolfenden  
**Importance:** High

Hi Guys

Forwarded for your attention and direct reply to the customer.

Regards

Suzanne

**From:** robertwolfenden@skymesh.com.au [mailto:robertwolfenden@skymesh.com.au]  
**Sent:** Tuesday, 30 July 2013 4:15 PM  
**To:** RMS Contact Centre  
**Subject:** Abington Creek Bridge, Abington - Urgent maintenance required at the Abington Creek Bridge  
**Importance:** High

Dear Sir,

Please find attached correspondence concerning the urgent maintenance required at Abington Creek Bridge.

I hope some common sense will prevail.

Thanking you.

Robert Wolfenden

"Adelong"

Abington Creek Road

Bundarra, NSW 2359

Ph/Fax 02 67237165

Email [robertwolfenden@skymesh.com.au](mailto:robertwolfenden@skymesh.com.au)

9/08/2013

00314

Robert

Work on Bakers Creek Road is running behind schedule, I will keep reminding Robert Bell about Abington Creek Bridge..

Bob

— Original Message —

From: [robert.wolfenden@shire.nsw.gov.au](mailto:robert.wolfenden@shire.nsw.gov.au)  
To: [robert.bell@bcbundarra.com](mailto:robert.bell@bcbundarra.com)  
Sent: Friday, September 28, 2012 10:43 AM  
Subject: Fw: Abington Creek Bridge

From: [robert.wolfenden@shire.nsw.gov.au](mailto:robert.wolfenden@shire.nsw.gov.au)  
Sent: Thursday, September 27, 2012 3:30 PM  
To: [robert.bell@bcbundarra.com](mailto:robert.bell@bcbundarra.com)  
Subject: Fw: Abington Creek Bridge

Dear Bob,

Firstly, I would like to congratulate you on your appointment to the Uralla Shire Council. Your voice in Council will benefit the people of Bundarra.

Over the past, I made continual correspondence with the shire engineer namely Mr Robert Bell requesting the installation of Give Way signs at both The Emu and Abington Creek Bridge which I am pleased to say were finally installed.

Also, I asked Robert to "cleaning up" both approaches to Abington Creek Bridge which he did arrange however it is this matter that I am concerned with.

Although the road shoulders were slashed I also recommended that the low hanging limbs be trimmed or even the lopping of those intrusive trees was not done.

As I am familiar with the bridge and know exactly where to look for oncoming traffic I feel that for the novice the existing conditions are dangerous.

If you would like to meet me on site to discuss this matter I would only be pleased to do so.

Thanking you.

Robert Wolfenden

"Adelong"

Abington Creek Road

Bundarra

Ph. 02 67237165

29/07/2013

Mr Adam Marshall, MP  
Suite 1 Ground Floor  
175 Rusden Street  
ARMIDALE NSW 2350

Dear Sir,

I am writing to you to vent my concerns about the poor visibility when approaching the Abington Creek Bridge.

I have made fruitless requests to the Uralla Shire Council to clean up the approaches and on one occasion had an "on site" meeting with one of the shire Councillors.

I have requested Council to "clean up" both approaches to the bridge but special attention is needed on the eastern approach where the visibility of oncoming traffic is dangerously reduced.

I have recommended the removal of the regrowth, lopping the low hanging limbs of the offending trees and the possible burning off of all the overgrown, long dead grasses.

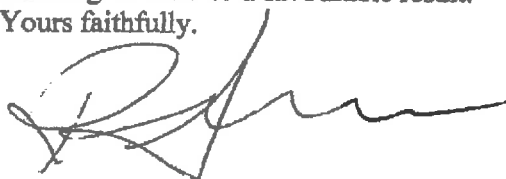
I have those emails to the council for your information.

I am prepared to have an on site meeting with yourself or the Council Engineer if need be.

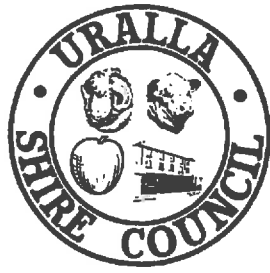
Hoping that your interest in this matter will influence the council to act.

Looking forward to a favourable result.

Yours faithfully,



Robert Wolfenden  
"Adelong"  
Abington Creek Road  
Bundarra, NSW 2359



**GENERAL MANAGER'S REPORT  
TO  
COUNCIL**

**27 August 2013**

**6. Planning Services**

**GENERAL MANAGER'S REPORT**  
**Planning Services**

27 August 2013

Page No.

<b>Planning Services Information.....</b>	<b>6:2</b>
<b>Item 1 .....</b>	<b>6:2</b>
Planning Application Approvals and Refusals for the Month of July 2013.....	6:2
RECOMMENDATION.....	6:5
ATTACHMENTS TO THE REPORT .....	6:5
<b>Item 2 .....</b>	<b>6:6</b>
Heritage Advisors Report .....	6:6
RECOMMENDATION.....	6:6
ATTACHMENTS TO THE REPORT .....	6:6
<b>Item 3 .....</b>	<b>6:7</b>
Amendment to Local Environmental Plan (Amendment No 1).....	6:7
RECOMMENDATION.....	6:7
ATTACHMENTS TO THE REPORT .....	6:7
<b>Item 4 .....</b>	<b>6:8</b>
Commercial use of Public Footways .....	6:8
RECOMMENDATION.....	6:8
<b>Item 5 .....</b>	<b>6:9</b>
Road Naming within the Satinvale Estate .....	6:9
RECOMMENDATION.....	6:10
ATTACHMENTS TO THE REPORT .....	6:10

## GENERAL MANAGER'S REPORT TO COUNCIL

Mayor and Councillors  
Uralla Shire Council

00318

**SECTION:** Planning Services Information

**ITEM NUMBER:** Item 1

**SUBJECT:** Planning Application Approvals and Refusals for the Month of July 2013

**File Reference:** U12/168

**Reason:** For the information of Council

**Objective:** To inform Council of Development status for the month

**Budget Implication:** Nil

**Operational Plan:** Part 3, Principal Activity 5.2

### INFORMATION

#### Development Applications

##### Approvals:

Development Application Number	Applicant	Property	Development
34-2013	Mr G & Mrs F Brennan	50 Panseyfield Road, Saumarez Ponds	2 Lot Subdivision
42-2013	Mr K & Mrs S Grant	296 Noalimba Avenue, Kentucky South	Shed Extensions
43-2013	Mr I Cairney & Ms A Haining	60 Bridge Street, Uralla	Awning & Fascia Signage
44-2013	Mr G Kleinig	16 Hill Street, Uralla	Patio Cover
Monthly Estimated Value of Approvals: \$264,058.00			

Refusals: Nil

##### Comparison to July 2012:

July 2012:	\$145,000.00	July 2013:	\$264,058.00
Year to date:	\$2,280,218.00	Year to date:	\$1,671,915.00
(Calendar Year)		(Calendar Year)	

Continued /...



# GENERAL MANAGER'S REPORT TO COUNCIL

(continued)

00319

## Development Applications (continued)

### Applications Outstanding:

Application Number	Applicant	Property	Development	Status
39-2011	Croft Surveying and Mapping	113 Talisker Road, Uralla	3 Lot Subdivision	Awaiting applicant
43-2012	Mr P Adams	Riflerange Road, Uralla	Boundary Adjustment	Response from RFS required
19-2013	Mr K & Mrs A Mayo	26 Maitland Street, Uralla	Additions to Dwelling	Awaiting applicant
24-2013	Mr B Boggs	132 Bridge Street, Uralla	Dual Occupancy Building	Awaiting applicant
45-2012/A	Mr P & Mrs N Hobbs	26 Leece Road, Uralla	Dual Occupancy Amendment	Under assessment
41-2013	Ms M Hamilton	16 Plane Avenue, Uralla	2 Lot Subdivision	On notification
45-2013	Mr A O'Connell & Ms K Waller	95 Burtons Lane, Kentucky South	Guest House Accommodation	On notification
46-2013	New England Brewing Co Pty Ltd	19 Bridge Street, Uralla	Small Bar	On notification
47-2013	Mr T Kalinowski	7 McMahon Street Uralla	Carport	Under assessment
48-2013	Mr C Hull	11 Philip Avenue, Uralla	Subdivision	On notification
				<b>Total: 10</b>

## Construction Certificates

### Approved:

Application Number	Applicant	Property	Construction
CC-44-2013	Mr G Kleinig	16 Hill Street, Uralla	Patio Cover
Monthly Estimated Value of Approvals: \$11,900.00			

### Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-37-2013	Ms E Sullivan	Lot 21 Ivon Court, Uralla	Dwelling
Monthly Estimated Value of Approvals: \$300,000.00			

Continued /...

# GENERAL MANAGER'S REPORT TO COUNCIL

(continued)

00320

## Complying Development Applications

### Approvals:

Application Number	Applicant	Property	Development
CDC-21-2013	Mr S Phelps & Ms S Croker	152 Mount Mitchell Road, Invergowrie	Rural Shed
CDC-23-2013	Mr E Thomson	56 Amaroo Road, Invergowrie	Rear Verandah Replacement
CDC-24-2013	Mr P Phillips	135 Gostwyck Road, Uralla	Shed
Monthly Estimated Value of Approvals: \$35,930.00			

Refusals: Nil

### Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-26-2013	Mrs M Sadler	8 Lawson Road, Saumarez Ponds	Dwelling Additions
CDC-27-2013	Mr W J Lullham	25 Eastern Avenue, Kentucky South	Dwelling
CDC-28-2013	Mr G & Mrs A Acton	9 Karava Place, Uralla	Dwelling Additions
CDC-29-2013	J P & E J Croft Pty Ltd	4 Gostwyck Street, Uralla	Carport
Monthly Estimated Value of Approvals: \$269,760.00			

### Comparison to July 2012:

July 2012:	\$888,000.00	July 2013:	\$269,760.00
Year to date:	\$2,110,866.00	Year to date:	\$2,302,282.00
(Calendar Year)		(Calendar Year)	

## Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2006	6,310,059	42,349	6,310,059	-
2007	7,211,361	44,515	7,211,361	-
2008	9,155,533	56,169	7,393,239	1,762,294
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	4,897,047	81,617	2,361,415	2,535,632

2013 to date

Continued /...

(continued)

**Financial Year Development Values**

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2005-2006	6,090,640	39,808	6,090,640	-
2006-2007	6,302,833	38,668	6,302,833	-
2007-2008	8,128,806	52,444	8,128,806	-
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	569,748	47,479	264,058	305,690

2013-2014 to date

**Lapsing Applications**

The review on expiring development and complying development applications has been carried out for those applications lapsing during January 2014. In January 2009 six (6) applications were approved, with one (1) application identified as possibly not commencing as at the end of June 2013. Hence, a letter has been sent to the current owner advising that if there has been no commencement as per the approval given, the application will lapse and a new application will be required.

**Prepared by:** Linda Maynard, Administration Clerk, Technical Services

**Prepared for:** Libby Cumming, Manager of Planning

**RECOMMENDATION**

That Council note the information contained within the Planning Application Approvals and Refusals Report for the Month of July 2013.

**ATTACHMENTS TO THE REPORT****INDEX OF INCLUDED ATTACHMENTS**

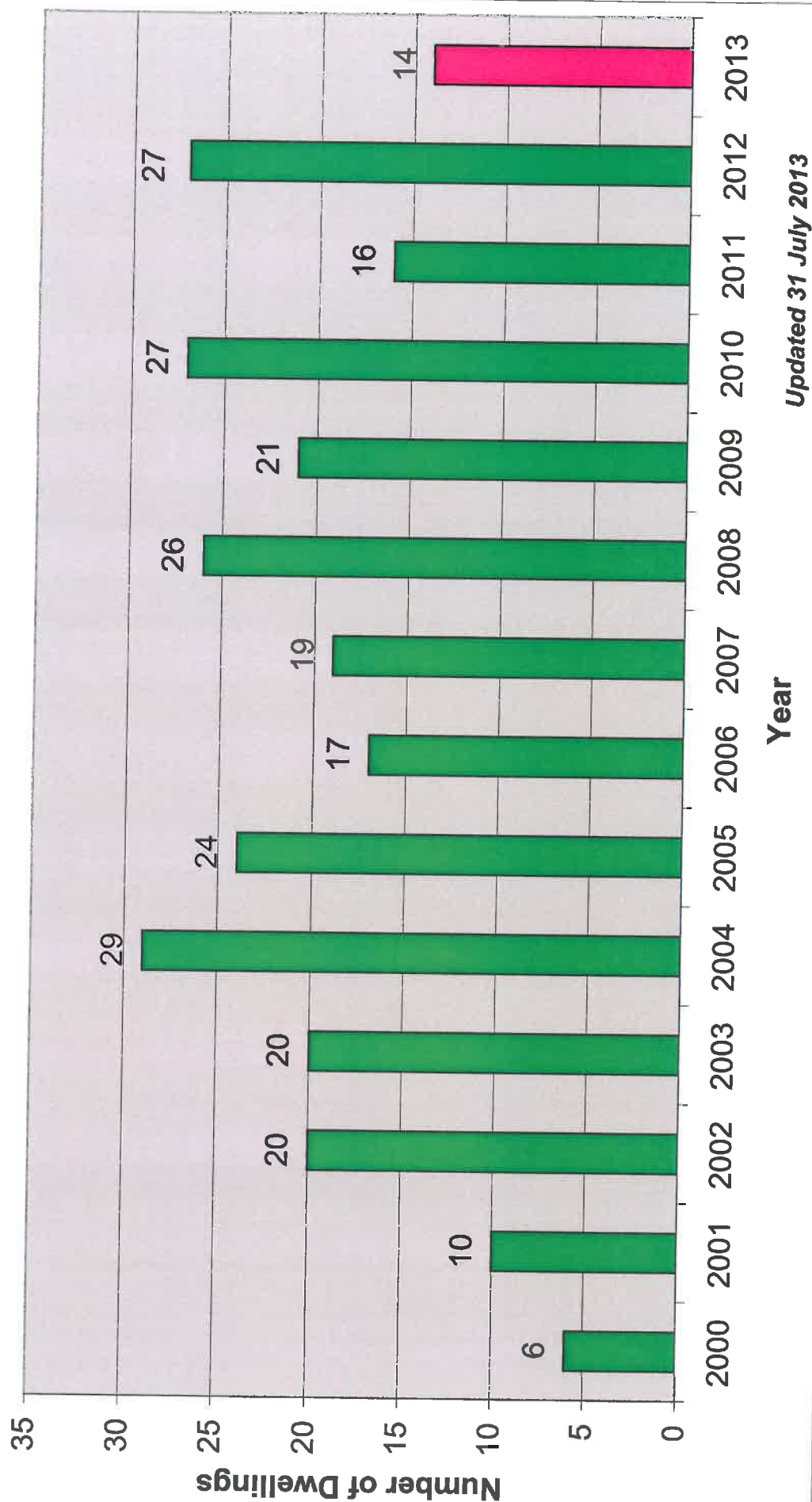
The Following Documents are Included as Attachments to the Preceding Report

**Attachment Name:**

**Page Count:**

A: Approved Dwellings in Uralla Shire Council

1

**Approved Dwellings in Uralla Shire**

# GENERAL MANAGER'S REPORT TO COUNCIL

(continued)

00323

**SECTION:** Planning Services Information  
**ITEM NUMBER:** Item 2  
**SUBJECT:** Heritage Advisors Report  
**File Reference:** U07/6413  
**Reason:** For the information of Council  
**Objective:** To keep Council informed about Heritage Advisory Services  
**Budget Implication:** Nil  
**Operational Plan:** Part 3 Activity 5

## INFORMATION

Council's Heritage Advisor Mr Mitch McKay completed his monthly visit on Tuesday, 6 August 2013 as did Council's retiring Heritage Advisor Mr Graham Wilson.

Attachment A contains the report as provided by Mr McKay regarding his visit.

**Prepared by:** Melody Styles  
**Prepared for:** Elizabeth Cumming, Manager of Planning

## RECOMMENDATION

Council notes the contents of the Heritage Advisor's report for the visit held on 6 August 2013.

## ATTACHMENTS TO THE REPORT

### INDEX OF INCLUDED ATTACHMENTS

The Following Documents are Included as Attachments to the Preceding Report

Attachment Name:	Page Count:
A: Heritage Advisor's Report dated 6 August 2013.	4



research | interpretation | education | tours | project management

## HERITAGE ADVISORY MEMO

No. 3

date: 6 August 2013

---

### ITEM 1: Guidelines for the conservation of monuments within cemeteries

I have prepared guidelines for the Conservation of Monuments within cemeteries which I have circulated separately to this report.

The guidelines should be seen as a general guide to the conservation of cemetery monuments and the recommendations should be regarded as options and not as definitive answers, as they will not apply in every case.

It is not the intent of the guidelines that Council staff will be responsible for any restoration works to the monuments or grave surrounds, but rather alert staff to some of the problems, causes and solutions that they should be aware of.

Professional advice should be sought prior to any restoration work commencing.

It is recommended that copies of the guidelines be provided to Council's indoor and outdoor staff that deal directly with the maintenance of Council cemeteries.

It is also recommended that Council forward copies of the guidelines to those organisations or property owners that maintain the private cemeteries within the Uralla Shire so that they too are aware of the importance of maintaining monuments.

### ITEM 2: History Hub Project

Attended two meetings to discuss the History Hub Project.

The first meeting was held in the morning with Council officers Libby Cumming, Jane Michie, Patrick Dogan and Melody Styles. Council Heritage Advisor Graham Wilson and Bill Oates from the University of New England Research Centre were also in attendance. This meeting fleshed out what opportunities there were for sourcing assistance and material to establish the hub as well as confirm what resources were needed to establish the hub.

The second meeting later that afternoon was attended by all those from the first meeting except for Bill Oates but included Council officer Judy Cozens and Ros Townsend from the Armidale Family History Group and Arnold Goode local historian. At this meeting there was further 'fleshing out' of what was discussed earlier in the day and tasks allocated so that the results can be brought back to the next meeting.

**ITEM 3: Deeargee Woolshed, 1170 Gostwyck Rd, Gostwyck**

Met with Hugh Sutherland representing Deeargee Woolshed. I was accompanied by Graham Wilson.

I inspected external painting that be done to the woolshed as part of the 2012/13 Council's Heritage Assistance Fund and which had been carried out satisfactorily.

While there Mr Sutherland explained the history of the woolshed and we also discussed further works such as painting to the woolshed as well as replacement of broken and missing glazing that could be considered for funding under the next round of Council's Heritage Assistance Fund. We also inspected the shearer's quarters and overseer's cottage as painting of these buildings could also be considered for future funding.

Mr Sutherland expressed an interest in having the property listed on the State Heritage Register (SHR). Graham and I advised that there was a process that needed to be followed which included a form and application that was required to be completed and lodged with the NSW Heritage Council prior to any listing occurring. His interest in having the property listed on the SHR was to obtain greater funding for maintenance.

Graham and I indicated that we would commence the process but prior to any lodgement of the application we would discuss the application with him once we had completed the details.

It was noted that Deeargee Woolshed already has a Conservation Plan which was prepared in 2000 by Arnold Wolthers Architects & Heritage Research and Conservation Services of which a copy was made available to me for my information.



Photographs showing painting of woolshed – Heritage Assistance Fund 2012/13



**ITEM 4: CBD inspection regarding signage, street furniture placement and display**

Inspected signage on building facades and street furniture styles and placement as well as sandwich boards along Bridge Street between Salisbury and King Streets with a view to establishing a guideline to improve their visual setting within the streetscape.

A series of photographs were taken of some of the pleasing elements as well as those that were not so pleasing to provide a basis for preparing guidelines.

**ITEM 5: Proposed new garbage bins along Bridge Street, Uralla**

Graham and I met with Katherine Little Council's Manager Waste & Resource Recovery to discuss a very interesting concept for new garbage bins along Bridge Street between Salisbury and King Streets.

The ten (10) bins would be more modern in style, of sturdier material and more aesthetically pleasing than the ones that are currently there and would also have a greater capacity for storing rubbish thereby reducing the number of bins within the street.

On the front and rear of the bins would be early images of how Bridge Street once looked which would provide interest along the street and would complement the *Find Charm in Uralla – Heritage Walk*.

In addition to the ten bins there would be one (1) bin station made up of three bins also with early images on the front and rear.

The project is supported by both Graham and I and Ms Little should be congratulated for thinking of a way to promote Uralla's history in an innovative way

What remains to be done is to gather and select relevant images of street scenes, not individual buildings, to correspond with the location of the bins.





**ITEM 6: Proposed signage, 60 Bridge St, Uralla (DA43/2013)**

On the 11 July I was requested to make comments on the above Development Application (DA).

These comments were provided outside of my monthly visit, on a building that I was not familiar with nor familiar with any of the surrounding signage other than what was forwarded to me in photographs that accompanied the proposed signage.

My comments were as follows:

*Not knowing the building or its surrounds or any DCP requirements you have in regards to signage I can only make comments on what you have included in your email.*

*So, based on that, I have no concerns with the fascia sign image, however, I feel the shape and form of the under awning sign should follow the shape of other under awning signage that is seen on other buildings in the photo that you sent ie. rectangular in shape.*

*My only other comment is the colours shown on the photos are gold on a black background. Has any other combination been considered or even darker lettering on a lighter background as shown on the Uralla Bakery signage?*



Postscript to these comments.

Since these comments were made the signs have been erected as per the images above which accompanied the DA and which I based my comments on.

**ITEM 7: Next Heritage Advisor visit.**

It is proposed that the Heritage Advisor's next visit will be 3 September 2013.

*M. McKay*

**SECTION:** Planning Services Information

**ITEM NUMBER:** Item 3

**SUBJECT:** Amendment to Local Environmental Plan (Amendment No 1)

**File Reference:** U12/6915

**Reason:** LEP Amendment No 1 finalised

**Objective:** Advise Council of LEP amendment finalisation

**Budget Implication:** Nil

**Operational Plan:** Principle Activity 5.1

**INFORMATION**

The Department of Planning & Infrastructure has notified Uralla Shire Council that the Planning Proposal to amend the Uralla Local Environmental Plan 2012 to rezone land at Devoncourt Road, Uralla from R5 Large Lot Residential to E3 Environmental Management has been finalised on 9 August 2013. It is referred to as Uralla Local Environmental Plan 2012 (Amendment No 1) and is described as:

***Land to which this plan applies:***

*(1) To the extent that this Plan rezones certain land from Zone R5 Large Lot Residential to Zone E3 Environmental Management and changes the lot size controls for part of the land, this Plan applies to Lot 1, DP 1168505, Devoncourt Road, Uralla and Lots 2-7, DP 1168505, Panhandle Road, Uralla.*

*(2) To the extent that this Plan corrects an error in relation to the erection of dwelling houses on land in Zone E2 Environmental Conservation, this Plan applies to all in land that zone.*

All affected landowners have been notified and all Council records have been changed to reflect the amendment. The Office of the New South Wales Valuer General has also been advised.

A copy of the Amendment is contained within Attachment A.

**Prepared by:** Melody Styles  
**Prepared for:** Elizabeth Cumming, Manager of Planning

**RECOMMENDATION**

That Council notes that the Uralla Local Environmental Plan 2012 (Amendment 1) was made by the Minister for Planning & Infrastructure on 9 August 2013.

**ATTACHMENTS TO THE REPORT****INDEX OF INCLUDED ATTACHMENTS**

**The Following Documents are Included as Attachments to the Preceding Report**

<b>Attachment Name:</b>	<b>Page Count:</b>
<b>A:</b> Uralla Local Environmental Plan 2012 (Amendment No 1) dated 9 August 2013	5

2013 No 426



New South Wales

## **Uralla Local Environmental Plan 2012 (Amendment No 1)**

under the

**Environmental Planning and Assessment Act 1979**

I, the Minister for Planning and Infrastructure, make the following local environmental plan under the *Environmental Planning and Assessment Act 1979*.

NEIL McGAFFIN

As delegate for the Minister for Planning and Infrastructure

**2013 No 426**

Clause 1                      Uralla Local Environmental Plan 2012 (Amendment No 1)

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## **Uralla Local Environmental Plan 2012 (Amendment No 1)**

under the

Environmental Planning and Assessment Act 1979

### **1 Name of Plan**

This Plan is *Uralla Local Environmental Plan 2012 (Amendment No 1)*.

### **2 Commencement**

This Plan commences on the day on which it is published on the NSW legislation website.

### **3 Land to which Plan applies**

- (1) To the extent that this Plan rezones certain land from Zone R5 Large Lot Residential to Zone E3 Environmental Management and changes the lot size controls for part of the land, this Plan applies to Lot 1, DP 1168505, Devencourt Road, Uralla and Lots 2–7, DP 1168505, Panhandle Road, Uralla.
- (2) To the extent that this Plan corrects an error in relation to the erection of dwelling houses on land in Zone E2 Environmental Conservation, this Plan applies to all in land that zone.

### **4 Maps**

Each map adopted by *Uralla Local Environmental Plan 2012* that is specified in Column 1 of the following table is declared by this Plan to be amended or replaced, as the case requires, by the map specified opposite in Column 2 of the table as approved by the Minister on the making of this Plan:

<b>Column 1</b>	<b>Column 2</b>
<b>Name of map being amended or replaced</b>	<b>Name of amending or replacement map</b>
Uralla Local Environmental Plan 2012 Land Zoning Map (7650_COM_LZN_004_160_20120207)	Uralla Local Environmental Plan 2012 Land Zoning Map (7650_COM_LZN_004_160_20130708)

**2013 No 426**

Uralla Local Environmental Plan 2012 (Amendment No 1)

Clause 4

<b>Column 1</b>	<b>Column 2</b>
<b>Name of map being amended or replaced</b>	<b>Name of amending or replacement map</b>
Uralla Local Environmental Plan 2012 Land Zoning Map (7650_COM_LZN_004C_020_2012 0111)	Uralla Local Environmental Plan 2012 Land Zoning Map (7650_COM_LZN_004C_020_2013 0708)
Uralla Local Environmental Plan 2012 Lot Size Map	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_001_160_201307 08)
	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_001A_020_2012 0824)
	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_002_160_201208 24)
	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_002A_020_2012 0824)
	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_003_160_201208 24)
	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_004_160_201307 08)
	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_004A_020_2012 0824)
	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_004B_020_20130 708)

**2013 No 426**

Clause 4

Uralla Local Environmental Plan 2012 (Amendment No 1)

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<b>Column 1</b>	<b>Column 2</b>
<b>Name of map being amended or replaced</b>	<b>Name of amending or replacement map</b>
	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_004C_020_20120824)
	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_004D_020_20120824)
	Uralla Local Environmental Plan 2012 Lot Size Map (7650_COM_LSZ_005_160_20120824)

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**2013 No 426**

Uralla Local Environmental Plan 2012 (Amendment No 1)

Amendment of Uralla Local Environmental Plan 2012

Schedule 1

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**Schedule 1      Amendment of Uralla Local  
Environmental Plan 2012****Clause 4.2A Erection of dwelling houses on land in certain rural and  
environmental protection zones**

Omit clause 4.2A (2) (c).

**SECTION:** Planning  
**ITEM NUMBER:** Item 4  
**SUBJECT:** Commercial use of Public Footways  
**File Reference:** [insert file number]  
**Reason:** Review of Council Policy  
**Objective:** To review the Council policy and its application to the Uralla CBD  
**Budget Implication:** Nil  
**Operational Plan:** Principle Activity 5

**INFORMATION**

A review is being undertaken of the Uralla CBD area in Bridge Street, as a result of the Councillor concerns raised in the July meeting. This review will take into account the following features:

- ⇒ Street Furniture
- ⇒ Street Numbering
- ⇒ Heritage Nature
- ⇒ Signage
- ⇒ Footway Displays
- ⇒ Gardens
- ⇒ Awnings
- ⇒ Access Premises Code/Disabled Access
- ⇒ Banners
- ⇒ Pedestrian safety
- ⇒ Side Walk Cafes

This review is not meant to redesign this section of the CBD, but to look at what is happening at the moment; what is working well, bad or indifferently and, to compare it back to council's current codes and the relevant legislative requirements.

The heritage advisors have commenced their comments, and with the finalisation of these comments being completed in September. The full review should be available for Council discussion in November.

Council currently has the following codes and policies in relation to this issue: Chapter 7 *Public Use of Footway*, Chapter 8 *Signage and Outdoor Advertising*, and Chapter 9 *Development and Heritage Conservation* of the Uralla Development Control Plan 2011, and *Displays on Footpaths* being a Council Policy. These policies and codes will be considered as part of the review.

**Prepared by:** Libby Cumming, Manager of Planning  
**Prepared for:** General Manager

**RECOMMENDATION**

Council note that the review of the Uralla Central Business District in relation to Bridge street is underway.



# GENERAL MANAGER'S REPORT TO COUNCIL

(continued)

00335

<b>SECTION:</b>	<b>Planning</b>
<b>ITEM NUMBER:</b>	<b>Item 5</b>
<b>SUBJECT:</b>	<b>Road Naming within the Satinvale Estate</b>
<b>File Reference:</b>	DA 1215-2006-A
<b>Reason:</b>	To consider road names as suggested by the developer
<b>Objective:</b>	To name roads to allow for release of the subdivision plan
<b>Budget Implication:</b>	Cost of Advertising
<b>Operational Plan:</b>	Principle Activity 5

## INFORMATION

Council has received a request to name the roads within Stage One of the Satinvale Estate. A copy of the request including a site location is included within Attachment A. The names proposed are Lighthorse Parade, Gallipoli Road, Tobruk Road and Campbell Road.

The names proposed do fall within the Geographical Names Board Guidelines. A Fact Sheet outlining the guidelines is in Attachment B.

The naming of roads in New South Wales (NSW) is standardised to ensure that the process is transparent and easy-to-understand for regulatory bodies and members of the community. A consistent approach benefits emergency services, transport and goods delivery and provides opportunities for community consultation when naming roads. In NSW, the Geographical Names Board (GNB) is required to be notified of all road naming proposals. The Surveyor General and/or the Registrar General can also object to any road naming proposal.

## How is a Road Named?

Road naming is legislated under the Roads Act 1993. This Act empowers the authority (being Council) in charge of the road with the rights to name it. When a road naming authority wishes to name an unnamed road or rename a previously named road they must follow the process outlined in the Roads (General) Regulation 2000. This regulation requires the authority to:

- ⇒ Publish notice of its proposal in a local newspaper
- ⇒ Serve notice of its proposal on Australia Post, the Registrar General and Surveyor General (through the Land and Property Information) and, in the case of a classified road, on the RMS.

This notice must state that written submissions on the proposed name may be made to the roads authority and must specify the address to which, and the date by which, any such submissions should be made. If, after consideration, the roads authority decides to proceed with the proposed name, the roads authority shall:

- ⇒ Publish notice of the new name in the NSW Government Gazette and in a local newspaper. In the case of a road that is being named for the first time a brief description of the location of the road should be given
- ⇒ Inform Australia Post, the Registrar General, Surveyor General and, in the case of a classified road, the RMS of the new name, giving sufficient particulars to enable the road to be identified.

It is important to note that the roads authority may not proceed with a proposal to name or rename a road if Australia Post, the Registrar General and Surveyor General (through the Land and Property Information) or the RMS (in the case of a classified road) objects to the name. However, the Minister for Roads may overturn this objection.

## The Objection Process

The Registrar General or Surveyor General will only object to a proposal if it is deemed not to meet the Guidelines for the Naming of Roads, published by the GNB. If a naming proposal does not meet these guidelines, the proposal will be referred to the GNB for determination, with the naming authority informed of this action. The GNB can either overturn the decision or give a finding of non-concurrence, which would restrict the naming authority from gazetting this name. If the authority still wants to proceed with the name after the GNB has made its decision, the matter will be referred to the Minister for Roads for determination.

# GENERAL MANAGER'S REPORT TO COUNCIL

(continued)

00336

**Prepared by:** Libby Cumming, Manager of Planning  
**Prepared for:** General Manager

## RECOMMENDATION

That Council:

1. Accept the names of Lighthorse Parade and Tobruk Road as suitable names for roads within Satinvale Estate.
2. Send these names to the Geographical Names Board prior to advertising for submissions to be accepted as suitable as per their guideline, and if the names are not accepted by the Geographical Names Board, the General Manager be given delegation to consider a replacement name to be considered by the Development Determination Advisory Committee.
3. Advertise the names for public submissions, and if no submissions are made, the General Manager be given delegated authority to accept the road names on behalf of Council.

## ATTACHMENTS TO THE REPORT

### INDEX OF INCLUDED ATTACHMENTS

The Following Documents are Included as Attachments to the Preceding Report

Attachment Name:	Page Count:
A: Email from Mr Bryce Fardell dated 22 August 2013	2
B: Geographical Names Board fact Sheet – <i>Guidelines for the naming of roads</i> – March 2013	6



Tom O'Connor  
General Manager

Attachment A

00337

**Elizabeth Cumming**

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**From:** Valverde [f.valverde@bigpond.com]  
**Sent:** Thursday, 22 August 2013 8:07 AM  
**To:** Elizabeth Cumming  
**Subject:** Satinvale Estate Road Names  
**Attachments:** Satinvale Road Names.jpeg

Attention of Ms Libby Cumming - Re: Road names for Stage One of the 'Satinvale' Estate at Invergowrie.

**Road marked 'A' on the attached map -**

- To be called **Lighthouse Parade** (in acknowledgement of the considerable contribution made by my Invergowrie forebears and other New England families during both of the World Wars).
- OR alternatively **Gallipoli Road**

**Road marked 'B' on the attached map -**

- To be called **Tobruk Road** (for the same reason as above)
- OR alternatively **Campbell Road** (in acknowledgement of the Scottish heritage of Invergowrie, and in particular, that of my mother's family - The Campbells).

Kind regards  
Bryce Fardell

22/08/2013

00338

**Valverde**

From: "Michael Croft" <michael@croftsurveying.com>  
 Date: Wednesday, 21 August 2013 4:57 PM  
 To: <valverde@bigpond.com>  
 Cc: "Libby Cunningham" <lcunning@auralla.nsw.gov.au>  
 Subject: Sentrivale - Road names

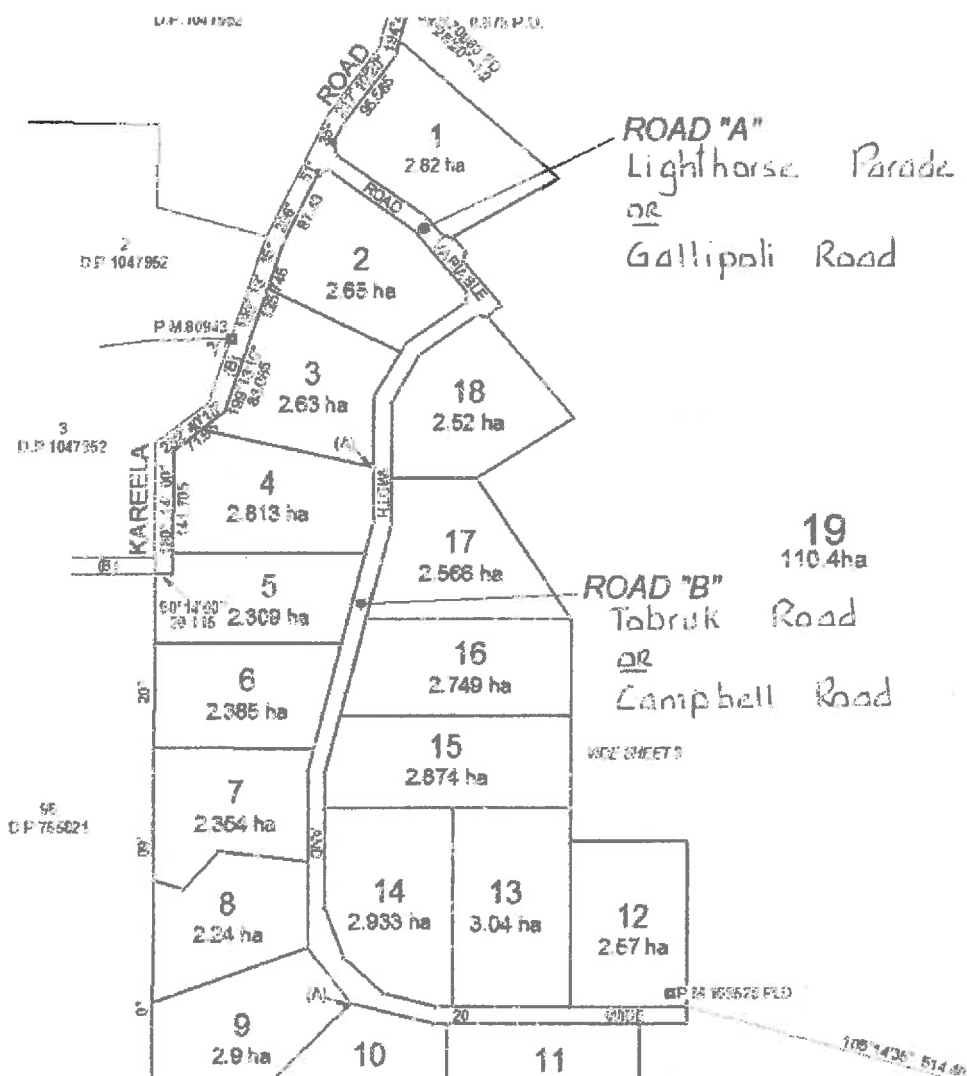
Hi Bryce,

Further to our conversation, the Stage 1 diagram is attached.

If you forward the attached to <lcunning@auralla.nsw.gov.au> with some options for Road "A" (entrance from Kareela Rd), and Road "B" (Stage 1 loop) by the morning, Libby kindly said she will try to include the proposal in this month's meeting.

Thanks,

Michael



Michael Croft  
 P. Surveying (SUT)  
 17 The Ghazelles (P/S) (U.S. & S.)  
 Member of Institute of Surveyors (NSW)  
 Registered Land Surveyor (No 4297)  
 under Surveying & Spatial Information Act 2000

Croft Surveying & Mapping  
 "Southall"  
 100 Barney Street (PO Box 1563)  
 ARMIDALE NSW 2350  
 p. 02 6772 1077  
 f. 02 6772 1166  
 m. 0414 782 967

# FACT SHEET

ISSN 2201-8514

March 2013

## Guidelines for the naming of roads

### Road names

When naming and renaming of roads and streets the following guidelines should be observed.

### Uniqueness

- 1.1 Name duplication within a local government area should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided. Similarity in road names within these areas is also discouraged (e.g. White Street and Whyte Street).
- 1.2 However, roads crossing council boundaries should have a single and unique name.

### Sources

- 2.1 Preferred sources for road names include:
  - Aboriginal names
  - local history
  - early explorers, pioneers, settlers and other eminent persons
  - war/casualty lists
  - thematic names such as flora, fauna or ships.
- 2.2 Names should be appropriate to the physical, historical or cultural character of the area concerned.
- 2.3 The origin of each name should be clearly stated and subsequently recorded.
- 2.4 The Local Aboriginal Land Council should be consulted when choosing Aboriginal names unless the road naming authority already has an agreed list of appropriate names.

### Propriety

- 3.1 Names of living persons should not be used.
- 3.2 Names which are characterised as follows are to be avoided.
  - Offensive or likely to give offence.
  - Incongruous – out of place.
  - Commercial or company.

### Communication

- 4.1 Names should be reasonably easy to read, spell and pronounce in order to assist both service providers and the travelling public.
- 4.2 Unduly long names and names composed of three or more words, including the road type, should be avoided. Roads names should be limited to less than 40 characters which include any spaces and the road type.
- 4.3 A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.
- 4.4 Roads with double destination names should be progressively renamed.

### Spelling

- 5.1 Where it is intended that a road have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted.
- 5.2 Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form.
- 5.3 Spelling which is sanctioned by general usage should be adopted.
- 5.4 Generally road names proposed or approved should not contain abbreviations e.g. the Creek in Wallaby Creek Road must not be abbreviated. There is, however, one exception. ST should always be used in place of Saint.

### Form

- 6.1 The apostrophe mark ' must be omitted in the possessive case e.g. Smith's Road should be Smiths Road.

- 6.2 It is further preferable to deter a possessive S unless the euphony becomes harsh e.g. Smith Road.
- 6.3 The use of hyphens, slashes and other diacritical marks should be avoided if possible.
- 6.4 The use of numbers and roman numerals in a road name should be discouraged, when numbers are applied to a name it should be in alpha rather than numeric form.
- 6.5 No spaces should be embedded in words within the road name, single spaces only are allowed between words and no spaces are allowed to surround hyphens.

## Road type

Proposals for road names should include an appropriate road type suffix.

Road type suffixes are grouped into three categories, Culs-de-sac, Open ended and Either. The use of appropriate types is strongly encouraged to assist the travelling public, delivery companies and emergency services. Existing exceptions to these rules are often the result of particular circumstances, and similar use is not encouraged.

Road types in the singular or plural form (e.g. GARDEN or VIEWS etc) to those included in these lists are strongly discouraged except in presently existing cases.

Road types should not be abbreviated when being proposed, advertised and gazetted. It is acceptable to use Road Type Codes on mail, road signs and maps.

## Culs-de-sac

The types of cul-de-sac and a description are as follows.

### Road type Code Description

BRAE	BRAE	A roadway running along a hill area.
CLOSE	CL	A short enclosed roadway.
COURT	CT	A short enclosed roadway.
COURTYARD	CTYD	An enclosed area
COVE	COVE	A short enclosed roadway
CUL-DE-SAC	CSAC	A street or road with only one entrance and exit.
END	END	A roadway that has a definite finishing point.
GREEN	GRN	A roadway often leading to a grassed public recreation area.
GROVE	GR	A roadway which features a group of trees standing together.

LOOKOUT	LKT	A roadway leading to or having a view of fine natural scenery.
MEWS	MEWS	A roadway having houses grouped around the end.
NOOK	NOOK	A short, secluded roadway with limited frontage indicating privacy.
PLACE	PL	A short sometimes narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area forming a market place or open space.
POCKET	PKT	A short roadway leading to an intimate village environment.
POINT	PNT	A roadway leading to a focal point or river frontage.
PORT	PORT	A small roadway abutting a harbour, inlet, marina etc. in a coastal development.
REST	REST	A short roadway with limited residential frontage creating a quiet secluded environment.
RETREAT	RTT	A roadway forming a place of seclusion.
SHUNT	SHUN	A short, dead-end track used in State Forests only.
TARN	TARN	A roadway surrounding or leading to a lake or some other water feature.
TOP	TOP	A roadway constructed at the highest part of an area.
TOR	TOR	A roadway along a rocky height or hillside.

## Open ended streets

The type of open ended street and a description are as follows.

### Road type Code Description

APPROACH	APP	A roadway leading to an area of community interest i.e. public open space, commercial area, beach etc.
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
ARTERIAL	ARTL	A major roadway within a city, generally of high capacity and providing connectivity between collector roads and limited access freeways.

ARTERY	ARTY	A major roadway within a city, generally of high capacity and providing connectivity between collector roads and limited access freeways.	EXPRESSWAY	EXP	An express, multi-lane highway, with limited or controlled access.
AVENUE	AV	A broad roadway, usually planted on each side with trees.	FAIRWAY	FAWY	A short open roadway between other roadways.
BANAN	BA	Aboriginal word meaning 'Street' or 'Path'.	FOLLOW	FOLW	A roadway meandering through wooded or undulating country.
BEND	BEND	A roadway containing a bend.	FORMATION	FORM	A formed surface, once a timber railway which now provides vehicular access.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.	FREEWAY	FWY	An express, multi-lane highway, with limited or controlled access.
BRACE	BR	A small roadway, which connects other roads or a major road to another feature.	GATE	GTE	A roadway leading into an estate, main entrance to a focal point, public open space.
BREAK	BRK	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	GRANGE	GRA	A roadway leading to a country estate, or focal point, public open space, shopping area, etc.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	HIGHROAD	HIRD	A main road; a highway.
CENTRE	CTR	A roadway, which runs into or around a group of buildings forming the central point of an area of activity i.e. commercial, community, public open space, etc.	HIGHWAY	HWY	A main road or thoroughfare, a main route.
CIRCLE	CIR	A roadway, which forms a circle or part of a circle.	INTERCHANGE	INTG	A highway or freeway junction designed so that traffic streams do not intersect.
CIRCUIT	CCT	A roadway enclosing an area.	JUNCTION	JNC	A roadway making a transition from a major to a minor road in an estate, etc. A through road leading from one minor road to another as a link.
CIRCUS	CRCS	A circular open place where many roadways come together.	LINE	LINE	A generally long and straight road.
CONCOURSE	CON	A roadway which runs around a central area, e.g. public open space or a commercial area.	LINK	LINK	A roadway which links similar land uses i.e. pockets of residential, other roadway, etc.
CRESCENT	CR	A crescent thoroughfare allowing traffic without many cross streets.	LOOP	LOOP	A roadway that diverges from and rejoins the main thoroughfare.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic without many cross streets.	MALL	MALL	A sheltered walk, promenade or shopping precinct.
EDGE	EDGE	A roadway constructed along the edge of a cliff or ridge.	MEANDER	MNDR	A sinuous winding roadway, wandering at random through an area or subdivision.
ENTRANCE	ENT	A roadway connecting other roads.	MOTORWAY	MTWY	A highway, usually between cities, designed to carry large traffic volumes. Predominantly dual-carriageway, with three or more lanes in each direction and grade-separated access.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.			

PARADE	PDE	A public promenade or roadway which has good pedestrian facilities along the side.	SUBWAY	SBWY	An underground passage or tunnel that pedestrians or vehicles can use for crossing under a road, railway, river, etc.
PARKWAY	PWY	A roadway through parklands or an open grassland area.	TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
PASS	PASS	A roadway connecting major thoroughfares or running through hills.	THOROUGH-FARE	THFR	A main road or public highway.
PATH	PATH	A roadway usually used for pedestrian traffic.	TOLLWAY	TLWY	A road on which a toll authority collects a fee for use.
PATHWAY	PWAY	A narrow roadway of any length meandering through an estate.	TRACK	TRK	A roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are more often associated with walking rather than vehicular movement.
PROMENADE	PROM	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	TRAIL	TRL	See TRACK
QUADRANT	QDRT	A loop road forming a circular path or a curved deviation from another road.	TURN	TURN	A roadway containing a sharp bend or turn.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.	UNDERPASS	UPAS	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
RAMBLE	RMBL	A roadway that meanders from place to place.	VIADUCT	VIAD	A roadway which crosses a bridge consisting of several small spans.
RIDGE	RDGE	A roadway along the top of a hill.	WALK	WALK	A thoroughfare with restricted vehicle access used mainly by pedestrians.
ROAD	RD	A place where one may ride, an open way or public passage for vehicles, persons and animals, a roadway forming a means of communication between one place and another.	WALKWAY	WKWY	A roadway on which traffic travels at a slow pace.
ROTARY	RTY	An intersection of two or more carriageways at a common level where all traffic travels around a central island.	WAY	WAY	An accessway between two streets.
ROUTE	RTE	A roadway allowing steady traffic flow with limited cross streets.	WYND	WYND	A short narrow roadway or alley.
ROW	ROW	A roadway with a line of professional buildings on either side.			
RUE	RUE	French for street or road			
STREET	ST	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.			



## Either culs-de-sac or open ended streets

When these types are used for a cul-de-sac it is essential that a 'No Through Road' sign also be erected.

The types and descriptions are as follows.

### Road type Code Description

ACCESS	ACCS	A minor road built specially to give access to a house, motorway, etc.
ALLEY	ALLY	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the centre of city blocks or squares.
ALLEYWAY	ALWY	A narrow street or passageway between or behind city buildings.
AMBLE	AMBL	A public road with pavements and buildings at the side or sides, especially in a town.
BOARDWALK	BWLK	A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.
BROW	BROW	A roadway that runs along or over the top of a hill.
BYWAY	BYWY	A little travelled side road, usually in the country, not regularly used by people or traffic.
CAUSEWAY	CSWY	A road raised above water, marshland or sand.
CHASE	CH	A roadway leading down to a valley.
COPSE	CPS	A roadway running through or to a public open space or woodland area.
CORNER	CNR	A roadway containing a sharp bend or corner.
CREST	CRST	A roadway running along the top or summit of a hill.
CROSS	CRSS	A roadway forming a 'T' or cross.
CUTTING	CUTT	A road through a narrow excavation made through high ground.
DALE	DALE	A roadway situated between hills.

DIP	DIP	Short roadway through a steep valley or gully.
DRIVEWAY	DVWY	A private road that connects a house/s, or garage/s, or other buildings with the street.
ELBOW	ELB	A roadway containing a sharp bend or turn.
FOOTWAY	FTWY	A walkway or path for pedestrians.
FRONTAGE	FRTG	A roadway passage a point of interest or significance with lots fronting only one side e.g. public open space, coastline, etc.
GAP	GAP	A roadway that traverses a passage or a pass through a ridge or hill.
GARDENS	GDNS	A roadway with special plantings of trees, flowers etc. and often leading to a place for public enjoyment.
GLADE	GLDE	A roadway usually in a valley of trees.
GLEN	GLEN	A roadway usually in a valley of trees.
HEIGHTS	HTS	A roadway traversing high ground.
HILL	HILL	A roadway going up a natural rise.
KEY	KEY	A roadway serving
LANE	LANE	A narrow way between walls, buildings etc. a narrow country or city roadway.
LANEWAY	LNWY	A narrow street or alley running between or behind urban buildings, especially houses or stores.
OUTLOOK	OTLK	A roadway leading to an area which affords a view across surrounding areas.
PASSAGE	PSGE	A narrow street.
PIAZZA	PIAZ	A public square or paved open space, without grass or planting, often in front of shops or significant buildings.
RISE	RISE	A roadway going to a higher place or position.
SERVICEWAY	SVWY	A narrow lane or access way to provide services or access to adjacent properties.

SPUR	SPUR	A minor roadway running off at less than 45 degrees.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
VALE	VALE	A roadway along low ground between hills.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.
WHARF	WHRF	A roadway running alongside a water feature creating a wharf-like impression.

## Prefixes

Road name prefixes should not be used. A notional prefix that relates directly to a locality name may be included as part of a road name (e.g. Lower Plenty Road, where Lower Plenty is a gazetted locality). However, where a directional or similar device is used to uniquely define road extremities, it should be used as a road suffix (e.g. Palmerston Road West).

## Segments

While directionals (e.g. Smith Road East and Smith Road West) used to achieve uniqueness for segments of the same road name are acceptable, where such segments are unconnected, such as where an intervening segment of road is unconstructed or where they are separated by a barrier and are likely to remain unconnected for the foreseeable future, consideration should be given to renaming one or each of the unconnected segments.

## References

Standards Australia/Standards New Zealand, 26 October 2006, Amendment No. 1 to AS/NZS 4819:2003  
Geographic information – Rural and urban addressing.

## Legislation

The *Roads Act 1993* - Section 162 provides the authority for the naming of roads. The *Roads (General) Regulation 2000* (Government Gazette No112) Part 2; Division 2 sets out the procedures to be observed when naming roads.

## For further advice or assistance on the naming of roads in NSW

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### Disclaimer

This fact sheet must not be relied on as legal advice. For more information about this topic, refer to the appropriate legislation.

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