



URALLA SHIRE COUNCIL

BUSINESS AGENDA

Notice is hereby given, in accordance with the provision of the Local Government Act 1993 that a Meeting of Uralla Shire Council will be held in the Council Chambers, 32 Salisbury Street, Uralla.

ORDINARY COUNCIL MEETING

22 March 2022

Commencing at 9:30am



Kate Jessep
GENERAL MANAGER

UINT/22/2855

1 CONTENTS

1	OPENING & WELCOME.....	4
2	PRAYER.....	4
3	ACKNOWLEDGEMENT OF COUNTRY.....	4
4	WEBCAST INFORMATION	4
5	APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS.....	4
6	DISCLOSURES & DECLARATIONS OF INTEREST.....	4
7	CONFIRMATION OF MINUTES.....	5
	7.1 Ordinary Meeting of Council held 22 February 2022	5
	7.2 Extraordinary Meeting of Council held 8 March 2022.....	26
8	TABLING OF PETITIONS.....	30
9	LATE, URGENT AND SUPPLEMENTARY ITEMS OF BUSINESS.....	30
	9.1 Late Reports	30
	9.1.1 Tolleys’ Gully Bridge Project.....	30
	9.1.2 Cash at Bank and Investments Report.....	30
	9.1.3 Quarterly Budget Review Statement – Third Quarter 2021/22.....	30
	9.2 Urgent items	30
	9.3 Supplementary Items	30
10	WRITTEN REPORTS FROM DELEGATES	30
	10.1 Councillor Activity Reports	30
11	ITEMS PASSED IN BULK.....	34
12	MAYORAL MINUTE	34
13	PUBLIC FORUM/PRESENTATION.....	34
14	REPORT OF COMMITTEES.....	35
	14.1 Minutes Of Uralla Township and Environs Committee Meeting Held 10 January 2022.....	35
	14.2 Budget Review & Finance Committee Meeting Held 15 March 2022	41
15	REPORTS TO COUNCIL.....	48
	15.1 Internal Reporting Policy 2022	48
	15.2 Expression of Interest for Panel of Conduct Reviewers	76
	15.3 Draft Corporate Credit Card Policy	79
	15.4 Operational Plan 2021-22 Quarterly Progress Report as at 31 December 2021.....	86

15.5	Bundarra School of Arts Hall Committee Terms of Reference.....	146
15.6	Determination for Mayor and Councillors' Payment of Superannuation.....	160
15.7	Community Grants Program 2021 – 2022 Round 2 Application Assessments Report.....	162
15.8	Draft Asset Management Policy and Strategy	165
15.9	Public Consultation - Proposal To Change Name Of Pioneer Park.....	202
15.10	Works Progress Report as at 28 February 2022	205
15.11	Bundarra Sewerage Scheme – Project Update Report – February 2022.....	210
15.12	Proposed changes to revenue policy for sewer and trade waste charges	222
15.13	Register Resolutions Actions Status	228
16	MOTIONS ON NOTICE/QUESTIONS WITH NOTICE	238
16.1	Questions with Notice Title	238
16.2	Notice of Motion - Report on implementation and impact of Council's Section 7.12 Development Contribution Plan 2021	239
17	CONFIDENTIAL MATTERS.....	241
17.1	Expression of Interest for Panel of Conduct Reviewers – Attachment from Item 15.2.....	241
17.2	Application for Relief under Water and Sewer Charges Refund Policy 2017 – A	242
17.3	Application for Relief under Water and Sewer Charges Refund Policy 2017 – B	243
18	COMMUNICATION OF COUNCIL DECISIONS.....	244
19	CONCLUSION OF THE MEETING.....	244

1 OPENING & WELCOME

2 PRAYER

3 ACKNOWLEDGEMENT OF COUNTRY

4 WEBCAST INFORMATION

5 APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

6 DISCLOSURES & DECLARATIONS OF INTEREST

To be table at the Meeting.

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL HELD 22 FEBRUARY 2022



MINUTES of

ORDINARY MEETING OF COUNCIL

Held on 22 February 2022 at 9:30am

Attendance at Meeting:

Councillors:

Mayor Robert Bell (Chair)
Cr R Crouch (Deputy Mayor)
Cr T Bower
Cr S Burrows
Cr L Doran (departed 2:33pm)
Cr B McMullen
Cr O'Connor
Cr L Petrov
Cr T Toomey

Staff:

Ms K Jessep, General Manager
Mr S Paul, Chief Financial Officer/ Director Corporate Services
Mr T Seymour, Director Infrastructure & Development
Ms C Valencius, Director Community Services
Ms N Heaton, Manager, Governance
Ms W Westbrook, Minute Clerk
Ms Louise Waters, Corporate Accountant
Mr Matt Clarkson, Manager Development & Planning

UNIT/22/1654

MINUTES

1 Contents

1	OPENING & WELCOME	4
2	PRAYER.....	4
3	ACKNOWLEDGEMENT OF COUNTRY.....	4
4	WEBCAST INFORMATION	4
5	APOLOGIES & APPLICATION FOR LEAVE OF ABSENCES BY COUNCILLORS.....	4
6	DISCLOSURES & DECLARATIONS OF INTERESTS	4
7	CONFIRMATION OF MINUTES	4
	7.1 MINUTES Ordinary Meeting of Council held 24 December 2021	4
	7.2 MINUTES Extraordinary Meeting of Council held 25 January 2022.....	5
	7.3 MINUTES Extraordinary Meeting of Council held 1 February 2022.....	5
	7.4 MINUTES Extraordinary Meeting of Council held 8 February 2022.....	5
8	TABLING OF REPORTS & PETITIONS.....	5
9	URGENT, SUPPLEMENTARY & LATE ITEMS/REPORTS OF BUSINESS	6
	9.1 15.1 Auditor Presentation on the Annual Financial Statements June 2021	6
13	Speakers:	7
	13.1 Speaker 1: Carol Barnden – Item 16.1 Uralla Neighbourhood Centre	7
	13.2 Speaker2: Anne Rix - Item 16.1 - Uralla Neighbourhood Centre.	7
10	WRITTEN REPORT FROM DELEGATES	8
	10.1 Winterbourne Wind Farm Community Consultative Committee	8
	10.2 New England Regional Energy Zone Regional Reference Group	8
	10.3 ACTIVITIES SUMMARIES.....	8
11	ITEMS PASSED IN BULK.....	8
12	MAYORAL MINUTE.....	9
	12.1 MAYORAL MINUTE - International Women’s Day	9
14	REPORT OF COMMITTEES	9
	14.1 Minutes - Audit Risk & Improvement Committee Meeting 10 February 2022..	9
15	REPORTS TO COUNCIL	10
	15.2 & 15.3 Cash at Bank and Investments – December 2021 & January 2022.....	10
	15.4 Report on Complaints	10
	15.5 Positive Working Relationship and General Conduct Policy.....	11
	15.6 Integrated Planning and Report Update: Draft Community Strategic Plan 2022-2031	11
	15.7 Expression of Interest for Panel of Conduct Reviewers.....	11
	15.8 Gravel Roads Upgrade Prioritisation Survey Results and Submissions.....	12
	15.9 Proposed Project List – Submission from Public Exhibition Period and Survey Results	12
	15.10 15.11 & 15.12 Draft Terms of Reference for Section 355 Committees	13
	15.13 Works Progress Report as at 31 January 2022	13

	15.14	Bundarra Sewerage Scheme – Project Update Report Dec 21 to Jan 22	– 13
	15.15	Objection to Sunny Jim Mackay Park Place Name Proposal.....	14
	16-1	Notice of Motion – Uralla Neighbourhood Centre	15
	15.16	Proposed Changes to Revenue Policy for Sewer and Trade Waste Charges... 15	
	16.2	Notice of Motion – Backyard Burning Policy and 15.17 Draft Policy: Backyard Burning 2022	16
	15.18	Uralla Memorial Hall –Management Arrangements.....	16
	15.19	Visitor Information Centre Pop-up Space	17
	15.20	Resolution Register Action Status	18
16		MOTIONS ON NOTICE QUESTIONS WITH NOTICE.....	18
	16.3	Notice of Motion – Potential Councillor Liability Under the Heavy Vehicle National Law.....	18
17		CONFIDENTIAL MATTERS.....	19
	17.1	Attachment - re: Item 15.7 Code of Conduct Reviewers panel	19
	17.2	Attachment - re: Item 15.15 Objection to Sunny Jim Mackay park Place name Proposal.....	19
	17.3 – 17.6	Applications for Relief under Water and Sewer Charges Refund Policy 2017 – A – B – C – D	20
18		COMMUNICATION OF COUNCIL DECISIONS.....	21
19		CLOSURE OF MEETING.....	21
20		COUNCIL MINUTES CONFIRMED	21

1 OPENING & WELCOME

The Chair declared the meeting open at 9:30am.

2 PRAYER

The Chair recited the Uralla Shire Council prayer.

3 ACKNOWLEDGEMENT OF COUNTRY

Prior to the meeting Aunty Pam gave a Welcome to Country outside the Library for the new council with Uncle Les and Uncle Trevor in attendance.

The Chair read the acknowledgement of country.

4 WEBCAST INFORMATION

The Chair advised the meeting was recorded, with the recording to be made available on Council's website following the meeting and reminded participants not to make defamatory comments.

5 APOLOGIES & APPLICATION FOR LEAVE OF ABSENCES BY COUNCILLORS

The Chair advised there were no apologies received.

6 DISCLOSURES & DECLARATIONS OF INTERESTS

The Chair received the following declarations of pecuniary and non-pecuniary Conflict of Interest Declarations in relation to the 22 February 2022 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Tara Toomey	15.9	Non-Pecuniary Interest	Family member submitted submission

7 CONFIRMATION OF MINUTES

7.1 MINUTES ORDINARY MEETING OF COUNCIL HELD 24 DECEMBER 2021

Minutes of, Ordinary Meeting of Council held 24 December 2021, the Chair called for any amendments.

AMENDMENTS

Cr Toomey requested that the record of Councillor voting be included in the public minutes for Item 17.

MOTION Moved: Cr Toomey /Seconded: Cr Burrows

That Council adopt the minutes of the Ordinary Meeting of Council held 24 December 2021, with amendments as noted, as a true and correct record.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

01.02/22 CARRIED

Cr Doran requested a note be included in the minutes that she voted in error at the meeting on Item 17. The Chair advised that he would consider this request as a once-off exception and sought leave of the meeting to include the note. Leave of the meeting was given.

7.2 MINUTES EXTRAORDINARY MEETING OF COUNCIL HELD 25 JANUARY 2022

MOTION Moved: Cr Crouch /Seconded: Cr O'Connor

That Council adopt the minutes of the Extraordinary Meeting of Council held 25 January 2022, as a true and correct record.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

02.02/22 CARRIED

7.3 MINUTES EXTRAORDINARY MEETING OF COUNCIL HELD 1 FEBRUARY 2022

MOTION Moved: Cr Doran /Seconded: Cr Burrows

That Council adopt the minutes of the Extraordinary Meeting of Council held 1 February 2022, as a true and correct record.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

03.02/22 CARRIED

7.4 MINUTES EXTRAORDINARY MEETING OF COUNCIL HELD 8 FEBRUARY 2022

MOTION Moved: Cr Crouch /Seconded: Cr Doran

That Council adopt the minutes of the Extraordinary Meeting of Council held 8 February 2022, as a true and correct record.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

04.02/22 CARRIED

8 TABLING OF REPORTS & PETITIONS

There were no reports or petitions tabled.

9 URGENT, SUPPLEMENTARY & LATE ITEMS/REPORTS OF BUSINESS

Procedural MOTION: Moved: Cr Petrov/Seconded: Cr Toomey

That

- i. Item 15.1 be heard at Item 9.1; and
- ii. Items 16.1 and 16.2 be heard before Item 15.17.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov,
Toomey

Against: Nil

Absent: Nil

05.02/22 CARRIED

9.1 15.1 AUDITOR PRESENTATION ON THE ANNUAL FINANCIAL STATEMENTS JUNE 2021

Procedural MOTION: Moved Cr Crouch /Seconded: Cr Toomey

That Council move into CLOSED session and close the meeting to members of the public and press for the following reasons:

Under section 10A (2) (b) of the Local Government Act (NSW) 1993.

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
 - (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
 - (f) matters affecting the security of the council, councillors, council staff or council property

Reason: to enable question about the interim management letter to be asked of the Auditor

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov,
Toomey

Against: Nil

Absent: Nil

06.02/22 CARRIED

Procedural MOTION: Moved Cr Crouch /Seconded: Cr McMullen

To move to open session.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov,
Toomey

Against: Nil

Absent: Nil

07.02/22 CARRIED

There were no decisions made during the closed session.

MOTION Moved: Cr Petrov /Seconded: Cr Burrows

- i. That the presentation by the Auditor on the Annual Financial Statements and Auditor's Reports for the year ended 30 June 2021 be accepted, and**
- ii. That Cr O'Connor's questions and answers be included in the March report to Council in reference to the agenda item 15.1 of the February meeting, and**
- iii. That Councillors draft a letter to the Auditor General and Minister regarding the process of Council engagement with the auditor during the preparation of the financial statements prior to adoption by Council.**

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

08.02/22 CARRIED

13 Speakers:

13.1 SPEAKER 1: CAROL BARNDEN – ITEM 16.1 URALLA NEIGHBOURHOOD CENTRE

The Chair introduced the Speaker.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for her presentation to Council.

13.2 SPEAKER2: ANNE RIX - ITEM 16.1 - URALLA NEIGHBOURHOOD CENTRE.

The Chair introduced the Speaker.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for her presentation to Council.

Procedural MOTION: Moved: Cr Doran/ Seconded: Cr Burrows

That the meeting be adjourned for a short break at 11.07am and be resumed in 20 minutes.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

09.02/22 CARRIED

Meeting resumed 11:28am

10 WRITTEN REPORT FROM DELEGATES

10.1 WINTERBOURNE WIND FARM COMMUNITY CONSULTATIVE COMMITTEE

MOTION Moved: Cr Crouch /Seconded: Cr Toomey

That report on Winterbourne Wind Farm Community Consultative Committee be noted.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

10.02/22 CARRIED

10.2 NEW ENGLAND REGIONAL ENERGY ZONE REGIONAL REFERENCE GROUP

MOTION Moved: Cr Crouch /Seconded: Cr Toomey

That report on New England Regional Energy Zone Regional Reference Group be noted.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

11.02/22 CARRIED

10.3 ACTIVITIES SUMMARIES

Councillors provided a verbal account of activities/meetings they attended for the month..

11 ITEMS PASSED IN BULK

The Mayor sought leave of the meeting to not have any items to be passed in bulk. Leave of the meeting was given.

12 MAYORAL MINUTE

12.1 MAYORAL MINUTE - INTERNATIONAL WOMEN'S DAY

MOTION Moved: Mayor

- i. That Council provide sponsorship for 4 tickets to attend the Uralla Historical Society "Golden Girls" International Women's Day event on Saturday 19 March 2022 for McCrossin's Mill to determine community members to be allocated the tickets, with costs allocated against Council donations, and
- ii. That Councillors be encouraged to attend under their own resources, and
- iii. That Council send up to two staff delegates to the Uralla Historical Society "Golden Girls" International Women's Day event on Saturday 19 March 2022 with costs allocated against Council's respective professional development budgets.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, Petrov, Toomey

Against: Crs McMullen, O'Connor

Absent: Nil

12.02/22 CARRIED

14 REPORT OF COMMITTEES

14.1 MINUTES - AUDIT RISK & IMPROVEMENT COMMITTEE MEETING 10 FEBRUARY 2022

MOTION Moved: Cr Toomey /Seconded: Cr O'Connor

That the Minutes from Audit Risk & Improvement Committee Meeting 10 February 2022 be noted.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

13.02/22 CARRIED

15 REPORTS TO COUNCIL

15.2 & 15.3 CASH AT BANK AND INVESTMENTS – DECEMBER 2021 & JANUARY 2022

MOTION Moved: Cr O'Connor /Seconded: Cr Doran

That Council note:

- I. **15.2 The Cash Position as at 31 December 2021 consisting of cash and overnight funds of \$1,726,235, term deposits of \$13,912,580 totalling \$15,638,815 of readily convertible funds ; and**
- II. **15.2 The loan position as at 31 December 2021 totalling \$1,859,363; and**
- III. **15.3 The Cash Position as at 31 January 2022 consisting of cash and overnight funds of \$2,702,285, term deposits of \$13,412,458 totalling \$16,114,743 of readily convertible funds ; and**
- IV. **15.3 The loan position as at 31 January 2022 totalling \$1,849,012.**

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

14.02/22 CARRIED

15.4 REPORT ON COMPLAINTS

MOTION Moved: Cr O'Connor /Seconded: Cr Crouch

That the report relating to complaints from 1 July 2021 to 31 December 2021 be noted.

For: Mayor Bell, Crouch,

Against: Crs Bower, Burrows, Doran, McMullen, O'Connor, Petrov, Toomey

Absent: Nil

LOST

15.5 POSITIVE WORKING RELATIONSHIP AND GENERAL CONDUCT POLICY

MOTION Moved: Cr McMullen /Seconded: Cr O'Connor

That

- i. **the Positive Working Relationship Policy with the following amendments:**
 - a. **“Act reasonably and justly in accordance with the law” be added to all subsections under accountabilities, and**
- ii. **be placed on public exhibition for 28 days and if no submissions are received that the policy be adopted.**

For: Mayor Bell, Crs Bower, Burrows, Crouch, McMullen, O'Connor, Petrov,

Against: Crs Doran, Toomey

Absent: Nil

15.02/22 CARRIED

15.6 INTEGRATED PLANNING AND REPORT UPDATE: DRAFT COMMUNITY STRATEGIC PLAN 2022-2031

MOTION Moved: Cr Crouch /Seconded: Cr O'Connor

- i. **That the *draft Community Strategic Plan 2022 – 2031* be placed on public exhibition for 28 days; and**
- ii. **Council expresses its appreciation for the staff input to co-ordinate the creation of the document.**

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

16.02/22 CARRIED

15.7 EXPRESSION OF INTEREST FOR PANEL OF CONDUCT REVIEWERS

The Manager Governance left the meeting due to conflict of interest, declared within the report.

Procedural MOTION Moved: Cr Toomey /Seconded: Cr Burrows

That report lay on the table pending advice on whether the staff member conflict of interest would affect use of one of the reviewers in the future.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

17.02/22 CARRIED

15.8 GRAVEL ROADS UPGRADE PRIORITISATION SURVEY RESULTS AND SUBMISSIONS

MOTION Moved: Cr Toomey /Seconded: Cr Doran

That the gravel roads upgrade prioritisation community submissions and survey results be returned to Council during consideration of the Transport Asset Management Plan.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

18.02/22 CARRIED

Procedural MOTION Moved: Cr O'Connor/ Seconded: Cr Doran

That the meeting be adjourned for a short break at 1:02pm and be resumed in 30 minutes.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

19.02/22 CARRIED

Meeting resumed at 1:31pm

15.9 PROPOSED PROJECT LIST – SUBMISSION FROM PUBLIC EXHIBITION PERIOD AND SURVEY RESULTS

Cr Toomey declared an insignificant non-pecuniary interest.

MOTION Moved: Cr O'Connor /Seconded: Cr Bower

That Council note the Proposed Project List community submissions and survey results for consideration by Council when future grant funding opportunities arise.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

20.02/22 CARRIED

15.10 15.11 & 15.12 DRAFT TERMS OF REFERENCE FOR SECTION 355 COMMITTEES

MOTION Moved: Cr Burrows /Seconded: Cr Petrov

That Council lay Items 15.10, 15.11 and 15.12 on the table until Councillors undertake further engagement with community members before an updated draft is considered by Council for public exhibition.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

21.02/22 CARRIED

15.13 WORKS PROGRESS REPORT AS AT 31 JANUARY 2022

MOTION Moved: Cr O'Connor /Seconded: Cr Doran

That Council note the report for the works completed or progressed during December 2021 and January 2022, and works programmed for February 2022.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

22.02/22 CARRIED

**15.14 BUNDARRA SEWERAGE SCHEME – PROJECT UPDATE REPORT
– DEC 21 TO JAN 22**

PROCEDURAL MOTION Moved: Cr O'Connor /Seconded: Cr Doran

To move to Committee of the Whole.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent:

23.02/22 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr Doran /Seconded: Cr McMullen

To resume Standing Orders.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against:

Absent:

24.02/22 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr McMullen /Seconded: Cr Doran

That Council:

- I. Note the Bundarra Sewerage Scheme – Project Update Report – December 2021 and January 2022, and**
- II. Note the private works undertaken in the months of December, 2021, and January, 2022 (Attachments 3 & 4) for works carried out under the *Local Government Act 1993* Section 67 Private Works Agreement Part (2)(b) and (4).**

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O’Connor, Petrov, Toomey

Against: Nil

Absent: Nil

25.02/22 CARRIED

15.15 OBJECTION TO SUNNY JIM MACKAY PARK PLACE NAME PROPOSAL

MOTION Moved: Cr O’Connor /Seconded: Cr Doran

That Council support the name change to ‘Sunny Jim Mackay Park’, having considered the confidential submissions to the Sunny Jim Mackay Park place name proposal, based on:

- I. A name for the oval within the park is not consistent with the NSW Geographical Names Board Place Naming Policy (multiplication of names for different parts of the same topographical feature shall be avoided).**
- II. The proposed name relates to the park’s historical connection and significance to James Rainey Munro Mackay (‘Sunny Jim’). The place name proposal celebrates local history and heritage by naming the reserve after a local historical resident with ties to the town and region.**
- III. Council is satisfied there is substantive and sufficient community support for the Sunny Jim Mackay Park proposal and has resolved to endorse the place name proposal.**

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O’Connor, Petrov, Toomey

Against: Nil

Absent: Nil

26.02/22 CARRIED

16-1 NOTICE OF MOTION – URALLA NEIGHBOURHOOD CENTRE

MOTION Moved: Cr Crouch /Seconded: Cr Toomey

That Council:

1. Continue to lease the RSL Memorial Hall to the Uralla Neighbourhood Centre for two years (Feb 2022 to Feb 2024) at the current rent of \$8,000 per year, paid quarterly in advance.
2. That the Uralla Neighbourhood Centre benefit from all hire charges associated with the use of the Returned Services Memorial Hall, including council functions.
3. Insert the fee in the 2021/22 fees and charges.
4. Remove the sentence “Rental fees for new leases or licences on Council properties negotiated during the year will be based on valuation advice and other relevant factors, such as community benefit.” Page 16 of 48, from the fees and charges
5. Place the revised fees and charges on public exhibition for 28 days. If no submissions are received council adopt the revised fees and charges.

For: Mayor Bell, Crs Bower, Burrows, Crouch, McMullen, O’Connor, Petrov, Toomey

Against: Nil

Absent: Cr Doran

27.02/22 CARRIED

15.16 PROPOSED CHANGES TO REVENUE POLICY FOR SEWER AND TRADE WASTE CHARGES

Cr Crouch MOVED an Alternate Motion:-

That Council resolve to:

1. Amend Resolution 32.06/21 by
 - a. Inserting after the table in point 1.e. “Non-Residential Sewerage Usage Charges to be calculated according to Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines – 2021”
 - b. Insert after the table in Point 1.f. “Trade Waste Non-Residential Sewerage Usage Charges to be calculated according to Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines – 2021”
2. Revise the non-residential water and sewerage notices issues in December, 2021/January, 2022 to:
 - a. Remove Trade Waste Usage Charges, Non-Res Sewerage Usage Charges and Trade Waste Fixed Fee from businesses that do not discharge any trade waste into the sewerage system.
 - b. Revise Trade Waste Usage Charges to reflect the proportion of water that is discharged as trade waste, as per Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines – 2021.
 - c. Revise Non-Res Sewerage Usage Charges to reflect the proportion of water that is discharged as non-residential sewerage as per Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines – 2021.

3. Advise all non-residential property owners that may discharge sewerage and/or trade waste into council's sewerage system that they may apply to have the Sewerage and/or Trade Waste Discharge Factors used to estimate the volume of Sewerage or Trade Waste discharged to the system, varied from those in the 2002 DPIE water supply, Sewerage and Trade Waste Pricing Guidelines. Any variation will need to be justified by the applicant.
4. Develop a Trade Waste Policy based on the Model Policy for Discharge of Trade Waste to the Sewerage System
5. Credit premises with any Trade Waste and Non-Residential Sewerage Usage charges paid in response to the recent notices and waive interest being payable on these charges until the issues are resolved and corrected statements (including consideration of requests to vary Discharge Factors) issued.

The Mayor ruled that the alternate motion be taken on notice.

2:33pm Cr Doran left the meeting.

16.2 NOTICE OF MOTION – BACKYARD BURNING POLICY AND 15.17 DRAFT POLICY:
BACKYARD BURNING 2022

MOTION Moved: Cr Crouch/Seconded: Cr Toomey

That Council lay Items - 16.2 and 15.17 on the table pending further input to the draft policy by councillors.

For: Crs Bower, Burrows, Crouch, Doran, Petrov, Toomey

Against: Mayor Bell, Crs McMullen, O'Connor,

Absent: Cr Doran

28.02/22 CARRIED

15.18 URALLA MEMORIAL HALL –MANAGEMENT ARRANGEMENTS

Item 15.18 was not moved. Refer to Item 16.1 Uralla Neighbourhood Centre for resolution.

15.19 VISITOR INFORMATION CENTRE POP-UP SPACE

PROCEDURAL MOTION Moved: Cr Toomey /Seconded: Cr Petrov

To move to Committee of the Whole.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, Petrov, Toomey

Against: Cr O'Connor

Absent: Cr Doran

29.02/22 CARRIED

Cr O'Connor left the meeting at 2:50pm

Cr O'Connor returned to the meeting at 2:51pm

Cr O'Connor left the meeting at 2:52pm

Cr O'Connor returned to the meeting at 2:53pm

Cr O'Connor moved to gallery area 2:54pm

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr McMullen /Seconded: Cr Bower

To resume Standing Orders.

For: Mayor Bell, Crs Bower, Burrows, Crouch, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Cr Doran

30.02/22 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr Toomey /Seconded: Cr Bower

That:

- i. Council recognise that the Uralla Visitor Information Centre is designed to offer display space to promote the Uralla Shire inclusively; and**
- ii. Councillors undertake a workshop to further consider how the "Visitor Information Centre Space" could be used.**

For: Mayor Bell, Crs Bower, Burrows, Crouch, McMullen, Petrov, Toomey

Against: Cr O'Connor

Absent: Cr Doran

31.02/22 CARRIED

15.20 RESOLUTION REGISTER ACTION STATUS

Cr Bower left the room at 3:07pm

MOTION Moved: Cr Toomey /Seconded: Cr Burrows

That Council receive the Resolution Action Status as at 16 February 2022.

For: Mayor Bell, Crs, Burrows, Crouch, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Crs Bower, Doran

32.02/22 CARRIED

Cr Bower returned to the meeting at 3:18.pm

16 MOTIONS ON NOTICE / QUESTIONS WITH NOTICE

16.3 NOTICE OF MOTION – POTENTIAL COUNCILLOR LIABILITY UNDER THE HEAVY VEHICLE NATIONAL LAW

MOTION Moved: Cr Crouch /Seconded: Cr Burrows

That Councillors be advised of:

- 1. any breach of the Heavy Vehicle National Law (NSW) involving council equipment within 24 hours of the General Manager becoming aware of the breach; and**
- 2. the progress of any prosecution within the legal system.**

For: Mayor Bell, Crs Bower, Burrows, Crouch, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Cr Doran

33.02/22 CARRIED

17 CONFIDENTIAL MATTERS

17.1 ATTACHMENT - RE: ITEM 15.7 CODE OF CONDUCT REVIEWERS PANEL

17.2 ATTACHMENT - RE: ITEM 15.15 OBJECTION TO SUNNY JIM MACKAY PARK PLACE
NAME PROPOSAL

PROCEDURAL MOTION Moved: Cr Bower/ Seconded: Cr Burrows

That Council move into CLOSED session and close the meeting to members of the public and press for the following reasons:

Under section 10A (2) (b) of the Local Government Act (NSW) 1993.

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
 - (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.

- (2) The matters and information are the following:
 - (b) the personal hardship of any resident or ratepayer

Reason: The report contains confidential information relating to individual financial circumstances

For: Mayor Bell, Crs Bower, Burrows, Crouch, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Cr Doran

34.02/22 CARRIED

**17.3 – 17.6 APPLICATIONS FOR RELIEF UNDER WATER AND SEWER CHARGES REFUND
POLICY 2017 – A – B – C – D**

MOTION Moved Cr Petrov / Seconded: Cr Toomey

- a. That Council refund charges for Water Billing Assessment 9786 totalling \$795.08 in accordance with Clause 1 of USC Water and Sewer Charges Refund Policy 2017, Section 607 of the Local Government Act 1993 and Regulation 131 of the Local Government (General) Regulation 2005.
- b. That Council refund charges for Water Billing Assessment 9697 totalling \$858.00 in accordance with Clause 1 of USC Water and Sewer Charges Refund Policy 2017, Section 607 of the Local Government Act 1993 and Regulation 131 of the Local Government (General) Regulation 2005
- c. That Council refund charges for Water Billing Assessment 7988 totalling \$858.00 in accordance with Clause 1 of USC Water and Sewer Charges Refund Policy 2017, Section 607 of the Local Government Act 1993 and Regulation 131 of the Local Government (General) Regulation 2005.
- d. That Council refund charges for Water Billing Assessment 9562 totalling \$1,549.60 in accordance with Clause 3 of USC Water and Sewer Charges Refund Policy 2017, Section 607 of the Local Government Act 1993 and Regulation 131 of the Local Government (General) Regulation 2005.

For: Mayor Bell, Crs Bower, Burrows, Crouch, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Cr Doran

35.02/22 CARRIED

MOVE TO OPEN SESSION

PROCEDURAL MOTION Moved: Cr Crouch /Seconded: Cr Burrows

To return to OPEN Session of Council.

For: Mayor Bell, Crs Bower, Burrows, Crouch, , McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Cr Doran

36.02/22 CARRIED

18 COMMUNICATION OF COUNCIL DECISIONS

PROCEDURAL MOTION Moved: Cr Crouch /Seconded: Cr Burrows

The resolutions of CLOSED Session of Council become the resolutions of OPEN Session of Council.

For: Mayor Bell, Crs Bower, Burrows, Crouch, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Cr Doran

37.02/22 CARRIED

19 CLOSURE OF MEETING

The meeting was closed at 3:34pm.

20 COUNCIL MINUTES CONFIRMED

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	22 March 2022
MAYOR:	Robert Bell



EXTRAORDINARY MEETING OF COUNCIL

Held at 9:00am
8 March 2022

Councillors:

Mayor Robert Bell (Chair)
Cr R Crouch (Deputy Mayor)
Cr T Bower
Cr S Burrows
Cr L Doran
Cr B McMullen (arrived at 9:03am)
Cr O'Connor
Cr L Petrov
Cr T Toomey

Staff:

Ms K Jessep, General Manager
Mr S Paul, Chief Financial Officer/ Director Corporate Services
Mr T Seymour, Director Infrastructure & Development
Ms C Valencius, Director Community Services
Ms N Heaton, Manager Governance
Ms W Westbrook, Executive Assistant (Minutes Clerk)
Mr M Clarkson, Manager Development & Planning

UINT/22/2849

MINUTES

TABLE OF CONTENTS

1. OPENING & WELCOME3

2. PRAYER3

3. ACKNOWLEDGEMENT TO COUNTRY.....3

4. WEBCAST INFORMATION3

5. APOLOGIES.....3

6. DISCLOSURES & DECLARATION OF INTERESTS3

7. REPORTS TO COUNCIL3

 7.1 Public Spaces Legacy Program Projects - Concept Plans3

1. OPENING & WELCOME

The Chair declared the meeting opened at 9:00am.

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT TO COUNTRY

The Chair read the acknowledgement to Country.

4. WEBCAST INFORMATION

The Chair advised the meeting was audio recorded with the recording made available on Council's website following the meeting.

5. APOLOGIES

Nil

6. DISCLOSURES & DECLARATION OF INTERESTS

Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 8 March 2022 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr Leanne Doran	7.1	Non-Pecuniary	As a member of Rotary – continuing to liaise with council staff on Rotary Park.

7. REPORTS TO COUNCIL

7.1 Public Spaces Legacy Program Projects - Concept Plans

PROCEDURAL MOTION Moved: Cr Toomey; Seconded: Cr O'Connor

To move to Committee of the Whole

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

X01.03/22 CARRIED UNANIMOUSLY

Cr Burrows left the meeting 9:05am

Cr Burrows returned to the meeting 9:05am

Mayor left the meeting 9:06am

Mayor returned to the meeting 9:06am

Cr O'Connor left the meeting 10:27am

Cr O'Connor return to the meeting 10:28am

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION Moved: Cr O'Connor; Seconded: Cr McMullen

To resume Standing Orders

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

X02.03/22 CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION Moved: Cr O'Connor/ Seconded: Cr Petrov

That Council note the Public Spaces Legacy Program Concept Plans report and:

- I. endorse the concept plans for:
 - a. The Glen, subject to:
 - i. The model boating lake be established with a long reach excavator, no herbicide to be used; and
 - ii. establish a panel of community members and councillors to select the Constellation of the South artists within the project budget;
 - b. Rotary Park;
- II. receive confidential copy of the cost estimates and project budget;
- III. a regular project report [be provided](#) to Council;
- IV. approve the project proceeding to preliminary detailed design; and
- V. further discussions be held with the designer, Uralla Arts and UTEC representatives on the concept plan for Pioneer Park -Fibonacci Park.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, McMullen, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

X03.03/22 CARRIED UNANIMOUSLY

CLOSURE OF MEETING

The meeting was closed at 10:48am

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	
MAYOR:	Robert Bell

8 TABLING OF PETITIONS

9 LATE, URGENT AND SUPPLEMENTARY ITEMS OF BUSINESS

9.1 LATE REPORTS

9.1.1 TOLLEYS' GULLY BRIDGE PROJECT

9.1.2 CASH AT BANK AND INVESTMENTS REPORT

9.1.3 QUARTERLY BUDGET REVIEW STATEMENT – THIRD QUARTER 2021/22

9.2 URGENT ITEMS

9.3 SUPPLEMENTARY ITEMS

10 WRITTEN REPORTS FROM DELEGATES

10.1 COUNCILLOR ACTIVITY REPORTS

Councillors account of activities/meetings they have attended for the month.

Councillor Name: Mayor - Robert Bell		
Date of Council Meeting: 22 March 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 Feb 2022	Extraordinary Meeting	Chambers
1 Feb 2022	Bus Tour for Councillors	Uralla - Kingstown
2 Feb 2022	Adam Marshall Stronger Community Grants - McMaugh Gardens - Fuller Park	Uralla
8 Feb 2022	General Manager Workshops & Briefings Sessions	Chambers
10 Feb 2022	Audit Risk & Improvement Meeting	Chambers
10 Feb 2022	Community Strategic Plan (CSP) Planning session with GM	Zoom
17 Feb 2022	GM Briefing session on Business Agenda 22 Feb	Chambers - Zoom
21 Feb 2022	Thunderbolt Energy Hub Update	Team Meetings
22 Feb 2022	Ordinary Meeting	Chambers
Expenses Claim for Month of Feb		\$0

Councillor Name: Tim Bower		
Date of Council Meeting: 22 March 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 Feb 2022	Extraordinary Meeting	Chambers
1 Feb 2022	Bus Tour for Councillors	Uralla - Kingstown
8 Feb 2022	General Manager Workshops & Briefings Sessions	Chambers
10 Feb 2022	Community Strategic Plan (CSP) Planning session with GM	Zoom
17 Feb 2022	GM Briefing session on Business Agenda 22 Feb	Chambers - Zoom
19 Feb 2022	Uralla RSL dinner for state executive.	McCrossins Mill
22 Feb 2022	Ordinary Meeting	Chambers
23 Feb 2022	Uralla Business Chamber Developers Forum	RSL Hall, Uralla
27 Feb 2022	Open meeting with Bundarra residents	Bundarra School of Arts Hall
Expenses Claim for Month of Feb		\$0

Councillor Name: Sarah Burrows		
Date of Council Meeting: 22 March 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 Feb 2022	Extraordinary Meeting of Council	Chambers
1 Feb 2022	Bus Tour for Councillors	Uralla - Kingstown
1 Feb 2022	Red4NE meeting	Uralla
5 Feb 2022	Hit the Ground Running Webinar	Virtual
8 Feb 2022	Extraordinary Meeting of Council	Chambers
8 Feb 2022	General Manager Strategic Workshops & Briefings Sessions <ul style="list-style-type: none"> - Gravel Roads Prioritisation - Proposed Projects List - Community facilities lease/hire options - s355 committees - review ToR - UTEC, Bundarra School of the Arts, Australia Day - Neoen Presentation Training and Development Session for Councillors <ul style="list-style-type: none"> - Continuous Improvement/Emerging Issues - Planning session - Community Strategic Plan (working lunch) - Finance Overview Training (part 1) by CFO - Councillor '4 hats' training external 	Chambers
10 Feb 2022	Audit Risk & Improvement Committee Meeting	Chambers
10 Feb 2022	Community Strategic Plan (CSP) Planning session with GM	Virtual
12 Feb 2022	Hit the Ground Running Webinar	Virtual
15 Feb 2022	Budget Review & Finance Committee	Chambers

17 Feb 2022	Australia Day Committee ToR's meeting	Uralla Bowling Club
19 Feb 2022	Hit the Ground Running Webinar	Virtual
20 Feb 2022	GM Briefing session on Business Agenda 22 Feb	Watched recording
21 Feb 2022	Thunderbolt Energy Hub Update	Virtual
22 Feb 2022	Welcome to Country	Uralla Public Library
22 Feb 2022	Ordinary Meeting of Council	Chambers
23 Feb 2022	Essentials Cyber Security for Councillors	Virtual
23 Feb 2022	USBC Developers Forum	Uralla Memorial Hall
27 Feb 2022	Meet the Councillors	Bundarra Hall
Expenses Claim for Month of Feb		\$0

Councillor Name: Bob Crouch		
Date of Council Meeting: 22 March 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 Feb 2022	Extraordinary Meeting	Chambers
1 Feb 2022	Bus Tour for Councillors	Uralla - Kingstown
2 Feb 2022	Winterbourne wind farm CCC	Walcha
2 Feb 2022	Adam Marshall Stronger Community Grants - McMaugh Gardens - Fuller Park	Uralla
5 Feb 2022	Hit the ground running training	Team meeting
8 Feb 2022	General Manager Workshops & Briefings Sessions	Chambers
10 Feb 2022	NEREZ meeting	Zoom
10 Feb 2022	Community Strategic Plan (CSP) Planning session with GM	Zoom
12 Feb 2022	Hit the ground running training	Team meeting
17 Feb 2022	GM Briefing session on Business Agenda 22 Feb	Chambers
22 Feb 2022	Ordinary Meeting	Chambers
24 Feb 2022	Cyber security training	Team meeting
27 Feb 2022	Community meeting	Bundarra
Expenses Claim for Month of Feb		\$0

Councillor Name: Leanne Doran		
Date of Council Meeting: 22 March 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 Feb 2022	Extraordinary Meeting	Chambers
1 Feb 2022	Bus Tour for Councillors	Uralla - Kingstown
5 Feb 2022	LGNSW Training for Councillors	Zoom
8 Feb 2022	General Manager Workshops & Briefings Sessions	Chambers
10 Feb 2022	Community Strategic Plan (CSP) Planning session with GM	Zoom

17 Feb 2022	ToRs Australia Day Committee	Bowling Club
19 Feb 2022	LGNSW Training for Councillors	Zoom
19 & 20 Feb 2022	ToRs Uralla Town Environs Committee	Homes
22 Feb 2022	Council Ordinary Meeting	Chambers
23 Feb 2022	Developers Forum with Uralla Shire Business Chamber	RSL Hall
26 Feb 2022	LGNSW Training for Councillors	Zoom
27 Feb 2022	Community meeting Bundarra	Bundarra School of Arts Hall
Expenses Claim for Month of		\$0

Councillor Name: Bruce McMullen		
Date of Council Meeting: 22 March 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 Feb 2022	Extraordinary Meeting	Chambers
1 Feb 2022	Bus Tour for Councillors	Uralla - Kingstown
8 Feb 2022	General Manager Workshops & Briefings Sessions	Chambers
10 Feb 2022	Community Strategic Plan (CSP) Planning session with GM	Zoom
17 Feb 2022	GM Briefing session on Business Agenda 22 Feb	Chambers - Zoom
19 Feb 2022	Uralla RSL dinner for state executive.	McCrossins Mill
22 Feb 2022	Ordinary Meeting	Chambers
23 Feb 2022	Uralla Business Chamber Developers Forum	RSL Hall, Uralla
27 Feb 2022	Open meeting with Bundarra residents	Bundarra School of Arts Hall
Expenses Claim for Month of Feb		\$0

Councillor Name: Tom O'Connor		
Date of Council Meeting: 22 March 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 Feb 2022	Extraordinary Meeting	Chambers
1 Feb 2022	Bus Tour for Councillors	Uralla - Kingstown
5 Feb 2022	LGNSW Training for Councillors	Zoom
8 Feb 2022	General Manager Workshops & Briefings Sessions	Chambers
10 Feb 2022	Community Strategic Plan (CSP) Planning session with GM	Zoom
17 Feb 2022	ToRs Australia Day Committee	Bowling Club
19 Feb 2022	LGNSW Training for Councillors	Zoom
22 Feb 2022	Council Ordinary Meeting	Chambers
23 Feb 2022	Developers Forum with Uralla Shire Business Chamber	Memorial Hall
Expenses Claim for Month of Feb		\$0

Councillor Name: Lone Petrov		
Date of Council Meeting: 22 March 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 Feb 2022	Extraordinary Meeting	Chambers
8 Feb 2022	General Manager Workshops & Briefings Sessions	Chambers
10 Feb 2022	Audit Risk & Improvement Committee Meeting	Chambers
12 Feb 2022	OLG Hit the Ground Running Webinar	Teams
22 Feb 2022	Welcome to Country	Library
22 Feb 2022	Ordinary Meeting	Chambers
23 Feb 2022	Uralla Shire Business Chamber Public Meeting	Memorial
24 Feb 2022	Essentials Cyber Services Training	Teams
27 Feb 2022	Bundarra Public Meeting	Bundarra Hall
Expenses Claim for Month of Feb		\$0

Councillor Name: Tara Toomey		
Date of Council Meeting: 22 March 2022		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1 Feb 2022	Extraordinary Meeting	Chambers
8 Feb 2022	General Manager Workshops & Briefings Sessions	Chambers
10 Feb 2022	Audit Risk & Improvement Meeting	Chambers
10 Feb 2022	Community Strategic Plan (CSP) Planning session with GM	Zoom
22 Feb 2022	Ordinary Meeting	Chambers
23 Feb 2022	USBC Developers Forum	Memorial Hall
Expenses Claim for Month of Feb		\$0

11 ITEMS PASSED IN BULK

12 MAYORAL MINUTE

13 PUBLIC FORUM/PRESENTATION

14 REPORT OF COMMITTEES



14.1 MINUTES OF URALLA TOWNSHIP AND ENVIRONS COMMITTEE MEETING HELD 10 JANUARY 2022

Department: Infrastructure & Development
Prepared by: Director Infrastructure & Development
TRIM Reference: UINT/22/534
Attachment: UINT/22/535 – 1. Committee Minutes 10 January 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.2 Engage with the community effectively and use community input to inform decision making

SUMMARY:

1. This report provides the minutes from the Uralla Township and Environs Committee (UTEC) meeting held 10 January 2022 and comments relating to the recommendations contained therein.

RECOMMENDATION:

That Council:

- I. Note the minutes of the Uralla Township and Environs s355 Committee meeting held 10 January 2022; and
- II. Note the comments in response to the recommendations made by the Committee regarding:
 - a. Maintenance of paths, grounds and township amenities within resources;
 - b. UTEC Constitution/draft terms of reference
 - c. UTEC support for ZNET Greening Uralla project
 - d. Consultation with Mr Merten regarding The Glen design
 - e. Consideration of dump point for Rotary Park – not supported by Rotary
 - f. Pioneer Park design consultation.

REPORT:

2. The Uralla Township and Environs Committee met on 10 January 2022.
3. At this meeting the committee discussed topics resulting in the following recommendations to Council:
 - a. Maitland St Walking Track

Recommendation: Council maintains in good condition the walking track from the Maitland St Bridge through to Apex Park.

Comment: Noted. Council maintains paths, grounds and township amenities based on condition assessment, competing priorities and available resources.

b. UTEC Constitution

Recommendation: That Council and UTEC consult to review the UTEC Constitution.

Comment: A draft Terms of Reference was presented for Council's consideration at the February meeting.

It was resolved;

That Council lay Items 15.10, 15.11 and 15.12 on the table until Councillors undertake further engagement with community members before an updated draft is considered by Council for public exhibition.

c. ZNET Greening Uralla Project

Recommendation: UTEC to provide feedback.

Comment: Feedback provided to Council from UTEC in support of the proposal.

d. The Glen

Recommendation: Council invite Carl Merten to be involved in initial consultation process.

Comment: The design consultant has undertaken consultation with Mr Merten.

e. Rotary Park

Recommendation: As per Rotary Club's plan the RV Dump-Ezy site be located at this park.

Comment: The current RV Dump Ezy site is considered adequate and relocation of the facility to Rotary Park is not supported by Rotary.

f. Pioneer Park

Recommendation: Council consult with Civile, UTEC, and other supportive parties to develop the original Fibonacci Park concept as presented to Council in August 2021.

Comment: Further consultation undertaken with concept design presented to a public meeting in late January 2022.

g. Constitution

Recommendation: Current UTEC members supply suggestions for amendments to Constitution.

Comment: Pending.

4. The next Committee meeting has been scheduled for 11 April 2021.

CONCLUSION:

5. The comments provided address the recommendations from UTEC.

COUNCIL IMPLICATIONS

6. Community Engagement/Communication

Consultation with Uralla Township and Environs Committee and referral of Committee minutes to Council.

The draft Committee Terms of Reference presented to the February Council meeting provides for two councillor delegates to attend Council on the Committee. Councillors have committed to further liaison with UTEC members on the draft Terms of Reference before proceeding to public exhibition.

7. Policy and Regulation

Local Government Act 1993 (NSW)

Uralla Township and Environs Committee Constitution 2020

8. Financial/Long Term Financial Plan

Resourcing required for staff to attend meetings and liaise with Committee.

9. Asset management/Asset Management Strategy

N/A.

10. Workforce/Workforce Management Strategy

Staff provide support to the Uralla Township and Environs Committee and attend meetings.

11. Legal and Risk Management

As a Committee of Council, risks of the Committee are borne by Council. The strategic risks are assessed as low.

12. Performance Measures

As set out in the draft Uralla Township and Environs Committee Terms of Reference 2022.

13. Project Management

Director Infrastructure & Development

URALLA TOWNSHIP & ENVIRONS COMMITTEE

MINUTES: Monday January 10, 2022 6 – 7 pm

Uralla Shire Council Meeting Room

Meeting Opened 6.00 pm

Present

UTEC Committee: Bob Anderson, Louis van Ekert, Phil Smith, Kent Mayo, Annie Mayo, Andrew Parker, Jim Sinclair (by Zoom – technical problem)

Council Staff: Terry Seymour

USC UTEC Members: Tara Toomey

Observing: Robert Bowie

Apologies: Noelene Porter, Karen Johnston.

Moved: Louis van Ekert Seconded: Annie Mayo Carried

Minutes of Previous Meeting 11/10/2021

Moved: Kent Mayo Seconded: Louis van Ekert Carried

Matters Arising

November Council Meeting regarding UTEC Recommendations:

1. Maitland St Walking Track

Robert Bowie informed the meeting that he maintains the track at the rear of his property.

Recommendation: Council maintains in good condition the walking track from the Maitland St Bridge through to Apex Park.

Moved: Louis van Ekert Seconded: Kent Mayo Carried

2. UTEC Constitution

Councillor Toomey offered to provide advice. Data collected by Suzanne Wright to be sourced by Louis.

Recommendation: That Council and UTEC consult to review the UTEC Constitution.

Moved: Kent Mayo Seconded: Phil Smith Carried

Correspondence In:

1. Email 21/12/2021 Carol Shantal from ZNET Greening Uralla Project apologising for the convoluted process of Council asking their organisation to seek unnecessary UTEC approval for their project.

Kent commented that it was encouraging that the Council officer had referred ZNET to UTEC, and that he had suggested Carol Shantal's "Nooks And Crannies" group undertake the "Seven Entires to Uralla Tree Planting", a Creative Village (deferred) project. Noel Corkery of The Landscape Foundation of Australia had offered their support. Kent also suggested that it would be good for a member of the "Nooks And Crannies" group to serve on UTEC so that there is cohesion.

Recommendation: UTEC to provide feedback.

Moved: Bob Anderson Seconded: Louis van Ekert Carried

2. Email 24/12/21 Gabrielle Stratton, USC Project Support Officer notifying the Committee that “Council has prepared the analysis report and concept designs for the Public Spaces Legacy Program project upgrades to Pioneer Park, Rotary Park and The Glen and has placed the document on public exhibition from 17 December 2021 until 15 January 2022.”

Correspondence Moved: Louis van Ekert Seconded: Annie Mayo Carried

General Business

1. Thank You to Councillors Toomey and Strutt

Recommendation: That UTEC sincerely thanks Councillors Isabel Strutt and Tara Toomey for their support of UTEC via letters of thanks from UTEC secretary.

Moved: Annie Mayo Seconded: Kent Mayo Carried

2. Discussion Cr Toomey Email Update (1/1/2022) “on a number of public display items and associated applications that fall under the category of public spaces that I committed previously to keep you informed about”.

a) The Glen

Andrew spoke favourably of The Glen design, after chairman Bob Anderson commented that this project should be a UTEC priority. Robert Bowie (observer) spoke about the poorly maintained condition of The Glen.

Recommendation: Council invite Carl Merten to be involved in initial consultation process.

Moved: Kent Mayo Seconded: Louis van Ekert Carried

b) Rotary Park

Recommendation: As per Rotary Club’s plan the RV Dump-Ezy site be located at this park.

Moved: Kent Mayo Seconded: Louis van Ekert Carried

c) Pioneer Park

Andrew expressed his disappointed in Council’s decision to display images of the three options Civille had offered in their document, two of them only vaguely linked to Fibonacci when Council had already opted for a “Fibonacci Theme.”

Kent pointed out that Civille had not acknowledged Guy Crosley as the design of the spiral feature wall and seat, and had cluttered the flat area of the space by locating the spiral away from the hillside.

Andrew strongly urged Council to revisit the original Crosley concept.

Recommendation: Council consult with Civille, UTEC, and other supportive parties to develop the original Fibonacci Park concept as presented to Council in August 2021.

Moved: Andrew Parker Seconded: Annie Mayo Carried

d) Constitution

Recommendation: Current UTEC members supply suggestions for amendments to Constitution.

Moved: Louis van Ekert Seconded: Annie Mayo Carried

Meeting Closed 6.55 pm

Next Meeting April 11, 2022

14.2 BUDGET REVIEW & FINANCE COMMITTEE MEETING HELD

15 MARCH 2022



MINUTES

Budget, Review and Finance Committee Meeting

9:30am 15 March 2022 Council Chambers

Councillors:

Mayor Robert Bell (Chair)
Cr R Crouch (Deputy Mayor)
Cr T Bower
Cr S Burrows
Cr L Doran
Cr O'Connor
Cr L Petrov
Cr T Toomey (departed 2.25 pm)

Apologies:

Cr B McMullen

Staff:

Ms K Jessep, General Manager
Mr S Paul, Chief Financial Officer/ Director Corporate Services
Mr T Seymour, Director Infrastructure & Development
Ms C Valencius, Director Community Services
Ms N Heaton, Manager Governance (item 9.1 only)
Ms W Westbrook, Executive Assistant (Minutes Clerk, item 9.1 only – FM/CFO took responsibility for the minutes for the remainder of the meeting)

UINT/22/3311

MINUTES

1 Contents

1	OPENING & WELCOME	3
2	PRAYER.....	3
3	ACKNOWLEDGEMENT OF COUNTRY.....	3
4	WEBCAST INFORMATION.....	3
5	APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE AND OBSERVERS	3
6	DISCLOSURE AND DECLARATIONS OF INTEREST.....	3
7	CONFIRMATION OF MINUTES.....	3
7.1	Minutes from the 14 September 2021 Budget Review & Finance Committee Meeting.....	3
8	URGENT, SUPPLEMENTARY AND LATE ITEM/S OF BUSINESS	3
9	REPORTS.....	4
9.1	Terms of Reference for Finance Advisory Committee and Working Groups.....	4
9.2	Draft Budget v1 2022-23.....	4
10	NEXT MEETING.....	6
11	MEETING CLOSED.....	7
12	CONFIRMATION OF MINUTES.....	7

1 OPENING & WELCOME

The Chair declared the meeting open at 9:34am

2 PRAYER

The Chair read the prayer.

3 ACKNOWLEDGEMENT OF COUNTRY

The Chair acknowledged Country and Elders past and present.

4 WEBCAST INFORMATION

The Chair advised that the meeting is audio recorded and the recording is made available on Council's website after the meeting.

5 APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE AND OBSERVERS

5.1 *The chair noted apologies from Cr McMullen.*

MOTION Moved: Cr O'Connor / Seconded Cr Toomey

That Councillor McMullen's apologies be accepted.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

BRFC01.03/22 CARRIED

6 DISCLOSURE AND DECLARATIONS OF INTEREST

There were no disclosure or declarations made.

7 CONFIRMATION OF MINUTES

7.1 Minutes from the 14 September 2021 Budget Review & Finance Committee Meeting.

MOTION Moved: Cr Crouch / Seconded O'Connor

That Council adopt the minutes the Budget, Review and Finance Committee meeting held 14 September 2021 as a true and correct record.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

BRFC02.03/22 CARRIED

8 URGENT, SUPPLEMENTARY AND LATE ITEM/S OF BUSINESS

Nil.

9 REPORTS

9.1 Terms of Reference for Finance Advisory Committee and Working Groups

MOTION Moved: Cr Crouch / Seconded : Cr O'Connor

That the Budget Review and Finance Committee recommend to Council that:

- I. **The Budget Review and Finance Committee be dissolved subject to the commencement of the Finance Advisory Committee; and**
- II. **That the Finance Advisory Committee be constituted with the following amendments:**
 - a. **4.1.5 insert after review 'budget related'**
 - b. **Delete section 9; and**
- III. **The Development Working Group with the following amendments:**
 - a. **Insert between 5.1.1 and 5.1.2 a new paragraph 'to oversight a fair, equitable, transparent and consistent approvals process'**
- IV. **That the Terms of Reference for the Finance Advisory Committee, the Development Working Group and the Capital Works Working Group as amended be placed on public exhibition for 28 days; and**
- V. **If no submissions are received, that the Terms of Reference for the Finance Advisory Committee, the Development Working Group and the Capital Works Working Group be adopted.**

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, O'Connor, Petrov, Toomey

Against: Nil

Absent: Nil

BRFC03.03/22 CARRIED

9.2 Draft Budget v1 2022-23

PROCEDURAL MOTION

Moved: Cr Crouch / Seconded: Cr Burrows

That Council move into closed session and close the meeting to members of the public and press for the following reasons:-

The matters referred to the Closed Session of the 15 March 2022 meeting under section 10A (1) (a), 2) (a) (c) (i) of the Local Government Act (NSW) 1993.

Reason: to enable discussion about budget allocation attached to staff employment and potential contracts.

BRFC04.03/21 CARRIED

The Mayor called a 20 minute adjournment at 10.55am

The Mayor resumed the meeting at 11.15am

Cr Doran declared a non-pecuniary interest for the discussion on community grants in relation to Thunderbolts Festival and the Rotary Art Show as an organiser/member and left the room at 11.29am

Cr Toomey declared a non-pecuniary interest for the discussion on community grants in relation to the Rotary Art Show and Lantern Festival as a supporter of these two events and left the room at 11.40am

Cr Doran returned to the chamber at 11.49am

Cr Toomey returned to the chamber at 11.50am

The Mayor adjourned the meeting for a 30 minute break at 12.47pm

The Mayor resumed the meeting at 1.19pm

Cr Toomey left the meeting at 2.25pm

MOTION Moved: Cr O'Connor / Seconded Cr Bower

- I. That a report be provided to Council to consider submission of an application for the Additional Special Rate Variation, permanent, of 2.5% as per Council's Long Term Financial Plan 2021 per OLG Circular 22-03.**
- II. That the Budget Review and Finance Committee request version 2 of the draft 2022-23 budget include the following adjustments:**
 - a. Reduce the Water and Sewer Funds fees and charges to a 5% increase.**
 - b. Retain the budget allocations for the following community groups or events included in the draft budget version 1:**
 - i. Australia Day Activities \$2,500**
 - ii. Street Stall \$7,100 plus overheads**
 - iii. Youth Services, and NAIDOC \$6,600**
 - iv. S355 Bundarra School of the Arts Hall \$250**
 - v. School presentations \$800**
 - vi. NIAS \$2,000**
 - vii. Bush Bursary \$3,000**
 - viii. Arts North West \$4,758**
 - c. Add budget allocations for the following community groups or events:**
 - i. Thunderbolts Festival \$12,000 subject to the Committee engaging a local grant application writer to endeavour to seek suitable alternate funding.**
 - ii. Rotary Art Show \$2,000 and advise Rotary that the intention of Council is to reduce this to \$1,000 in 2024 and zero in 2025.**
 - iii. Lanterns Festival \$3,000.**
 - iv. Noting the existence of community based grant funding programs from the New England Regional Energy Zone, Community grants fund at \$3,000 for small grants and donations on application (in lieu of the 'community grant program' and 'other Uralla events' budget).**
 - v. Pre-school rent \$20,616.**
 - d. Amend the budget as follows:**
 - i. Add: Development and planning local environmental plan review and amendments \$25,000**
 - ii. Reduce: Organisation Service Review consultancy support to \$23,000**
 - iii. Add: Council volunteer appreciation civic reception \$1,000**

- iv. **Add: Council meeting alternative location – Council meeting at Bundarra \$3,750**
- e. **The following areas be reviewed:**
 - i. **Swimming pool income**
 - ii. **Forecast interest income**
 - iii. **Training and seminars expense**
 - iv. **Licences expense**
 - v. **Private works forecast income and overhead costs**
 - vi. **Waste services – particularly leachate management, green waste management and insourcing/outsourcing waste collection.**

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, O'Connor, Petrov,
Against: Nil
Absent: Cr Toomey

BRFC05.03/22 CARRIED

MOVE TO OPEN SESSION

PROCEDURAL MOTION

Moved Cr Bower/ Seconded Cr Crouch

That Council return to OPEN Session of Council.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, O'Connor, Petrov,
Against: Nil
Absent: Cr Toomey

BRFC06.03/22 CARRIED

COMMUNICATION OF COUNCIL DECISIONS

PROCEDURAL MOTION

Moved Cr O'Connor/Seconded Cr Burrows

That the resolutions made in CLOSED Session of the Committee become the resolutions of the OPEN Session of the Committee.

For: Mayor Bell, Crs Bower, Burrows, Crouch, Doran, O'Connor, Petrov,
Against: Nil
Absent: Cr Toomey

BRFC07.03/22 CARRIED

10 NEXT MEETING

Dates for the next Budget Review and Finance Committee (subject to change with the agreement of the Mayor and General Manager) are:

- 12 April 2022 at 9.30am

- 14 June 2022 at 9.30am

11 MEETING CLOSED

The Committee Meeting closed at 2.30pm.

12 CONFIRMATION OF MINUTES

COUNCIL MINUTES CONFIRMED BY:	
RESOLUTION NUMBER:	
DATE:	
MAYOR	Robert Bell
Presented to Council	Ordinary Meeting

15 REPORTS TO COUNCIL



15.1 INTERNAL REPORTING POLICY 2022

Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/22/2394
Attachment: UINT/22/3276

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective: 4.1 A strong, accountable and representative Council
Strategy: 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

SUMMARY:

1. Within the attachments is a copy of the Internal Reporting Policy which has been drafted in accordance with NSW Ombudsman's Model Policy and associated guidelines to meet the requirements of the *Public Interest Disclosures Act 1994* (PID Act).

RECOMMENDATION:

That the Internal Reporting Policy 2022 be placed on public exhibition and if no submissions are received, that the policy be adopted.

REPORT:

2. Under section 6D of the *Public Interest Disclosures Act 1994* (PID Act), Council is required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures.
3. Council has an Internal Reporting Policy which was last modified in 2019, however the Ombudsman revised its model policy in 2020.
4. The NSW Ombudsman advises that Council's Internal Reporting Policy should:
 - *be strongly endorsed by the Mayor and General Manager*
 - *show the Council's commitment to high standards of ethical and accountable conduct and confirm that it will not tolerate any form of wrongdoing*
 - *conform with the Code of Conduct and/or other relevant ethical codes*
 - *address the relevant provisions of the PID Act*
 - *state that staff who come forward and report wrongdoing are helping to promote integrity, accountability and good management within the council*
 - *outline the Council's broader responsibilities under the PID Act, such as reporting on public interest disclosures*
 - *state that it is supported by procedures based on the Ombudsman's guidelines*

- refer to any other relevant policies or procedures, such as the Council's Code of Conduct and grievance policy, and provide information about how staff can access that information
 - be publicly available on your Council's website
 - be implemented by the Council through staff awareness training.
5. The policy has been updated in accordance with the NSW Ombudsman's model policy and procedures drafted in July 2020.
 6. Key amendments to the policy included current staff name and contact details, and minor grammatical amendments following feedback from Councillors.
 7. The Procedures for the Administration of the Code of Conduct provides that Code of Conduct complaints that are made as PIDs are to be managed in accordance with the requirements of the PID Act, the Council's internal reporting policy and the NSW Ombudsman's guidelines. (Clause 5.45 of Council's Procedures for the Administration of the Code of Conduct).
 8. The draft policy was circulated to the Mayor and councillors for review and feedback on 24 February 2022.

CONCLUSION:

9. The draft policy complies with the Ombudsman's standard and meets PID requirements.

COUNCIL IMPLICATIONS

10. Community Engagement/Communication

Policy was circulated to Councillors for comment. Council received the following comment:

Internal Reporting Policy

Internal Reporting Policy 2022	Feedback from Cr McMullen	Management Response
1. The policy sets out who you report wrongdoing to	To whom a report of wrongdoing may be submitted in	Amended
1.The internal reporting system established under the policy is not intended to be used for staff grievances which should be raised the relevant policy	Include link or specific name of policy	All related procedures & policies are named at the beginning of the document – broad statement made within document to accommodate for possible changes
2. Encourage reports of wrongdoing	Facilitate reports of wrongdoing	Amended
2. Procedures for the Administration of the Model Code of Conduct	Insert Link	Amended
3. This policy will apply to <ul style="list-style-type: none"> • Permanent employees, whether full-time or part-time • Temporary or casual employees 	All employees of Uralla Shire Council whether full-time, part-time, temporary or casual employees	Amended

Individual contractors working for Uralla Shire Council	Individual contractors and their employees working for, or providing services to, Uralla Shire Council	Amended
Employees of contractors providing services to Uralla Shire Council	Delete	Amended
4 b Council will assess all reports of wrongdoing... deal with them appropriately	Replace with 'according to the strategies and timeframe detailed below'	Suggest amendment: <i>deal with them in accordance with Council's policy.</i> Complaint Management Policy and Procedures are under review
4 c ... to determine whether or not the report	Replace with if	Amend the 'whether or not's' in document to 'if'.
4 c Assess whether it is possible	Assess and record	Amended
4c Acknowledge reports and provide updates and feedback to the reporter	Add 'according to the strategies and timeframe'	Suggest amendment ' <i>in accordance with Council's policy and procedures</i> '.
4 c Provide six monthly reports to the NSW Ombudsman	Add Council for timely submission to the NSW Ombudsman	The reports are uploaded on to a NSW Ombudsman portal; the portal is open/closed by third party.
4 c Make arrangements to assist reporters in making reports privately and discreetly when requested, if necessary away from the workplace	Make arrangements to assist reporters in making reports privately and discreetly when requested, away from the workplace if necessary	Amended
4 c Carry out preliminary assessment and forward reports	Carry out preliminary assessment and record forwarding of the reports to the...	Amended
5 You should report any suspected wrongdoing within the Council, or any activities or incidents you see within Council that you believe are wrong	Any suspected wrongdoing within the Council or any observed activities or incidents believed to be wrong or contrary to Council policies, should be reported	Amended
5 b Maladministration Refusing to grant an approval for reasons that are not related to the merits of their application	Refusing to grant an approval for reasons that are not related to the merits of the application	Amended
8 Disclosure Officers	Suggest including outdoor staff officers	Additional staff to be identified and trained as Disclosure Officers and then included in list
9 a Investigating authorities The PID Act lists a number of investigating authorities	The PID Act lists investigating authorities	Amended
9 a Investigating authorities	Replace so with 'to ensure that'	Amended

Council will make every effort to assist and cooperate with the investigating authority so the matter is dealt with...		
9b Member of Parliament Also, Council or the investigating authority have received your report	Replace 'your' with the	Amended
9 b Member of Parliament If you report a wrongdoing to an MP or journalist you will need to be able to prove that you have reasonable grounds for believing...	A report of wrongdoing to an MP or journalist will need to be able to prove that they have reasonable grounds for believing...	Recommend that the original remain in this instance. 'The report' is the subject in the sentence as opposed to 'You'.
9 c Other External Reporting If you report wrongdoing to a person or authority that is not listed above, or make a report... you will not be protected... This may mean you will be in breach	Reporting wrongdoing to a person or authority this not listed above, or making a report to an MP.... The reporter may not be protected under the PID... This may mean the reporter will be in breach	Amended
10 You can report wrongdoing in writing or verbally. You are encouraged	Wrongdoing should be reported in writing or verbally. The reporter is encouraged	Amended
11 Can a report be anonymous	Rewrite in third person Eg: This policy details the protections, support, feedback and outcome of delivery strategies. However, there will be some situations where the reporter may wish to remain anonymous, and this will be respected where possible. Anonymous disclosure may not prevent the reporter from being identified by the subject of the report or other staff or councillors	Amended
11 – Last sentence If we do not know who made the report, it is very difficult for us to prevent any reprisal should others identify you.	Suggested that this was not necessary	Reprisals are possible; protections exist (eg Code of Conduct – cannot make a complaint in retaliation) Recommend the following: Making a report anonymously makes it difficult for Council to prevent any reprisal should others identify the complainant.

13 If confidentiality cannot be maintained, we will develop a plan to support and protect you from reprisal in consultation with you	Asked whether this statement is a repeat of the previous two paragraphs	Reference is made to the fact that confidentiality may not always be possible, and explains that a plan will be prepared in consultation with the reported. Recommend not to delete.
14 ... thorough risk assessment to identify the risk to you	thorough risk assessment to identify the risk to the reporter	Amended
	15 – amend you to ‘ the reporter’ or third person	Amended

Draft Policy to be placed on public exhibition for 28 days. Copies of the Policy are to be placed at work sites including:

- Depots (Uralla & Bundarra)
- Tablelands Community Support and Transport (TCS/TCT)
- McMaugh's
- Library
- Customer Services
- Waste Services
- Visitors Information Centre (VIC)

11. Policy and Regulation

Policy: Related Party Disclosures

Policy: Code of Conduct

Policy: Complaints Management

Policy: Provision of Information to and Interaction between Councillors and Staff

Policy: Equal Employment Opportunity

Procedure: Grievance and Dispute

Procedure: Workplace Bullying and Harassment

NSW Ombudsman Guidelines

12. Financial/Long Term Financial Plan

Nil.

13. Asset management/Asset Management Strategy

Nil.

14. Workforce/Workforce Management Strategy

Staff awareness training to be provided and conducted by the Ombudsman's office.

15. Legal and Risk Management

Public Interest Disclosures Act 1994

Anti-Discrimination Act 1977

Government Information (Public Access) Act 2009

Independent Commission Against Corruption Act 1988

Work Health and Safety Act 2014

'People', 'Financial' fall within Council's risk matrix, as does 'Reputation'.
Council's reputation influences recruitment and the wellbeing of staff.
Adopting the policy is a low risk.

16. Performance Measures

Compliance with the PID Act.

17. Project Management

Manager Governance



Policy:

Internal Reporting

2022

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council	26 March 2019	Resolution No.	29.03/19
Document Owner	Director Corporate Services		
Document Development Officer	Manager Governance		
Review Timeframe	4 years		
Last Review Date:	March 2022	Next Scheduled Review Date	March 2026

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
	25 February 2008	New, Resolution 32/08
	24 November 2008	Revision, Resolution 393/08
	19 January 2009	Revision, Resolution 009/09
	28 September 2009	Revision, Resolution 419/09
	26 September 2017	New Draft Version for: <ul style="list-style-type: none"> Change from Protected Disclosures Act to Public Interest Disclosures Act, Change to Organisational Structure and the Designated Position of the Disclosure Coordinator within the structure.
	26 March 2019	Draft policy presented at ordinary meeting of Council
	30 April 2019	Policy finalised following the submission period
	22 March 2022	Updated following model circulated by Ombudsman July 2020 - relevant contact names and included hyperlinks

Further Document Information and Relationships

Related Legislation*	<i>Public Interest Disclosures Act 1994</i> <i>Anti-Discrimination Act 1977</i> <i>Government Information (Public Access) Act 2009</i> <i>Independent Commission Against Corruption Act 1988</i> <i>Work Health and Safety Act 2014</i>
Related Policies	Policy: Related Party Disclosures Policy: Code of Conduct Policy: Complaints Management Policy: Provision of Information to and Interaction between Councillors and Staff Policy: Equal Employment Opportunity
Related Procedures/ Protocols, Statements, documents	Procedure: Grievance and Dispute Procedure: Workplace Bullying and Harassment NSW Ombudsman Guidelines, which can be accessed from: https://www.ombo.nsw.gov.au/news-and-publications/publications/guidelines/public-interest-disclosures

Table of Contents

1. Purpose and context of the policy	2
2. Organisational commitment	2
3. Who does this policy apply to?.....	3
4. Roles and responsibilities.....	3
5. Roles of key positions	4
6. What should be reported?	6
7. Relevant Policies.....	7
8. Corrupt conduct.....	7
9. Maladministration.....	7
10. Serious and substantial waste of public money.....	8
11. Breach of the GIPA Act.....	8
12. Local government pecuniary interest contravention	8
13. Assessment of reports	8
14. When will a report be treated as a public interest disclosure?.....	9
15. Who can receive a report within Council?.....	9
16. Who can receive a report outside of Council?	10
17. Other external reporting.....	11
18. How to make a report.....	12
19. Can a report be anonymous?	12
20. Feedback to staff who report wrongdoing	12
21. Maintaining confidentiality	13
22. Managing the risk of reprisal and workplace conflict	13
23. Protection against reprisals.....	14
24. Responding to allegations of reprisal.....	14
25. Protection against legal action	15
26. Support for those reporting wrongdoing	15
27. Sanctions for making false or misleading statements	16
28. The rights of persons the subject of a report.....	16
29. Review	16
30. More information	17
31. Flow chart of internal reporting process	18
32. Resources.....	19

1. Purpose and context of the policy

- 1.1 The purpose of this policy is to establish an internal reporting system for staff and Councillors to report wrongdoing without fear of reprisal. The policy sets out to whom a report of wrongdoing may be submitted to Uralla Shire Council, what can be reported and how reports of wrongdoing will be dealt with by Uralla Shire Council.
- 1.2 This policy is designed to complement normal communication channels between supervisors and staff. Staff are encouraged to raise matters of concern at any time with their supervisors, but also have the option of making a report about a public interest issue in accordance with this policy and the Public Interest Disclosures Act 1994 (PID Act).
- 1.3 This policy is just one in the suite of Council's complaint handling policies.
- 1.4 The internal reporting system established under this policy is not intended to be used for staff grievances, which should be raised through the relevant policy. If a staff member makes a report under this policy which is substantially a grievance, the matter will be referred to Human Resources to be dealt with in accordance with Council's staff grievance policy.

2. Organisational commitment

- 2.1 Uralla Shire Council is committed to dealing effectively with reports of wrongdoing and fostering a supportive culture, including:
 - create a climate of trust, where people are comfortable and confident about reporting wrongdoing
 - encourage staff to come forward if they are aware of wrongdoing within the Council
 - keep the identity of the staff member disclosing wrongdoing confidential, where this is possible and appropriate
 - protect staff from any adverse action resulting from them making a report
 - deal with reports thoroughly, impartially and in a timely manner
 - if some form of wrongdoing has been found, taking appropriate action to address it
 - keep staff who make a report informed of their progress and the outcome
 - encourage the reporting of wrongdoing within the Council, but respect any decision to disclose wrongdoing outside the Council that is made in accordance with the provisions of the PID Act
 - that managers and supervisors at all levels at Council understand the benefits of reporting wrongdoing, are familiar with this policy, and aware of the needs of those who report wrongdoing
 - review the policy periodically so that it remain relevant and effective
 - provide adequate resources, to:
 - facilitate reports of wrongdoing
 - protect and support those who make them
 - provide training for staff about how to make reports, and the benefits of internal reports to the Council and the public interest generally

- properly assess and investigate or otherwise deal with allegations
- properly manage any workplace issues that the allegations identify or that result from a report
- appropriately address any identified problems.

2.2 This policy as adopted by Council is signed by both the Mayor and the General Manager.

2.3 Under the PID Act, the General Manager as the head of the public authority is responsible for ensuring that:

- the Council has an internal reporting policy
- the staff of the Council and Councillors are aware of the contents of the policy and the protection under the PID Act for people who make public interest disclosures
- the Council complies with the policy and the Council's obligations under the PID Act
- the policy delegates at least one staff member as being responsible for receiving public interest disclosures. Clause 3.15 of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW requires the complaints coordinator to be a Disclosures Coordinator. The Ombudsman recommends Councils nominate more than one person as being responsible for receiving public interest disclosures.

3. Who does this policy apply to?

3.1 This policy will apply to:

- Mayor and Councillors
- all employees of Uralla Shire Council whether full-time, part time, temporary or casual employees
- consultants
- individual contractors and their employees working for, or providing services to, Uralla Shire Council
- other people who perform Council official functions whose conduct and activities could be investigated by an investigating authority, including volunteers.

3.2 The policy also applies to public officials of another Council or public authority who report wrongdoing relating to Uralla Shire Council.

4. Roles and responsibilities

4.1 The role of Council staff and Councillors

4.1.1 Staff and Councillors play an important role in contributing to a workplace where known or suspected wrongdoing is reported and dealt with appropriately. All Council staff and Councillors are obliged to:

- report all known or suspected wrongdoing and support those who have made reports of wrongdoing

- if requested, assist those dealing with the report, including supplying information on request, cooperating with any investigation, and maintaining confidentiality
- treat any staff member or person dealing with a report of wrongdoing with courtesy and respect
- respect the rights of any person the subject of reports.

4.1.2 Staff and Councillors must not:

- make false or misleading reports of wrongdoing
- victimise or harass anyone who has made a report

4.1.3 Additionally, the behaviour of all Council staff and Councillors involved in the internal reporting process must adhere to Council's Code of Conduct. A breach of the Code could result in disciplinary action.

4.2 The role of Council

4.2.1 Council has a responsibility to establish and maintain a working environment that encourages staff and Councillors to report wrongdoing and supports them when they do. This includes keeping the identity of reporters confidential where practical and appropriate, and taking steps to protect reporters from reprisal and manage workplace conflict.

4.2.2 Council will assess all reports of wrongdoing it receives from staff and Councillors and deal with them in accordance with Council's policy. Once wrongdoing has been reported, Council takes 'ownership' of the matter. This means it is up to us to decide whether a report should be investigated, and if so, how it should be investigated and by whom. Council will deal with all reports of wrongdoing fairly and reasonably, and respect the rights of any person the subject of a report.

4.2.3 Council must report on its obligations under the PID Act and statistical information about public interest disclosures in our annual report and to the NSW Ombudsman every six months.

4.2.4 The policy assists Council to comply with the PID Act and deals with all reports of wrongdoing properly, all staff and Councillors with roles outlined below and elsewhere in this policy will receive training on their responsibilities.

5. Roles of key positions

5.1 General Manager

5.1.1 The General Manager has ultimate responsibility for maintaining the internal reporting system and workplace reporting culture, and ensuring Council complies with the PID Act. The General Manager can receive reports from staff and Councillors and has a responsibility to:

- assess reports received by or referred to them, to determine if the report should be treated as a public interest disclosure, and to decide how the report will be dealt with
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures

- provide strategies to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- make decisions following any investigation or appoint an appropriate decision-maker
- take appropriate remedial action where wrongdoing is substantiated, or systemic problems are identified
- refer actual or suspected corrupt conduct to the Independent Commission Against Corruption (ICAC)
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

5.2 Disclosures Coordinator

5.2.1 The Disclosures Coordinator has a central role in Council's internal reporting system. The Disclosures Coordinator can receive and assess reports, and is the primary point of contact in Council for the reporter. The Disclosures Coordinator has a responsibility to:

- assess reports to determine if a report should be treated as a public interest disclosure, and to decide how each report will be dealt with (either under delegation or in consultation with the General Manager)
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- coordinate Council's response to a report
- acknowledge reports and provide updates and feedback to the reporter in accordance with Council's policy and procedures.
- assess and record whether it is possible and appropriate to keep the reporter's identity confidential
- assess the risk of reprisal and workplace conflict related to or likely to arise out of a report, and develop strategies to manage any risk identified
- where required, provide or coordinate support to staff involved in the reporting or investigation process, including protecting the interests of any officer the subject of a report
- comply with the PID Act
- provide six-monthly reports to the NSW Ombudsman in accordance with section 6CA of the PID Act.

5.3 Disclosures Officers

5.3.1 Disclosures Officers are additional points of contact within the internal reporting system. They can provide advice about the system and the internal reporting policy, receive reports of wrongdoing and assist staff and Councillors to make reports.

5.3.2 Disclosures Officers have a responsibility to:

- document in writing any reports received verbally, and have the document signed and dated by the reporter
- make arrangements to assist reporters in making reports privately and discreetly when requested, away from the workplace if necessary
- discuss with the reporter any concerns they may have about reprisal or workplace conflict

- carry out preliminary assessment and record forwarding of the reports to the Disclosures Coordinator or General Manager for full assessment.

5.4 Mayor

5.4.1 The Mayor can receive reports from staff and Councillors about the General Manager. Where the Mayor receives such reports, the Mayor has a responsibility to:

- assess the reports to determine if they should be treated as a public interest disclosure, and to decide how they will be dealt with
- deal with reports made under the Council's Code of Conduct in accordance with the Council's adopted Code of Conduct procedures
- refer reports to an investigating authority, where appropriate
- liaise with the Disclosures Coordinator confirming there are strategies in place to support reporters, protect reporters from reprisal and manage workplace conflict that may arise in relation to a report
- refer actual or suspected corrupt conduct to the ICAC
- refer any evidence of a reprisal offence under section 20 of the PID Act to the Commissioner of Police or the ICAC.

5.5 Supervisors and line managers

5.5.1 Supervisors and line managers play an important role in managing the immediate workplace of those involved in or affected by the internal reporting process. Supervisors and line managers should be aware of the internal reporting policy and are responsible for creating a local work environment where staff are comfortable and confident about reporting wrongdoing. They have a responsibility to:

- encourage staff to report known or suspected wrongdoing within the organisation and support staff when they do
- identify reports made to them in the course of their work which could be public interest disclosures, and assist the staff member to make the report to an officer authorised to receive public interest disclosures under this policy
- implement local management strategies, in consultation with the Disclosures Coordinator, to minimise the risk of reprisal or workplace conflict in relation to a report
- notify the Disclosures Coordinator or General Manager immediately if they believe a staff member is being subjected to reprisal as a result of reporting wrongdoing, or in the case of suspected reprisal by the General Manager, notify the Mayor.

6. What should be reported?

- 6.1 Any suspected wrongdoing within the Council, or any observed activities or incidents believed to be wrong or contrary to Council policies, should be reported.
- 6.2 Reports about five categories of serious misconduct – corrupt conduct, maladministration, serious and substantial waste of public money, breach of the GIPA Act, and local government pecuniary interest contravention – which otherwise meet the criteria of a public interest disclosure, will be dealt with under the PID Act and according to this policy. See below for details about these types of

conduct. More information about what can be reported under the PID Act can be found in the NSW Ombudsman's *Guideline B2: What should be reported?*

- 6.3 All other wrongdoing or suspected wrongdoing should be reported to a supervisor, to be dealt with in line with the relevant policies. This might include:
- harassment or unlawful discrimination
 - practices that endanger the health or safety of staff or the public.
- 6.4 Even if these reports are not dealt with as public interest disclosures, the Council recognises such reports may raise important issues. We will respond to all reports and make every attempt to protect the staff member making the report from reprisal.

7. Relevant Policies

Policy: Related Party Disclosures

Policy: Code of Conduct

Policy: Complaints Management

Policy: Provision of Information to and Interaction between Councillors and Staff

Policy: Equal Employment Opportunity

8. Corrupt conduct

- 8.1 Corrupt conduct is the dishonest or partial exercise of official functions by a public official.
- 8.2 The Independent Commission Against Corruption (ICAC) has defined as corrupt conduct as: *deliberate or intentional wrongdoing, not negligence or a mistake.*
- 8.3 While it can take many forms, corrupt conduct occurs when:
- a NSW public official improperly uses, or tries to improperly use, the knowledge, power or resources of his or her position for personal gain or the advantage of others
 - a NSW public official dishonestly exercises his or her official functions, or improperly exercises his or her official functions in a partial manner, breaches public trust or misuses information or material acquired during the course of his or her official functions
 - a Council official being influenced by a member of public to use their position in a way that is dishonest, biased or breaches public trust.
 - a member of the public engages in conduct that could involve one of the matters set out in section 8(2A) of the Independent Commission Against Corruption Act 1988 where such conduct impairs, or could impair, public confidence in public administration.

9. Maladministration

- 9.1 Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.
- 9.2 For example, this could include:

- making a decision and/or taking action that is unlawful
- refusing to grant an approval for reasons that are not related to the merits of the application.

10. Serious and substantial waste of public money

10.1 Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in losing or wasting public money.

10.2 For example, this could include:

- not following a competitive tendering process for a large scale contract
- having bad or no processes in place for a system involving large amounts of public funds.

11. Breach of the GIPA Act

11.1 A breach of the Government Information (Public Access) Act 2009 (GIPA Act) is a failure to properly fulfil functions under that Act.

11.2 For example, this could include:

- destroying, concealing or altering records to prevent them from being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation.

12. Local government pecuniary interest contravention

12.1 A local government pecuniary interest contravention is a failure to comply with requirements under the *Local Government Act 1993* relating to the management of pecuniary interests. These include obligations to lodge disclosure of interests returns, disclose pecuniary interests at Council and Council committee meetings and leave the meeting while the matter is being discussed. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

12.2 For example, this could include:

- a senior Council staff member recommending a family member for a Council contract and not declaring the relationship
- a Councillor participating in consideration of a DA for a property they or their family have an interest in.

13. Assessment of reports

13.1 All reports will be promptly and thoroughly assessed to determine what action will be taken to deal with the report and whether or not the report will be treated as a public interest disclosure.

13.2 The Disclosures Coordinator is responsible for assessing reports, in consultation with the General Manager where appropriate. All reports will be assessed on the information available to the Disclosures Coordinator at the time. It is up to the Disclosures Coordinator to decide whether an

investigation should be carried out and how that investigation should be carried out. In assessing a report the Disclosures Coordinator may decide that the report should be referred elsewhere or that no action should be taken on the report.

14. When will a report be treated as a public interest disclosure?

14.1 The Council will treat a report as a public interest disclosure if it meets the criteria of a public interest disclosure under the PID Act. These requirements are:

- the report must be about one of the following five categories of serious wrongdoing:
 - corrupt conduct,
 - maladministration,
 - serious and substantial waste of public money,
 - breach of the GIPA Act, or
 - local government pecuniary interest contravention
- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing
- the report has to be made to either the General Manager or, for reports about the General Manager the Mayor, a position nominated in this policy (see section 8), an investigating authority or in limited circumstances to an MP or journalist (see section 9).

14.2 Reports by staff are not public interest disclosures if they:

- mostly question the merits of government policy (see section 17)
- are made with the sole or substantial motive of avoiding dismissal or other disciplinary action (see section 18).

15. Who can receive a report within Council?

15.1 Staff are encouraged to report general wrongdoing to their supervisor. However, the PID Act requires that, for a report to be a public interest disclosure, it must be made to certain public officials identified in this policy or any supporting procedures.

15.2 The following positions are the only people within Council who are authorised to receive a public interest disclosure. Any supervisor who receives a report that they believe may be a public interest disclosure is obliged to assist the staff member to make the report to one of the positions listed below. The broader responsibilities of these positions are outlined under Roles and Responsibilities (section 4).

15.3 If your report involves a Councillor, you should make it to the General Manager. If your report relates to the General Manager, you should make it to the Mayor.

- **General Manager**
Kate Jessep
Uralla Shire Council | PO Box 106 Uralla NSW 2358
p 02 6778 6303
kjessep@uralla.nsw.gov.au | www.uralla.nsw.gov.au

- **Mayor (for reports about the General Manager only)**

Councillor Robert Bell
Telephone: 02 6775 2520
Mobile: 0434 244 744
Email: mayor@uralla.nsw.gov.au

- **Disclosures Coordinator**

The Disclosures Coordinator at Uralla Shire Council is the designated Public Officer.

Note that Clause 3.15 of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW requires the Complaints Coordinator to be the Disclosures Coordinator.

- **Disclosures Officers**

Disclosures Officers at Uralla Shire Council are the Manager Human Resources and the Chief Financial Officer/Director Corporate Services.

Manager Human Resources

Felicity Stace
Uralla Shire Council | PO Box 106 Uralla NSW 2358
p 02 6778 6308
fstace@uralla.nsw.gov.au | www.uralla.nsw.gov.au

Chief Financial Officer/Director Corporate Services

Simon Paul
Uralla Shire Council | PO Box 106 Uralla NSW 2358
p 02 6778 6306
spaul@uralla.nsw.gov.au | www.uralla.nsw.gov.au

16. Who can receive a report outside of Council?

16.1 Staff and Councillors are encouraged to report wrongdoing within Council, but internal reporting is not your only option. You can also make a public interest disclosure to:

- An investigating authority.
- A Member of Parliament or a journalist, but only in the limited circumstances outlined below.

16.2 Investigating authorities

16.2.1 The PID Act lists investigating authorities in NSW that staff and Councillors can report wrongdoing to and the type of wrongdoing each authority can deal with. In certain circumstances it may be preferable to make a report of wrongdoing to an investigating authority, for example a report about either the General Manager or the Mayor.

16.2.2 The relevant investigating authorities for Council are:

- the Independent Commission Against Corruption (ICAC) — for disclosures about corrupt conduct

- the Ombudsman — for disclosures about maladministration
- the Auditor-General — for disclosures about serious and substantial waste
- the Information Commissioner — for disclosures about a breach of the GIPA Act
- the Office of Local Government – for disclosures about local Councils

16.2.3 You should contact the relevant investigating authority for advice about how to make a disclosure to them. Contact details for each investigating authority are provided at the end of this policy.

16.2.4 You should be aware that the investigating authority may well discuss any such reports with Council. Council will make every effort to assist and cooperate with the investigating authority to ensure that the matter is dealt with appropriately and there is a satisfactory outcome. Council will also provide appropriate support and assistance to staff or Councillors who report wrongdoing to an investigating authority, if we are made aware that this has occurred.

16.3 Members of Parliament or journalists

16.3.1 To have the protections of the PID Act, staff reporting wrongdoing to a Member of Parliament (MP) or a journalist must have already made substantially the same report to one of the following:

- the General Manager
- a person nominated in this policy, including the Mayor for reports about the General Manager
- an investigating authority.

16.3.2 Also, Council or the investigating authority that received the initial report must have either:

- decided not to investigate the matter
- decided to investigate the matter, but not completed the investigation within six months of the original report
- investigated the matter but not recommended any action as a result
- not told the person who made the report, within six months of the report being made, whether the matter will be investigated.

16.3.3 Most importantly – to be protected under the PID Act – if you report wrongdoing to an MP or a journalist you will need to be able to prove that you have reasonable grounds for believing that the disclosure is substantially true and that it is in fact substantially true (see section 19).

17. Other external reporting

17.1 Reporting wrongdoing to a person or authority that is not listed above, or making a report to an MP or journalist without following the steps outlined above, the reporter may not be protected under the PID Act. This may mean the reporter will be in breach of legal obligations or our Code of Conduct – by, for example, disclosing confidential information.

17.2 For more information about reporting wrongdoing outside Council, contact the Disclosures Coordinator or the NSW Ombudsman’s Public Interest Disclosures Unit. Their contact details are provided at the end of this policy.

18. How to make a report

- 18.1 Wrongdoing should be reported in writing or verbally. The reporter is encouraged to make a report in writing as this can help to avoid any confusion or misinterpretation. Council's Internal Reporting Form (UINT/19/3061) is also available for staff or Councillors to use to make a report.
- 18.2 If a report is made verbally, the person receiving the report will make a comprehensive record of the report and ask the person making the report to sign this record. The reporter should keep a copy of this record.

19. Can a report be anonymous?

- 19.1 This policy details the protections, support, feedback and outcome delivery strategies. However, there will be some situations where the reporter may wish to remain anonymous, and this will be respected where possible. Anonymous disclosure may not prevent the reporter from being identified by the subject of the report or other staff or councillors.
- 19.2 Making a report anonymously makes it difficult for Council to prevent any reprisal should others identify the complainant.

20. Feedback to staff who report wrongdoing

- 20.1 Staff and Councillors who report wrongdoing will be told what is happening in response to their report.

20.2 Acknowledgement

- 20.2.1 When you make a report, Council will contact you to confirm that your report has been received and to advise:
- the timeframe within which you will receive further updates
 - the name and contact details of the people who can tell you what is happening or handle any concerns you may have.
- 20.2.2 After a decision is made about how your report will be dealt with, Council will send you an acknowledgment letter, providing:
- information about the action that will be taken in response to your report
 - the likely timeframes for any investigation or other action
 - information about the internal and external resources or services available that you can access for support.
 - We will provide this information to you within ten working days from the date you make your report. We will also advise you if we decide to treat your report as a public interest disclosure and provide you with a copy of this policy at that time, as required by the PID Act.
- 20.2.3 Please note, if you make a report which meets the requirements of the PID Act but the report was made under a statutory or legal obligation or incidental to the performance of your day to day functions, you will not receive an acknowledgement letter or a copy of this policy.

20.3 Progress updates

20.3.1 While your report is being dealt with, such as by investigation or making other enquiries, you will be given:

- information about the progress of the investigation or other enquiries and reasons for any delay
- advice of any decision by Council not to proceed with the matter
- advice if your identity needs to be disclosed for the purposes of investigating the matter or making enquiries, and an opportunity to talk about this beforehand.

20.4 Feedback

20.4.1 Once the matter has been finalised you will be given:

- enough information to show that adequate and appropriate action was taken and/or is proposed to be taken in response to your disclosure and any problem that was identified
- advice about whether you are likely to be called as a witness in any further matters, such as disciplinary or criminal proceedings.

21. Maintaining confidentiality

21.1 Council realises reporters may want their identity and the fact they have made a report to remain confidential. This can help to prevent any action being taken against them for reporting wrongdoing.

21.2 Where possible and appropriate we will take steps to keep your identity, and the fact you have reported wrongdoing, confidential. We will discuss with you whether it is possible to keep your identity confidential.

21.3 If confidentiality cannot be maintained, we will develop a plan to support and protect you from reprisal in consultation with you.

21.4 If you report wrongdoing, it is important that you only discuss your report with those responsible for dealing with it. This will include the Disclosures Coordinator and the General Manager, or in the case of a report about the General Manager, the Disclosures Coordinator and the Mayor. The fewer people who know about your report, before and after you make it, the more likely it will be that we can protect you from any reprisal.

21.5 Any staff or Councillors involved in the investigation or handling of a report, including witnesses, are also required to maintain confidentiality and not disclose information about the process or allegations to any person except for those people responsible for handling the report.

22. Managing the risk of reprisal and workplace conflict

22.1 When a staff member or Councillor reports wrongdoing, Council will undertake a thorough risk assessment to identify the risk to the reporter of detrimental action in reprisal for reporting, as well as indirect but related risks of workplace conflict or difficulties. The risk assessment will also identify strategies to deal with those risks and determine the level of protection and support that is appropriate.

22.2 Depending on the circumstances, Council may:

- relocate the reporter or the staff member who is the subject of the allegation within the current workplace
- transfer the reporter or the staff member who is the subject of the allegation to another position for which they are qualified
- grant the reporter or the staff member who is the subject of the allegation leave of absence during the investigation of the disclosure.

22.3 These courses of action are not punishment and will only be taken in consultation with the reporter.

23. Protection against reprisals

23.1 Council will not tolerate any reprisal against staff or Councillors who report wrongdoing or are believed to have reported wrongdoing.

23.2 The PID Act provides protection for staff and Councillors who have made a public interest disclosure by imposing penalties on anyone who takes detrimental action against another person substantially in reprisal for that person making a public interest disclosure. These penalties also apply to cases where a person takes detrimental action against another because they believe or suspect the other person has made or may have made a public interest disclosure, even if they did not.

23.3 Detrimental action means action causing, comprising or involving any of the following:

- injury, damage or loss
- intimidation or harassment
- discrimination, disadvantage or adverse treatment in relation to employment
- dismissal from, or prejudice in, employment
- disciplinary proceedings.

23.4 A person who is found to have committed a reprisal offence may face criminal penalties such as imprisonment and/or fines, and may be required to pay the victim damages for any loss suffered as a result of the detrimental action. Taking detrimental action in reprisal is also a breach of the Council's Code of Conduct which may result in disciplinary action. In the case of Councillors, such disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

23.5 It is important for staff and Councillors to understand the nature and limitations of the protection provided by the PID Act. The PID Act protects reporters from detrimental action being taken against them because they have made, or are believed to have made, a public interest disclosure. It does not protect reporters from disciplinary or other management action where Council has reasonable grounds to take such action.

24. Responding to allegations of reprisal

24.1 If the reporter believes that detrimental action has been or is being taken against them or someone else in reprisal for reporting wrongdoing, the reporter should tell their supervisor, the Disclosures

Coordinator or the General Manager immediately. In the case of an allegation of reprisal by the General Manager, the reporter can alternatively report this to the Mayor.

- 24.2 All supervisors must notify the Disclosures Coordinator or the General Manager if they suspect that reprisal against a staff member is occurring or has occurred, or if any such allegations are made to them. In the case of an allegation of reprisal by the General Manager, the Mayor can alternatively be notified.
- 24.3 If Council becomes aware of or suspects that reprisal is being or has been taken against a person who has made a disclosure, Council will:
- assess the allegation of reprisal to decide whether the report should be treated as a public interest disclosure and whether the matter warrants investigation or if other action should be taken to resolve the issue
 - if the reprisal allegation warrants investigation, this will be conducted by a senior and experienced member of staff
 - if it is established that reprisal is occurring against someone who has made a report, take all steps possible to stop that activity and protect the reporter
 - take appropriate disciplinary action against anyone proven to have taken or threatened any action in reprisal for making a disclosure
 - refer any breach of Part 8 of the Council's Code of Conduct (reprisal action) by a Councillor or the General Manager to the Office of Local Government.
 - refer any evidence of an offence under section 20 of the PID Act to the ICAC or NSW Police Force.
- 24.4 If the reporter alleges reprisal, they will be kept informed of the progress and outcome of any investigation or other action taken in response to your allegation.
- 24.5 If the reporter has reported wrongdoing and are experiencing reprisal which they believe is not being dealt with effectively, contact the Office of Local Government, the Ombudsman or the ICAC (depending on the type of wrongdoing reported). Contact details for these investigating authorities are included at the end of this policy.

25. Protection against legal action

- 25.1 If the reporter makes a public interest disclosure in accordance with the PID Act, they will not be subject to any liability, and no action, claim or demand can be taken against you for having made the public interest disclosure. The reporter will not have breached any confidentiality or secrecy obligations and they will have the defence of absolute privilege in defamation.

26. Support for those reporting wrongdoing

- 26.1 Council will make sure that staff who have reported wrongdoing, regardless of whether their report is treated as a public interest disclosure, are provided with access to any professional support they may need as a result of the reporting process – such as stress management or counselling services.

- 26.2 Access to support may also be available for other staff involved in the internal reporting process where appropriate. Reporters and other staff involved in the process can discuss their support options with the Disclosures Coordinator.
- 26.3 Employees and Councillors may also contact Council's Employee Assistance Provider:
LifeWorks
1300 361 008

27. Sanctions for making false or misleading statements

- 27.1 It is important all staff and Councillors are aware that it is a criminal offence under the PID Act to wilfully make a false or misleading statement when reporting wrongdoing. Council will not support staff or Councillors who wilfully make false or misleading reports. Such conduct may also be a breach of the Code of Conduct resulting in disciplinary action. In the case of Councillors, disciplinary action may be taken under the misconduct provisions of the Local Government Act 1993 and may include suspension or disqualification from civic office.

28. The rights of persons the subject of a report

- 28.1 Council is committed to ensuring staff or Councillors who are the subject of a report of wrongdoing are treated fairly and reasonably. This includes keeping the identity of any person the subject of a report confidential, where this is practical and appropriate.
- 28.2 If you are the subject of the report, you will be advised of the allegations made against you at an appropriate time and before any adverse findings. At this time you will be:
- advised of the details of the allegation
 - advised of your rights and obligations under the relevant related policies and procedures
 - kept informed about the progress of any investigation
 - given a reasonable opportunity to respond to any allegation made against you
 - told the outcome of any investigation, including any decision made about whether or not further action will be taken against you.
- 28.3 Where the reported allegations against the subject officer are clearly wrong, or have been investigated and unsubstantiated, the subject officer will be supported by Council. The fact of the allegations and any investigation will be kept confidential unless otherwise agreed to by the subject officer.

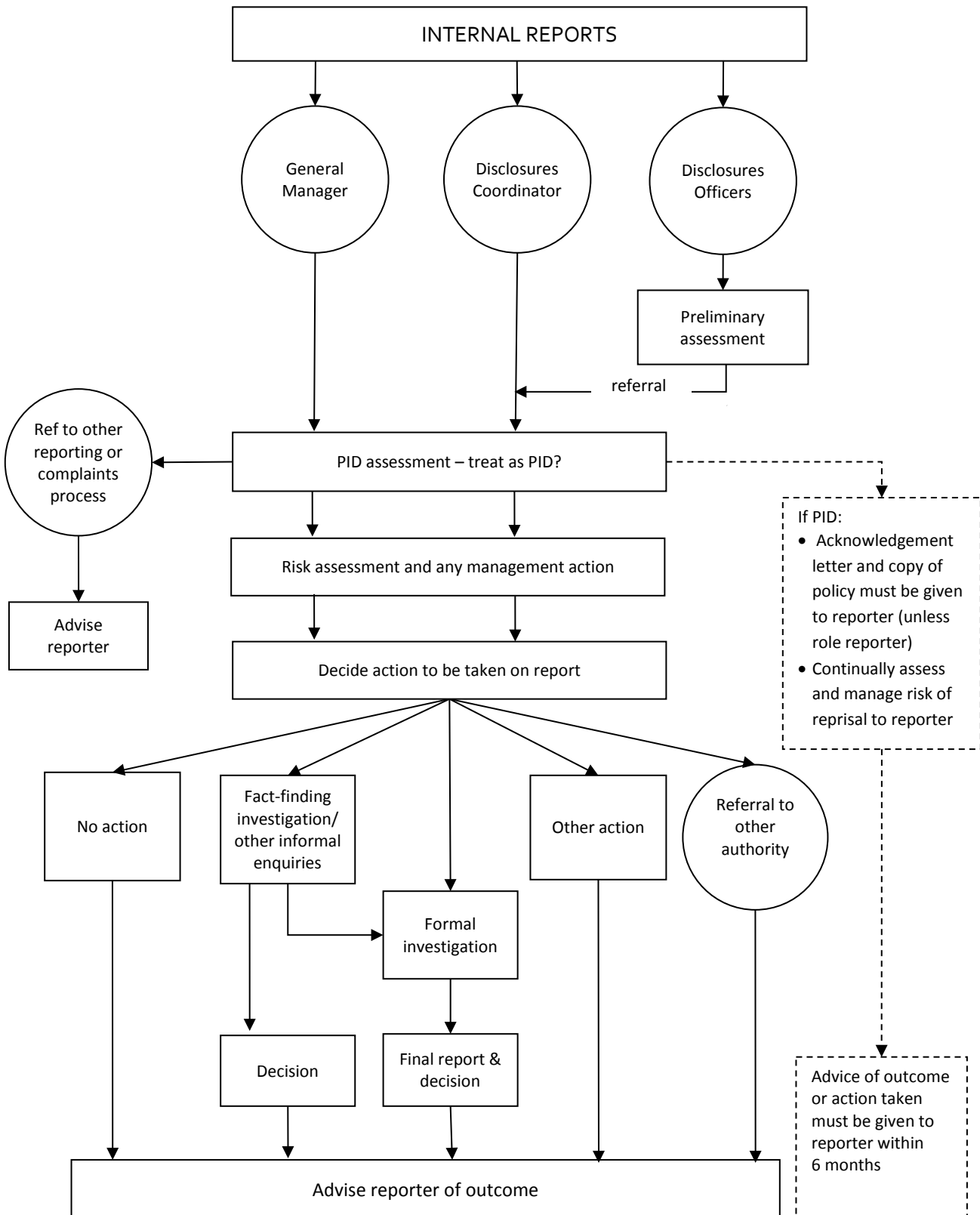
29. Review

- 29.1 This policy will be reviewed by Council every four years. For any advice or guidance about this review, contact the NSW Ombudsman's Public Interest Disclosures Unit.

30. More information

- 30.1 Staff can seek advice and guidance from the Disclosures Coordinator and the NSW Ombudsman's website at <https://www.ombo.nsw.gov.au/>.

31. Flow chart of internal reporting process



32. Resources

32.1 The contact details for external investigating authorities that staff can make a public interest disclosure to or seek advice from are listed below.

For disclosures about corrupt conduct:

Independent Commission Against Corruption (ICAC)
Phone: 02 8281 5999
Toll free: 1800 463 909
Tel. typewriter (TTY): 02 8281 5773
Facsimile: 02 9264 5364
Email: icac@icac.nsw.gov.au
Web: www.icac.nsw.gov.au
Address: Level 7, 255 Elizabeth Street, Sydney NSW 2000

For disclosures about maladministration:

NSW Ombudsman
Phone: 02 9286 1000
Toll free (outside Sydney metro): 1800 451 524
Tel. typewriter (TTY): 02 9264 8050
Facsimile: 02 9283 2911
Email: nswombo@ombo.nsw.gov.au
Web: www.ombo.nsw.gov.au
Address: Level 24, 580 George Street, Sydney NSW 2000

For disclosures about serious and substantial waste:

Auditor-General of the NSW Audit Office
Phone: 02 9275 7100
Facsimile: 02 9275 7200
Email: mail@audit.nsw.gov.au
Web: www.audit.nsw.gov.au
Address: Level 19, Darling Park Tower, 201 Sussex Street, Sydney NSW 2000

For disclosures about local Councils:

Office of Local Government
Phone: 02 4428 4100
Tel. typewriter (TTY): 02 4428 4209
Facsimile: 02 4428 4199
Email: olg@olg.nsw.gov.au
Web: www.olg.nsw.gov.au
Address: 5 O'Keefe Avenue, Nowra, NSW 2541

For disclosures about breaches of the GIPA Act:

Information & Privacy Commissioner
Toll free: 1800 472 679
Facsimile: 02 8114 3756
Email: ipcinfo@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au
Address: Level 17, 201 Elizabeth Street, Sydney NSW 2000

Intentionally left blank

15.2 EXPRESSION OF INTEREST FOR PANEL OF CONDUCT REVIEWERS

Department: Corporate Services
Prepared by: Director Corporate Services
TRIM Reference: UINT/22/2957
Attachment: UINT/22/1566 – **CONFIDENTIAL** – please find attachment at Item 17.1

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

SUMMARY:

1. A report addressing the legislative requirement to appoint a panel of independent conduct reviewers as required under Council's Code of Conduct and pursuant to provisions under section 440 of the *Local Government Act 1993* was presented to Council at its Ordinary Council Meeting held 22 February 2022. Council was concerned in relation to the declared conflict of interest.
2. The Manager Governance (Complaints Coordinator) declared an interest in the matter in the abundance of caution as she had been employed by one of the applicants in 2020; however her employment with the firm ceased in 2020. The conflict has not existed for well over 12 months.
3. In addressing the issue of instructing a Reviewer, the General Manager, or if the complaint is against the General Manager the Director Corporate Services in consultation with the Mayor, instructs the Complaints Coordinator which member of the panel to appoint.

RECOMMENDATION:

- III. That Council appoint the panel of Conduct Reviewers for a period of 4 years as set out below:

Australian Workplace Training & Investigation
Centium
LegalMinds
Murdoch Lawyers
O'Connor Marsden & Associates
Pendlebury Workplace Law
Procure
Sincolutions
RSM
Weir

REPORT:

4. An Expression of Interest was invited by newspaper advertisements and Tenderlink.
5. 18 submissions were received and evaluated by a panel consisting of Manager Human Resources, Senior Executive Assistant and Human Resources Officer.
6. The officer managing the project removed herself from the selection process due to a possible perceived conflict of interest.
7. The evaluation panel gave consideration to the following mandatory requirements:
 - a) an understanding of local government, and
 - b) knowledge of investigative processes including but not limited to procedural fairness requirements and the requirements of the *Public Interest Disclosures Act 1994*, and
 - c) knowledge and experience of one or more of the following:
 - i) investigations
 - ii) law
 - iii) public administration
 - iv) public sector ethics
 - v) alternative dispute resolution
8. The evaluation panel assessed the submissions received against the set qualitative criteria; understanding Local Government Environment, skills and specific industry experience and value for money. The panel's report is a confidential attachment (see item 17.1)
9. The evaluation panel unanimously agreed that the submissions listed below, be the Panel of Conduct Reviewers.
 - a. Australian Workplace Training & Investigation
 - b. Centium
 - c. LegalMinds
 - d. Murdoch Lawyers
 - e. O'Connor Marsden & Associates
 - f. Pendlebury Workplace Law
 - g. Procure
 - h. Sincolutions
 - i. RSM
 - j. Weir

CONCLUSION:

10. This report recommends that Council appoint a panel of conduct reviewers for a period of four years.

COUNCIL IMPLICATIONS

11. Community Engagement/Communication

Expressions of Interest were sought through advertising and Tenderlink.

12. Policy and Regulation

Section 440 of the *Local Government Act 1993*.

Procedures for the Administration of the Code of Conduct.

13. Financial/Long Term Financial Plan

The appointment of the Code of Conduct panel has been allocated within the budget.

14. Asset Management/Asset Management Strategy

Not applicable.

15. Workforce/Workforce Management Strategy

Internal resources were used to draft the advertisement, load on to Tenderlink portal and evaluate the Expressions of Interest.

16. Legal and Risk Management

Council followed the process set out under the Administration of the Code of Conduct Procedures and S440 of the *Local Government Act 1993*.

Appointing a panel of Code of Conduct Reviewers mitigates Council's risk with respect to statutory non-compliance. The risk associated with appointing the panel is low.

17. Performance Measures

That a panel be appointed.

18. Project Management

Director Corporate Services

15.3 DRAFT CORPORATE CREDIT CARD POLICY



Department: Corporate Services
Prepared by: Chief Financial Officer/Director Corporate Services
TRIM Reference: UINT/22/02771
Attachment: UINT/21/545 1. Draft Policy: Corporate Credit Card Policy 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation
Strategy: 4.2.2 Operate in a financially responsible and sustainable manner

SUMMARY:

1. This report presents the draft Corporate Credit Card Policy 2022 for Council's consideration.

RECOMMENDATION:

That Council:

- I. **place the draft Policy: Corporate Credit Card Policy 2022 and place it on public exhibition for a period of 28 days and if no submissions are received, that the Policy be adopted; and**
- II. **subject to the adoption of the draft Policy: Corporate Credit Card Policy 2022, that the following policy be repealed:**
 - a. **Credit Cards and Cash Advance Policy 2013.**

REPORT:

2. As part of Council's ongoing policy review program, the draft Policy: Corporate Credit Card Policy 2022 has been prepared and is attached to this report for Council's consideration.
3. Once adopted, the draft Policy: Corporate Credit Card Policy 2022 will supersede the current Council Policy: Credit Cards and Cash Advance Policy 2013.
4. The objective of the Draft Policy: Corporate Credit Card Policy 2022 is to provide a clear framework and guidance for usage of a corporate credit card to those staff and Councillors to whom a corporate credit card has been issued, and further, to reduce the risk of fraud and misuse of a corporate credit card.

CONCLUSION:

5. The draft Policy: Corporate Credit Card Policy 2022 forms part of Council's governance controls.

COUNCIL IMPLICATIONS

6. Community Engagement/Communication

The report proposes the documents are placed on public exhibition for a period 28 days and submissions invited from the public.

7. Policy and Regulation

This policy was drafted following the policy review program and replaces the Policy: Credit Cards and Cash Advance Policy 2013.

Other policies, frameworks and procedures include:

Procurement Policy

Fraud and Corruption Prevention Policy

Credit Card Reconciliation Procedure

8. Financial/Long Term Financial Plan

Responsible financial management and reduction of fraud.

9. Asset Management Policy/Asset Management Strategy

Nil.

10. Workforce/Workforce Management Strategy

Training to inform cardholders of the Policy: Corporate Credit Card Policy 2022 will be provided following adoption of the policy.

11. Legal and Risk Management

Effective financial and asset management is a requirement of the *Local Government Act 1993*.

The risk has been identified as low.

12. Performance Measures

Internal auditing against this policy.

13. Project Management

Chief Financial Officer/Director Corporate Services



Policy:

Corporate Credit Cards

2020

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council	24 March 2020	Resolution No.	
Document Owner	Director of Corporate Services/Chief Financial Officer		
Document Development Officer	Finance Officer		
Review Timeframe	4 years		
Last Review Date:	2022	Next Scheduled Review Date	2026

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
1	February 2022	Updated Credit Cards and Cash Advance Policy 2013 to Corporate Credit Cards 2020. Cash advances removed completely.

Further Document Information and Relationships

Related Legislation*	NSW Local Government Act 1993 NSW Local Government (General) Regulation 2005
Related Policies	Procurement Policy 2020
Related Procedures/ Protocols, Statements, documents	Credit Card Reconciliation Procedures

Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

TABLE OF CONTENTS

1. OBJECTIVES	2
2. DEFINITIONS.....	2
3. SCOPE	2
4. USAGE.....	2
5. EVIDENCE OF EXPENDITURE	2
6. ROLES AND RESPONSIBILITIES	3

1. OBJECTIVES

Uralla Shire Council Corporate Credit Cards may be provided to the Mayor and the following members of staff to enable the purchase of goods and services in accordance with Council delegations and Councils Procurement Policy 2020.

- General Manager
- Director Infrastructure and Development
- Director Corporate Services and Chief Financial Officer
- Director Community Services
- Facility Manager McMaugh Gardens
- Manager Human Resources
- Team Leader Information Technology
- Manager Community Care

The Objective of this policy is to:

1. Provide a clear framework to enable the use of Corporate Credit Card.
2. Provide staff issued with a Corporate Credit Card clear and concise guidelines outlining its use.
3. Reduce the risk of fraud and misuse of the Corporate Credit Card.

The application of this policy is to be in conjunction with the Uralla Shire Council Code of Conduct 2020 and any legislative requirements of the *Local Government Act 1993* that may be enforced.

2. DEFINITIONS

Cardholder – The Mayor and a member of staff issued with a Corporate Credit card.

3. SCOPE

This Policy applies to any person issued with a Council Corporate Credit Card.

4. USAGE

Uralla Shire Council Corporate Credit Cards shall be used only:

- For Council business activities
- For the purchase of Goods and Services in accordance with Council's Procurement Policy 2020.

5. EVIDENCE OF EXPENDITURE

Receipts and/or tax invoices must be provided for all expenditure. At the end of each month all Corporate Credit Cardholders will be issued a monthly statement of their expenditure along with the Corporate Credit Card Reconciliation Procedures.

6. ROLES AND RESPONSIBILITIES

All Corporate Credit Cardholders are to ensure the following:

- Corporate Credit Cards are maintained in a secure manner and guarded against improper use. Credit card details are not to be released to anyone. Credit card purchases are to be made through the Card Holder.
- Corporate Credit Cards are to be used only for Uralla Shire Council official activities, there is no approval given for any private use.
- All documentation regarding a Corporate Credit Card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
- Purchases on the Corporate Credit Card must be made in accordance with the Uralla Shire Council Procurement Policy 2020.
- Corporate credit cards are to be returned to the Chief Financial Officer on or before the employee's termination date with a full reconciliation of expenses.
- All cardholder responsibilities as outlined by the card provider.



Department: Corporate Services
Prepared by: *Manager Governance*
TRIM Reference: UINT/22/1429
Attachment: UINT/22/3158

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.1 Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program and Operational Plan

SUMMARY:

1. This report provides to Council a summary of the actions delivered during the second quarter of the 2021-22 Operational Plan and to reflect the progress made toward achieving the four-year Principal Activities contained in Council's 2017-22 Delivery Program.

RECOMMENDATION:

That the 2021-22 Operational Plan Progress Report at 31 December 2021 be noted.

REPORT:

2. Section 404(5) of the *NSW Local Government Act 1993* requires that regular progress reports are provided to Council reporting its progress in respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every 6 months.
3. The Delivery Program is Council's commitment to the delivery of services and implementation of Principal Activities over a four-year period to achieve the goals and strategies detailed in the Community Strategic Plan. It is the key accountability mechanism for Council in the delivery of the community's goals and aspirations.
4. The Operational Plan is a sub-set of the Delivery Program and provides details of the individual actions that will be undertaken during a financial year to achieve the Delivery Program's Principal Activities. Responsibility for the delivery of Operational Plan actions is allocated to responsible officers who provide progress information.

5. The second quarter of the 2021-22 financial year comprises the period from 1 October 2021 to 31 December 2021. Council's Quarter Progress Report as at 31 December 2021 is contained within the Attachments.
6. A summary of the key Operational Plan actions delivered and progress achieved for the three month period to 31 December 2021 is set out in the table below:

Action Status Summary

Action Status at 31 December 2022	Our Society	Our Economy	Our Environment	Our Leadership	Total	%
In progress / achieved	47	31	25	91	194	98.5
Not on Target / Managing closely	0	1	0	1	2	1
Cancelled/not achievable	0	1	0	0	1	0.5
Total	47	33	25	92	197	100

7. Highlights include:

- Tablelands Community Support undertook an 18 month maintenance audit for the services provided to NDIS; the Approved Quality Auditor forwarded a recommendation for continued certification to the NDIS Quality and Safeguards Commission
- Swimming season started with upgraded family change room and accessible amenities
- Postcard project to capture community views commenced
- NAIDOC celebrations were undertaken and
- Council met its statutory deadlines.

8. Focus areas to address challenges include:

- COVID19 ongoing risk management
- Work Health Safety and employee engagement to retain staff.
- Leave liability (backlog).

CONCLUSION:

9. Of Council's Operational Plan actions for the three month period ending 31 December 2021, 98.5 % are progressed or completed, 1.0% being closely managed and 0.5% being cancelled or not able to be achieved.

COUNCIL IMPLICATIONS:

10. Community Engagement/ Communication (per engagement strategy)

Community engagement and consultation was undertaken in the preparation of the combined Delivery Program 2017-22 and Operational Plan 2020-22. Quarterly reporting in public Council Agenda. Annual Report.

11. Policy and Regulation

The *Local Government Act 1993*.

Integrated Planning and Reporting (IPR) Handbook for local government in NSW

12. Financial (LTFP)

The Budget and Long Term Financial Plan form part of the suite of IPR documents.

13. Asset Management (AMS)

Asset Management Plan form part of the IPR suite of documents.

14. Workforce (WMS)

The Workforce Plan is aligned with the Delivery Program and Operational Plan and forms part of the IPR suite of documents.

15. Legal and Risk Management

Reporting on a quarterly basis identifies whether strategies are working. This is an opportunity to assess any risks in relation to projects or activities. The risk is assessed as low.

16. Performance Measures

This report outlines the achievement of key actions from within the combined Delivery Program 2017-22 and Operational Plan 2020-22.

17. Project Management

Operational Plan quarterly progress reports are compiled by the Manager Governance.



Delivery Program 2017-2022

Operational Plan 2021/2022

Q2 Progress Report

About this report

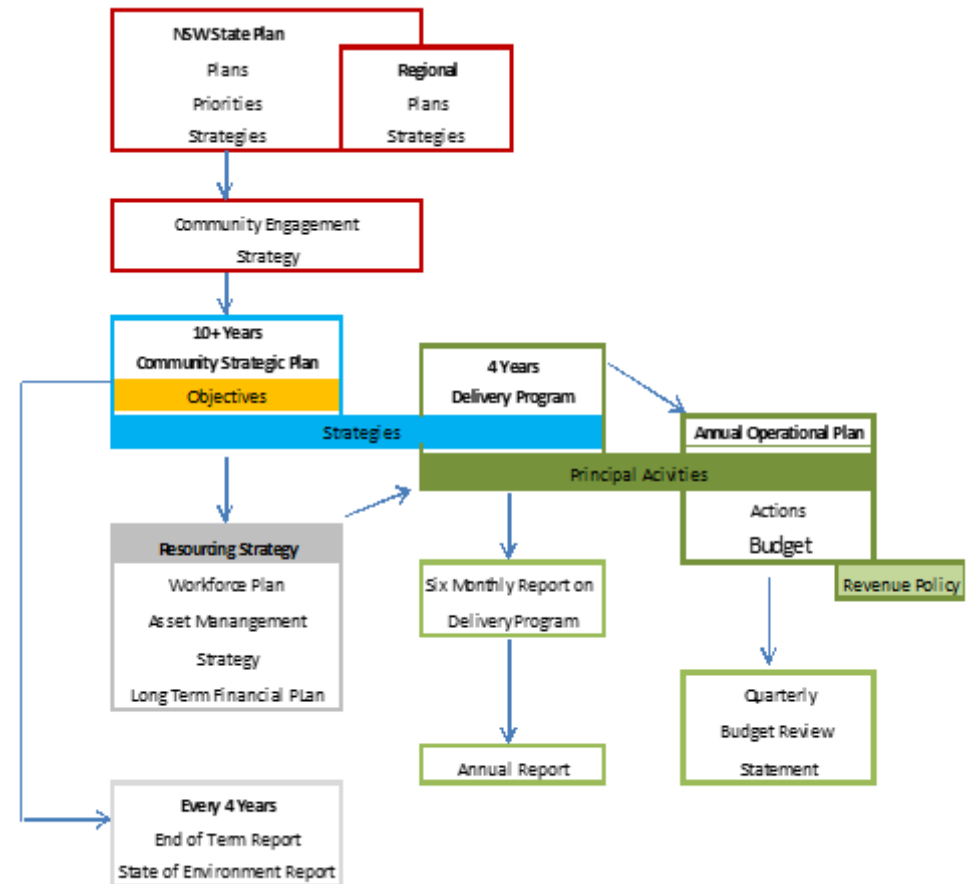
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

Uralla Shire Council adopted its first ever suite of documents within the Integrated Planning framework in 2012. Overarching this suite of interrelated plans is the Community Strategic Plan which identifies the aspirations of the community. This Plan was reviewed and updated in 2015 and 2017.

The Delivery Program is informed by the Community Strategic Plan and prioritises the programs and activities Council will commit to providing during the four year term of the Council. At the beginning of each year, Council prepares an Operational Plan which outlines the actions Council will undertake to work towards achieving the outcomes in the four year Delivery Program.

Council is required to report progress on the Delivery Plan to the community at least every six months. Council intends to report on progress throughout the year on a quarterly basis.

The attached report is a summary of our achievements during the Q2 of the combined Delivery Program 2017-2022 and Operational Plan 2021/2022 and covers the financial year ending June 2021.







Contents

Measuring our progress.....	4
Organisational Performance.....	4
Detailed Performance Report.....	6

Measuring our progress

Uralla Council's 2017-2027 Community Strategic Plan centres around four major themes: Our Society, Our Economy, Our Environment, and Our Leadership.

In 2021/2022 Council committed to 197 actions focused on achieving the community's vision within these four themes. Those actions are detailed in the combined Delivery Program 2017-2022 and Operational Plan 2021/2022. In this report, our progress in meeting the community's vision within Council's Delivery Program 2017-2022 and Operational Plan 2021/2022 is illustrated by the following coloured symbols:

-  Achieved or on target
-  Not on target, being closely managed
-  Action cancelled or not able to be achieved
-  Action not yet commenced in this quarter

Each of the 197 actions are assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above.

Organisational Performance



Delivery Program – 2021/2022 Annual Action

Detailed Performance Report



1: Our Society

1.1: A proud, unique and inviting community




1.1.1: Provide vibrant and welcoming town centre, streets and meeting places

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.1.1	Maintain parks, gardens and open spaces	Inspect playground equipment	Manager Civil Infrastructure	Inspection program of playground equipment completed	Completed		Inspections ongoing.
		Annual Inspection of trees on public land	Manager Civil Infrastructure	Annual inspection of trees on public land completed	Completed		Some inspections completed.

1.1.2: Embellish our community with parks, paths, cycleways, facilities and meeting places

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.2.1	Prepare open space strategy	Finalise the development of the Open Spaces Strategy	Manager - Development and Planning	Strategy adopted	30 June 2022		On public exhibition to 20 January 2022.
		Seek and apply for grant funding for infrastructure projects	Manager - Development and Planning	Grant funding applications are successful and relevant projects are delivered in accordance with the funding deed	30 June 2022		Ongoing. Projects have been delivered in accordance with funding deeds.

1.1.3: Respect the heritage of the region and highlight and enhance our unique characteristics

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.3.1	Provide cemetery services	Desktop review of cemetery fees	Manager Civil Infrastructure	Review of fees undertaken and reported to the Executive	30 June 2022		Fee review to be undertaken as part of the business plan development.
		Develop Cemetery Business Plan	Manager Civil Infrastructure	Business Plan for cemeteries developed	30 June 2022		Developed to first draft. Under review.
		Undertake annual maintenance program of all cemeteries	Manager Civil Infrastructure	Service standards met	Met		Ongoing



1.1.4: Support, encourage and celebrate community participation and volunteerism

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.4.1	Encourage volunteer participation	Develop a volunteer strategy for the library including an induction and support program to promote participation	Librarian	Strategy developed	30 June 2022		ONGOING FOR FIRST QUARTER 2022. Community Services team members to consult and contribute.
		Develop a volunteer strategy for the Visitor Information Centre including an induction and support program to promote participation	Director - Community Services	Strategy developed	30 June 2022		Initial review completed. To be progressed with appointment of Tourism Officer
				Strategy developed			




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop a volunteer strategy for the Tablelands Community Support and Tablelands Community Transport including an induction and support program to promote participation	Manager Community Care - TCSO		30 June 2022		Two new volunteers have been engaged for TCS in this quarter. TCT also has several volunteers and volunteer training takes place.
		Develop a volunteer strategy for McMaugh Gardens including an induction and support program to promote participation	Director - Community Services	Strategy developed	30 June 2022		McMaugh Gardens has a number of volunteers of long standing and an existing Induction Program. For Annual Review.

1.2: A safe, active and healthy shire

1.2.1: Provide accessible quality sport and recreation facilities that encourage participation


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.1.1	Maintain community swimming complex, sports and recreation facilities	Maintain the water quality to enable the operation of the swimming pool	Director - Infrastructure & Development	Water quality in compliance with Department of Health guidelines	Maintained		Ongoing. Last day of 21/22 pool season - 13 March.
		Undertake the annual maintenance program at all sporting fields	Manager Civil Infrastructure	Services undertaken	Maintained		Ongoing

1.2.2: Work with key partners and the community to lobby for adequate health services in our region


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.2.1	Improve access to regional health services	Assist with work placements for medical students under the Bush Bursary/CWA Scholarship program.	Director - Community Services	Placements arranged	Completed		Student placement dates set for 3 - 14th of January 2022
		Promote and allocate community donations	Director - Community Services	Donations allocated	30 June 2022		In progress
		Promote and allocate community grants	Communications Officer	Grants allocated and acquitted	30 June 2022		Offers have been made to round 1 (of 2) 2021-2022 grant recipients





1.2.3: Provide, maintain and develop children's play and recreational facilities that encourage active participation

1.2.4: Partner with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.4.1	Preserve community safety	Provide support to the police emergency services and community groups to preserve community safety	Director - Infrastructure & Development	Support provided	30 June 2022		Ongoing.

1.2.5: Provide effective, regulatory, compliance and enforcement services for the community

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.5.1	Provide effective regulatory, compliance and enforcement services	Commence trade waste inspection scheduling	Manager - Development and Planning	Trade waste inspection drafted and implemented	30 June 2022		Not yet commenced. Currently compiling list of sites which will have trade waste fees applied.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Carry out regulatory inspections	Manager - Development and Planning	Regulatory inspections carried out	30 June 2022		Ongoing.
		Seek and apply for grant funding to facilitate regulatory functions	Manager - Development and Planning	Grant funding applications are successful and relevant projects are delivered in accordance with the funding deed	30 June 2022		Current applications are only for environmental management.
		Investigate (a) employment of a full time Health and Building Inspector; (b) up-skilling a current employee; and (c) a shared service	Manager - Development and Planning	Service meets demand	30 June 2022		Shared service and up-skilling currently being investigated. Discussions commenced with ARC.
		Develop Section 7.11 and 7.12 developer charges policy to enable inclusion and associated revenue forecasts	Manager - Development and Planning	Developer contributions in line with policy	30 June 2022		Plans adopted at the November 2021 meeting of Council. COMPLETED


1.3: A diverse and creative culture


1.3.1: Provide enhanced and innovative library services that support and encourage lifelong learning

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.1.1	Provide library services and programs	Increase volunteer participation	Librarian	Service level agreement	Compliant		Attended Volunteers Week 2021 morning tea, promo on Council's FB & link on webpage to apply for positions. Volunteers require WWCC and referees. ONGOING 2022
		Library programs, activities and workshops offered to all demographics	Librarian	Number of activities and attendance	Increase in number		5 weekly programs and 2 monthly programs, school holiday activity program x 3 and Tech Savvy Seniors annually Numbers decreased greatly due to COVID-19 lockdowns and associated Public Health Guidelines.
		Manage the Service Level Agreement with Central Northern Regional Library	Librarian	Service Level Agreement managed	30 June 2022		Complete quarterly reports and Local Priority funding grant 21/22. Work with CNRL to provide and promote library services and programs - ongoing
			Librarian	Committee meetings	attended		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Attend Central Northern Regional Library committee meetings.					Attended with Cr Isabel Strutt. Also attended CNRL training day.
		Operate the Bundarra library service.	Librarian	Library service in Bundarra operational	Meet service levels		Meeting with Bundarra CWA to reevaluate services postponed due to COVID - 19. Exchange of 400 collection items March 22. New President Donna Moffatt July to reschedule meeting - no reply - further contact October 2022
		Survey library users to review service levels	Librarian	Survey undertaken	30 June 2022		Survey link still active on Library Page of website. Survey completed in June/July response (17). Survey of CNRL branch opening stats also completed . Library hours changed May 17.

1.3.2: Work with the community and other partners to develop major cultural and community events and festivals


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.2.1	Facilitate the development of a range of community	Attend Arts North West regional meetings.	Director - Community Services	Meetings attended	30 June 2022		Contact with Arts North West. Meeting dates to be advised.


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
	and cultural activities	Coordinate events such as Youth Week, NAIDOC Week, Seniors Week and Volunteers Week	Director - Community Services	Events undertaken	Completed		NSW Seniors Festival 25 March - 3 April 2022. Youth Week 4 - 14 April 2022. Volunteers Week 16 - 22 May 2022. NAIDOC Week 3 - 10 July 2022. International Day of Older Persons is observed on October 1 each year. Mayors Morning Tea days to be arranged.

1.3.3: Lobby government, companies and other individuals to secure funding for cultural and creative expression fields





1.4: Access to and equity of services


1.4.1: Operate and maintain the McMaugh Gardens Aged Care Facility

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.1.1	Operate a residential aged care facility	Manage McMaugh Gardens to accreditation standards	Director - Community Services	Aged Care Quality Standards are met	30 June 2022		Full accreditation maintained
				Quality audit outcomes	Satisfactory		
		Consider expansion of services for Aged Care Facility	Director - Community Services	Expansion of facility and growth of services	Considered by 30 June 2022		Action scoped and presented to Council, funding bid approved and funding application submitted.
		Manage McMaugh Gardens Aged Care Facility in a		Operating result per plan			Operating within budget and above



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		financially sustainable manner	Director - Community Services	Annual average occupancy at benchmark	30 June 2022		occupancy benchmark
		Maintain volunteer levels supporting McMaugh Gardens residents	Director - Community Services	Maintain volunteerism levels	30 June 2022		Volunteer levels maintained with COVID-19 protocols in place

1.4.2: Provide quality Community Care, Ageing and Disability services




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.2.1	Provide aged and disability services	Successfully complete Aged Care Quality and Safety Commission audit	Director - Community Services	Aged Care Quality and Safety Commission Audits completed successfully	30 June 2022		Ongoing compliance with Aged Care Quality and Safety Commission audits
		Manage consumer directed aged and disability services in a financially sustainable manner	Manager Community Care - TCSO	Net operating surplus from delivery of services	30 June 2022		CHSP Acquittal was submitted on 30 September with a significant surplus to carry over.
1.4.2.2	Provide community transport services	Manage community transport services in a financially sustainable manner.	Manager Community Care - TCSO	Net operating surplus from delivery of services	Achieved		The community transport service is going well and remains financially viable.
		Manage NSW State Government funding agreements and grant acquittals for compliance.	Manager Community Care - TCSO	Funding agreements acquitted	Compliant		Reporting has been uploaded and acquittal has been sent to Finance.
					Satisfactory		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Maintain satisfactory service reviews and audit outcomes.	Manager Community Care - TCSO	Accreditation maintained			The 18 month Maintenance Audit for the services provided to NDIS participants by Tablelands Community Services had no opportunities for improvement noted and no corrective action requests.

1.4.3: Create a better understanding within the community of the services and facilities council provides




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.3.1	Promote Council's services and facilities	Coordinate a local government week program to raise awareness of the services provided by Council	Communications Officer	Program delivered	30 June 2022		Planning has commenced - initial discussions underway.
		Oversee the preparation and distribution of a regular Council newsletter to residents.	Communications Officer	Monthly newsletters published and delivered	30 June 2022		July - November published

1.4.4: Provide opportunities for residents to enjoy access to arts, festivals, sporting activities, recreation, community and cultural activities

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.4.1	Increase community participation in community and cultural events	Promote and support community events within the Shire	Director - Community Services	Events promoted	As requested		Supporting the Thunderbolts Festival as major sponsor and having a stall at the festival. Councils McMaugh Gardens/TCS Bus entered in the parade.
		Apply for Youth Week and coordinate program of activities	Director - Community Services	Funding application lodged and relevant activities are delivered in accordance with the funding agreement	Lodged		Youth Week 2021 activities completed. Youth Week 4 - 14 April 2022. Grants for Youth Week 2022 will open towards the end of 2021
		Apply for National Aboriginal and Islander Day Observance Committee (NAIDOC) funding and coordinate Council's NAIDOC activities in consultation with the Elders	Director - Community Services	Funding application lodged and relevant activities delivered in accordance with the funding agreement	Delivered		Uralla NAIDOC Day 2021 activities postponed due to COVID-19 restrictions - new date to be confirmed by local Elders. NAIDOC Week 2022 - 03 July 2022 to 10 July 2022. The next NAIDOC Local Grants Round will open early 2022

1.4.5: Lobby government to maintain and improve community and public transport services and infrastructure




1.4.6: Work towards achieving the status of a Disability Friendly community through the provision of accessible and inclusive facilities and services

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.6.1	Develop and implement a range of strategies to improve access and inclusion to council facilities and services	Review and amend the Disability Inclusion Action Plan (DIAP).	Manager Community Care - TCSO	DIAP reviewed and amended	30 June 2022		Relevant actions have been entered on into the Annual Report template this quarter. The new guidelines have been studied and discussion about how best to get community feedback has taken place.
		Train and educate staff to increase awareness of terminology around people with a disability	Manager Community Care - TCSO	Increased awareness of use of inclusive terminology	30 June 2022		Draft material has been completed.
		Identify inclusive places to visit within the Shire	Manager Community Care - TCSO	Inclusive places uploaded to website	Quarterly		I have had discussions with Tanya G about assisting me with this and she is keen to do so.


2: Our Economy

2.1: An attractive environment for business, tourism and industry



2.1.1: Promote Uralla Shire and the region as a place to live, work, visit and invest

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.1.1	Promote Uralla Shire through the Visitor Information Centre	Operate the Visitor Information Centre	Director - Community Services	VIC operational			Refurbished Visitor Information Centre fully operational
		Publish trails and maps	Director - Community Services	Trails and maps published	30 June 2022		Ongoing liaison with Visitor Information Centre staff and tourism organisations to maintain current information on Visit Uralla website
		Update the Uralla Shire Directory interactive map	Director - Community Services	Content checked and updated	Quarterly		Uralla Shire Directory Interactive Map maintained


2.1.2: Promote the Uralla Shire to business and industry and increase recognition of the areas strategic advantages

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.2.1	Improve recognition of Uralla Shire and the region's strategic economic advantages	Partner with neighbouring Councils to coordinate delivery of the Southern New England High Country Regional Economic Development Strategy 2018-2022	Director - Community Services	Strategy implemented	30 June 2022		Liaison with NEJO through GM. Actions completed for Strategies 1, 4 & 5 particularly through NEHC collaborations.

2.1.3: Lobby for government funded infrastructure and services to match business and industry development in the region (education, transport, health)

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.3.1	Enhance infrastructure to support regional education, transport and health development	Lobby government for funding to undertake necessary upgrades to provide high mass limits (HML) capacity	Manager Civil Infrastructure	Grant funding applications are successful and relevant projects are delivered in accordance with the funding deed	30 June 2022		HML capacity achieved for Thunderbolts Way and Bundarra Road. Project scope for selected sections of Thunderbolts under development as part of the NEJO Regional Roads Strategy. Tolleys Gully Bridge completed, approaches under construction.
		Develop a list of priority transport infrastructure projects to capitalise on grant funding opportunities	Manager Civil Infrastructure	Priority list completed	30 June 2022		Upgrade of gravel to sealed roads priority list developed, Transport asset management plan review underway.



2.1.4: Implement tools to simplify development processes and encourage quality commercial, industrial and residential development

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.4.1	Process building and development applications	Review processing of Development Applications to improve processing timeframes	Manager - Development and Planning	40% of CCs completed within 30 days	Statutory timeframe		Targets met for the quarter. Monitoring continuing.
				60% of DAs completed within 20 days	Statutory timeframe		




2.1.5: Develop the skills of businesses to maximise utilisation of new technologies and the emerging broadband and telecommunication networks



2.2: Growing and diversified employment, education and tourism opportunities

2.2.1: Provide land use planning that facilitates employment creation


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.1.1	Optimise land use planning instruments to support employment creating business and industries	Dashboard review of Local Strategic Planning Statement (LSPS)	Manager - Development and Planning	Dashboard review undertaken	30 June 2022		Internal review commenced.
		Review of the Local Environmental Plan (LEP)	Manager - Development and Planning	LEP reviewed	30 June 2022		Not commenced. To be progressed with the new Council.

2.2.2: Support and encourage existing business and industry to develop and grow


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.2.1	Encourage business and industry development	Liase with the Uralla Business Chamber	Director - Community Services	Regular liaison	30 June 2022		Contact with Uralla Business Chamber. Meeting to be confirmed.
		Provide links to business development information and resources	Director - Community Services	Maintain links on Council web page	Quarterly		Ongoing liaison with Communications Officer for maintaining current links
		Investigate establishment of a Smart Region (internet of things) and apply for suitable funding programs *subject to external funding	Director - Community Services	1-2 IOT Gateways funded and installed	30 June 2022		Action scoped and presented to Council. Declined for progression to funding bid.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Investigate a digital economic development prospectus and apply for suitable funding programs *subject to external funding	Director - Community Services	Digital Economic Development prospectus funded and produced	30 June 2022		Action scoped and presented to Council. Declined for progression to funding bid.
		Apply for grant funding and, subject to securing grant funding, commence construction of Stage 1 [or 1A] of the Rowan Avenue, Uralla, light industrial subdivision, together with undertaking community consultation and obtaining approvals as required	Director - Infrastructure & Development	Funding received and construction commenced	30 June 2022		Grant funding application unsuccessful under Building Better Regions Round 5. Council to reconsider the funding options and feasibility of the project.

2.2.3: Support the attraction of new businesses, including sustainable employment generating projects

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.3.1	Provide information to support new and existing business operators	Developer forums facilitated	Manager - Development and Planning	Two forums arranged	30 June 2022		First forum undertaken in December 2021.


2.2.4: Partner with neighbouring Councils to effectively market the unique natural characteristics and diverse tourism opportunities available within Uralla Shire and New England region



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.4.1	Promote Uralla Shire and the region as a tourism destination	Collaborate with other councils and tourism bodies to promote the region	Director - Community Services	Uralla and region promoted	30 June 2022		Ongoing collaboration continues with Council members of New England High Country; Destination NSW; Destination Country and Outback NSW and Australian Tourism Data Warehouse

2.2.5: Facilitate major social and cultural events being staged in our Shire and our region




2.3: A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained

2.3.1: Provide an effective road network that balances asset conditions with available resources and asset utilisation



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.1.1	Deliver road and drainage maintenance services and capital works programs	Review the Transportation Asset Management Plan	Director - Infrastructure & Development	Transport Asset Management Plan reviewed	30 June 2022		Prepared to first draft for internal review. Circulated to Councillors for early review.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Implement the Transportation Asset Management Plan	Director - Infrastructure & Development	Percentage of program completed	30 June 2022		Transport asset management plan review being finalised. Renewals informed by plan, condition assessment and on site validation. Draft TAMP circulated to Councillors for review and comment.
		Seek funding for transport infrastructure expansion projects subject to approval from Council and subject to associated operating costs being funded from operational revenue	Manager Civil Infrastructure	Grant funding applications are successful and relevant projects are delivered in accordance with the funding deed	30 June 2022		Ongoing.

2.3.2: Maintain, review and replace Council bridges and culverts as required



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.2.1	Deliver bridge and culvert maintenance services and capital works programs	Inspect all bridges and culverts	Manager Civil Infrastructure	Annual inspections undertaken	30 June 2022		Ongoing.
		Review the work program for bridges and culverts	Manager Civil Infrastructure	Work program reviewed	Quarterly		Ongoing
		Seek funding for replacement and realignment of the Bakers Creek causeway on Barraba Road with a bridge or box culvert structure	Manager Civil Infrastructure	Grant application lodged subject to available funding program	30 June 2022		Concept design and cost estimate under development.

2.3.3: Ensure road network supporting assets (signs, posts, lighting, guardrails, etc.) are maintained adequately and renewed as scheduled

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.3.1	Deliver roads, lighting, signs, guard rail, and posts maintenance and renewal program	Deliver road network supporting infrastructure replacement program	Manager Civil Infrastructure	Percentage of program completed	90%		Ongoing.
		Renew and maintain lighting, signs, posts, and guard rail assets as necessary.	Manager Civil Infrastructure	Renewal and maintenance completed as necessary	30 June 2022		Ongoing


2.3.4: Provide a network of town and village streets that balances asset conditions with available resources and asset utilisation

2.3.5: Maintain existing and cycling networks across the region


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.5.1	Deliver walkways and cycle ways maintenance services and capital works programs	Implement the Pedestrian Access and Mobility Plan (PAMP)	Director - Infrastructure & Development	Percentage of program completed	90%		No "active transport" funding available for 21/22 for Council projects. Application to be submitted in Q3 for 22/23 program.
		Inspect footpaths and cycle ways	Manager Civil Infrastructure	PAMP implemented, subject to funding	30 June 2022		To be commenced.

2.3.6: Facilitate the enhancement and expansions of accessible walking and cycle networks where strategically identified and interconnect them with other transport and recreation facilities

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.6.1	Expand the Shire's integrated and accessible cycle ways and walkways network	Seek funding to extend pedestrian and cycle ways subject to approval from Council and subject to associated operating costs being funded from operational revenue. Particular projects to include grant funding for the design and construction of upgrades to the CBD area for parking lane, footpath, amenity and accessibility improvements	Manager Civil Infrastructure	Grant funding applications are successful and relevant projects are delivered in accordance with the funding deed	30 June 2022		Ongoing. Pending suitable funding programs.



2.3.7: Implement and maintain developer contribution plans

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.7.1	Develop section 94 and section 64 contribution framework	Implement Developer Contribution Plans	Manager - Development and Planning	Developer Contribution Plans implemented	30 June 2022		7.11 and 7.12 (equivalent to S94) plans adopted November 2021. No progress on S64 contribution plans. S64 plans relate to water and sewer developer contributions.

2.3.8: Provide the required public infrastructure and work with key partners to expand the provision of cost effective public transport

2.4: Communities that are well serviced with essential infrastructure


2.4.1: Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.1.1	Provide public amenities for residents and visitors	Maintain and renew public amenities as per the Building Asset Management Plan	Manager Civil Infrastructure	Maintained as per Building Asset Management Plan	Maintained		Building asset management plan due for review. Renewal of amenities on track or ahead due to grant funding programs.
		Seek grant funding for refurbishment and renewal of Council buildings including Uralla Courthouse, Chambers and other buildings	Director - Infrastructure & Development	Grant funding programs sourced and applications lodged as appropriate	30 June 2022		Courthouse funding offer received. Project commenced. Funding also received for McMaugh Gardens improvements and rehabilitation works.


2.4.2: Implement Council's strategic asset management plan and continue to develop asset systems, plans and practices for infrastructure assets to minimise whole of life costs

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.2.1	Develop and implement asset management plans	Develop schedule for reviewing Asset Management Plans	Director - Infrastructure & Development	Asset Management Plans reviewed	30 June 2022		Under development.

2.4.3: Provide the infrastructure to embellish public spaces, recreation areas and parkland areas

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.3.1	Provide connectivity to public spaces	Seek grant funding to implement the Pedestrian Access and Mobility Plan (PAMP)	Director - Infrastructure & Development	PAMP implemented	30 June 2022		No active transport funding available this year for Council projects. Grant funding application to be prepared for 22/23 in Q3.



2.4.4: Ensure adequate public car parking and kerb and gutter infrastructure is provided, maintained and renewed

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.4.1	Maintain kerb and guttering to established service levels	Inspect all kerb and gutter and undertake the required repair and replacement program.	Manager Civil Infrastructure	Program delivered	30 June 2022		Commenced.

3: Our Environment

3.1: To preserve, protect and renew our beautiful natural environment


3.1.1: Record and promote the region's heritage in partnership with the community

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.1.1	Preserve Uralla Shire's heritage	Develop a Business Plan for the Caravan Park	Director - Infrastructure & Development	Business Plan for the Caravan Park drafted	30 June 2022		Business plan developed to first draft for the Uralla Queen Street Caravan Park.
		Adopt Management Plans for Crown Land	Manager - Development and Planning	Plans of Management for Crown Land adopted	30 June 2022		Drafts prepared. Currently editing.


3.1.2: Protect the Shire's historic buildings and sites, recognising their value to the community

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.2.1	Provide heritage services and support	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund.	Manager - Development and Planning	Services provided and Local Heritage Assistance Fund managed	Maintained		Services provided remotely during COVID.

3.1.3: Protect and maintain a healthy catchment and waterways


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.3.1	Maintain compliant catchment and waterways management	Maintain compliance with Environmental Protection Licence requirements for the Uralla landfill, sewer and water treatment plants	Manager Waste, Water & Sewerage Services	Statutory obligations complied with	30 June 2022		Water and sewer plants compliant with licence. Landfill generally compliant with licence, leachate overflows due to wet weather. Leachate management strategy under development.

3.1.4: Raise community awareness of environmental and biodiversity issues


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.4.1	Provide bush generation activities and information	Liase with the New England County Council (New England Weeds Authority) to manage Council's statutory obligations under the Biosecurity Act 2015	Manager - Development and Planning	Statutory obligations met	30 June 2022		Ongoing.

3.2: Maintain a healthy balance between development and the environment


3.2.1: Retain open space and greenbelts that are accessible to everyone

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.2.1.1	Preserve sensitive greenbelt lands	Review and monitor vegetation and environmental protection measures for sensitive Council managed land	Manager - Development and Planning	Statutory obligations are met	30 June 2022		Ongoing.

3.2.2: Educate the community about sustainable practices in the home, at work and in public places




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.2.2.1	Raise community awareness of sustainability practices	Collaborate with community environmental groups	Manager - Development and Planning	Provide relevant information	30 June 2022		New Environmental Management Coordinator has commenced engagement with community environmental groups.
		Review and implement the Environmental Sustainability Action Plan priorities	Manager - Development and Planning	Implementation of Environmental Sustainable Action Plan priorities	30 June 2022		Review currently being undertaken. Implementation ongoing.

3.2.3: Ensure that Uralla Shire is sufficiently prepared to deal with natural disasters including bushfires, major storms and flood events

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.2.3.1	Collaborate with service providers to be emergency response ready	Participate in natural disaster mitigation and provide local emergency management officer.	Director - Infrastructure & Development	Effective mitigation strategies	30 June 2022		Ongoing. Participation on the LEMC.

3.3: Reuse, recycle and reduce wastage


3.3.1: Promoting recycling, reusing and providing regular and efficient waste and recycling services

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.1.1	Provide waste removal and recycling services within the Shire	Review procedures for waste and recycling services for workflow efficiency	Manager Waste, Water & Sewerage Services	Procedures for waste and recycling have been reviewed and efficiencies gained	30 June 2022		Progressive Implementation of recommendations from the Uralla and Bundarra Landfill - Site Development Plans, Kerbside Collection Services and Green Waste - Investigations Tenders accepted by Council for landfill compactor and wheel loader.
		Review of plant investment to extend the life of the landfill	Manager Waste, Water & Sewerage Services	Review of plant investment undertaken	30 June 2022		Specialist landfill compactor purchased and operating. New loader ordered, customised for landfill operations (awaiting import).
		Progress the procurement of the Bundarra Transfer Station and decommissioning of the Bundarra Landfill	Manager Waste, Water & Sewerage Services	Transfer station constructed. Decommissioning plan developed	30 June 2022		Submissions in response to the Request for Quotations for the design under assessment.


3.3.2: Providing education to the community on ways to minimise the waste produced by households

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.2.1	Improve community awareness of recycling and waste minimisation	Operate the Uralla Community Recycling Centre	Manager Waste, Water & Sewerage Services	Increase number of awareness programs	30 June 2022		Materials Recovery Facility and Community Recycling Centre operating continue to recover/divert significant quantities of waste from landfill.
		Support the Northern Inland Regional Waste Community Recycling Centre Regional Communication and Education Plan	Manager Waste, Water & Sewerage Services	Program supported	30 June 2022		Continued to participate in waste education.

3.3.3: Implementing initiatives to reduce illegal dumping and providing community education to prevent litter

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.3.1	Promote litter reduction	Support anti-littering campaign	Manager Waste, Water & Sewerage Services	Implement anti-littering campaign through NIRW and website	30 June 2022		Via NIRW



3.3.4: Identifying and implementing water conservation and sustainable water usage practices in Council operations



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.4.1	Minimise water wastage	Review Council water consumption for major Council facilities against historical records	Manager Waste, Water & Sewerage Services	Inspections completed	30 June 2022		Review of big water users in UINT/21/8894. High users included swimming pool, aged care, sewage plant...not unusual to have high consumption at these facilities.

3.3.5: Identifying technologies in Council facilities, infrastructure and service delivery to reduce our ecological footprint




3.4: Secure sustainable and environmentally sound water-cycle infrastructure and services

3.4.1: Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.4.1.1	Provide water supply	Review and update Asset Management Plan for water infrastructure	Manager Waste, Water & Sewerage Services	Asset Management Plan for water infrastructure reviewed	30 June 2022		Draft document reviewed. Sequence of capital works to be revised and cost estimates.
		Deliver annual water main replacement program	Manager Waste, Water & Sewerage Services	Program identified and delivered	30 June 2022		Pending Asset Management Plan finalisation. Hydrants and meter replacements scheduled for 2021/2022.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Integrated Water Catchment Management Strategy (IWCMS) development	Manager Waste, Water & Sewerage Services				Raw water source augmentation - part of IWCMS suite of projects - progressed with exploratory drilling to commence shortly.
		Explore smart system efficiencies	Manager Waste, Water & Sewerage Services				Indicative costings for smart meters beyond Council means, would require external funding and business case.

3.4.2: Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.4.2.1	Provide sewerage services	Compliant sewage treatment plant (STP) discharge	Manager Waste, Water & Sewerage Services	Environmental Protection Authority (EPA) licence limits	30 June 2022		Water quality testing results comply with EPA licence.
		Water and sewer service delivery	Manager Waste, Water & Sewerage Services	Service continuity & maintenance levels	30 June 2022		Routine operation and maintenance tasks continue to be delivered.
		Review and update Asset Management Plan for sewerage	Manager Waste, Water & Sewerage Services	Asset Management Plan for sewerage reviewed	30 June 2022		Draft document reviewed. Sequence of capital works to be revised and cost estimates.

3.4.3: Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.4.3.1	Provide stormwater and drainage infrastructure	Maintain and renew stormwater and drainage infrastructure	Manager Civil Infrastructure	Assets maintained and renewed	30 June 2022		Ongoing. Stormwater asset management plan to be finalised.






4: Our Leadership







4.1: A strong, accountable and representative Council

4.1.1: Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program and Operational Plan

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.1.1	Deliver integrated strategic planning and reporting requirements	Develop a Community Strategic Plan 2022-2032	Coordinator Governance and Risk	Community Strategic Plan drafted and updated	30 June 2022		An internal review of the Community Strategic Plan has been undertaken. Listening posts, workshops and other engagement activities have taken place. The Community Engagement Plan was considered at the Ordinary Council meeting held on 23 November 2021
		Develop a three year Delivery Program 2022-2025	Coordinator Governance and Risk	Delivery Program drafted and adopted	30 June 2022		The Delivery Program will be drafted once the Community Strategic Plan has been reviewed and drafted
		Develop a one year Operational Plan 2022-2023	Coordinator Governance and Risk	Operational Plan drafted and adopted	30 June 2022		The Operational Plan will be drafted once the Community Strategic Plan is in draft format
		Draft Communication Engagement Strategy for the Community Strategic Plan	Communications Officer				





4.1.2: Engage with the community effectively and use community input to inform decision making

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.2.1	Incorporate inclusive community consultation and stakeholder engagement in Council decision making	Council meetings held as scheduled	Executive Assistant to GM and Mayor	Councillor attendance >50% per annum and meeting achieves quorum	30 June 2022		6 Ordinary Council Meetings and 3 Special Council Meetings all held in since, and including, July 2021
		Council meeting open to the public	Executive Assistant to GM and Mayor	Open business items >95%	30 June 2022		Public Health Order rules continue to be met during pandemic. Per legislation open to public via audio webcast & agendas / minutes published - public is informed of what occurred at meeting.
		Council make decisions	General Manager	Fewer than 2% of business items deferred	30 June 2022		On track
		Community engagement and consultation undertaken prior to Council decisions to change strategy, services and as required by legislation	Communications Officer	Community engagement and consultation exceed minimum public notification requirements	30 June 2022		Undertaken community engagement for draft budget and operational plan, long term financial plan, community strategic plan, multiple policies and resolutions of Council.
		Mayor or Deputy Mayor represent Council at civic events and performs role of Council official spokesperson	Executive Assistant to GM and Mayor	Mayor or Deputy Mayor at all civic events and undertakes media engagements	30 June 2022		All Civic and Media Events have been attended by Mayor




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Reduce printing	Executive Assistant to GM and Mayor	Reduce use of paper; reduced costs	30 June 2022		Councillors have been issued new laptop devices with Microsoft Suite options enabling reading documents electronically. Alternative internet devices are being sought to support WiFi access for Councillors.
		Draft a Media and Social Media Policy	Communications Officer	Media and Social Media Policies adopted by Council	30 June 2022		Media Policy adopted by Council COMPLETED
		Increase webpage utilisation	Communications Officer	Webpage utilisation increased	30 June 2022		Using Google Analytics to track and report on visitors to website
		Review Communication policies and protocols	Communications Officer	Policies and protocols reviewed	30 June 2022		Ongoing
		Review style guide	Communications Officer	Style guide reviewed	30 June 2022		Action commencing in quarter 2.
		Implement a Council intranet (budget bid ** not yet resourced)	Communications Officer				Have met with IT Coordinator to discuss



4.1.3: Provide open, accountable and transparent decision making for the community

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.3.1	Implement and maintain a transparent and accountable decision making framework	Provide Help Desk Service	IT Service Desk Officer - Term	Tickets closed within three days	30 June 2022		Internal IT Help Desk continues to be provided. Revision of the Civica SLA 40 day response time needed. IT resourcing is currently inadequate for current work load. Documentation & processes need further development.
		Prepare a Business Continuity Plan for IT	IT Service Desk Officer - Term	Business Continuity Plan for IT completed and adopted	30 June 2022		Done: Audit and projected projects To do: Correct TRIM filing. Complete GANT forecast for projects. Finish details for end-user hardware. Review/revise with CFO.
		Develop and implement an Information Technology Strategic Plan	IT Service Desk Officer - Term	Information Technology Strategic Plan drafted and milestones met	30 June 2022		Audit and 2 year Information and Communication Technology plan in progress. Once complete, plan must be correctly filed in TRIM.
				>98% uptime			



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Maintain up time of IT Services during operating hours	IT Service Desk Officer - Term		30 June 2022		Wide Area Network (AllCom) continuing intermittent outages to satellite sites. Waste center the most affected, with internet access disabled. Frequent, intermittent, outages to Civica's managed services affect the majority of users.
		Review IT Platform	IT Service Desk Officer - Term	Report provided to Executive with clear recommendations	30 June 2022		Review underway. Currently lack of transparent system for ICT tickets; previous system not working. Projects (budget, forecasting, etc.) open to review. Department managers consulted with ~60% engagement.
		Implement automation of business papers	Executive Assistant to GM and Mayor	Business papers automation software is operational	30 June 2022		Slow progress being made given resources to review and implement RFQ work up and sourcing quotations.
		New IT devices for new term of Council	IT Service Desk Officer - Term	Reduction in printing and more timely reporting	30 June 2022		Practice Notes drafted; training undertaken. All Councillors received laptops. COMPLETED

4.1.4: Provide strong representation for the community at the region, state and federal levels

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.4.1	Maintain effective partnerships and advocacy activities	Advocate the needs of the shire to State and Federal Governments including telco/mobile service coverage, access to Mascot Airport and State Significant Development fees to be paid directly to Council	General Manager	Meet and converse with State and Federal departments regularly	30 June 2022		Advocacy through regular meetings with Local and Federal member; written submission: seeking NSW Disaster Assistance January 2022 weather event; Reply to Council submission on Infrastructure Contributions Bill; also via LGNSW, CMA and ALGA.
		Advocate the needs of the community of interest through the New England Joint Organisation (NEJO)	General Manager	Raise issues in alignment with the NEJO Strategic Plan	30 June 2022		In progress: Business Cases -Roads (Thunderbolts Way); TfNSW Pilot Project (customer journey resilience); Economic Development Strategy; Proposed: Regional Connectivity; scoping study Transition to EV/Hydrogen vehicles
		Undertake lobbying through Local Government NSW, New England Joint Organisation and directly with government agencies and Members	General Manager	Key issues raised through Local and Federal Member	30 June 2022		Submissions on: NSW Government draft infrastructure contribution reform; draft New England Regional Energy Zone Declaration.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Participate in the New England Joint Organisation, Country Mayor's Association, Local Government NSW and Australian Local Government Association	Executive Assistant to GM and Mayor	Collective lobbying	30 June 2022		Meetings since December 2021 have been in persons. Activities such as Australia Day have been attended by MAYOR/GM/EA and other Executives.
		Procure Mayoral robes and chain	Executive Assistant to GM and Mayor	Visual representation of democracy / representative role of Council	30 June 2022		No action to date - awaiting new council for direction

4.1.5: Undertake the civic duties of Council with the highest degree of professionalism and ethics

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.5.1	Implement and manage Council's integrity system	Maintain Public Interest Disclosure, Conflict of Interest, Related Party Disclosures, and Code of Conduct Complaints Registers in accordance with legislative requirements.	Coordinator Governance and Risk	Maintain Registers	30 June 2022		Registers are maintained.
		Publish the Annual Interest Disclosures to Council's website	Coordinator Governance and Risk	Register uploaded to the website	31 December 2021		The Annual Interest Disclosures were tabled at the October 2021 Ordinary Council Meeting and have been uploaded to the website

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Implement the Fraud and Corruption Control Strategy	Coordinator Governance and Risk	Strategy milestones met	30 June 2022		No complaints or issues raised during this period.
		Implement training for Councillors at the start of each term	Coordinator Governance and Risk	Training program implemented	30 June 2022		The Local Government elections were postponed to 4 December 2021. Training has been booked. Date claimers for training has been sent to all prospective candidates.
		Support the NSW Electoral Commission - 2021 Elections	Coordinator Governance and Risk	Liaise with the NSW EC and provide support	31 March 2022		Administrative support to the NSW Electoral Commission for the 4 December 2021 has been provided.


4.2: An effective and efficient organisation



4.2.1: Provide a range of services that meet benchmarks determined with the community, having regard to quality and cost



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.1.1	Improve the cost effectiveness and efficiency of community service provision	Direct Financial Strategy	Chief Financial Officer	Develop and report to Council	30 June 2022		Work continues on developing actions to achieve the financial strategies of Council to deliver a balanced operating result before capital grants. An operational plan and budget for 2022-23 is currently being drafted to assist.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Direct Strategic Risk Management	Chief Financial Officer	Develop and report to the Audit Risk and Improvement Committee	30 June 2022		Ongoing with further development of strategic risk register under way.
		Prioritise resource allocation	Chief Financial Officer	Determine and report to Council	30 June 2022		Ongoing. Two year planning nearing completion for each division which includes consideration of resource allocation.
		Implement the Workforce Management Plan	Manager Human Resources	Workforce Management Plan implemented	30 June 2022		Review of the document has commenced. Expected first draft to be provided to ET for review by end of November 2021.

4.2.2: Operate in a financially responsible and sustainable manner






Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.2.1	Maintain and control financial system and improve long term financial sustainability	Model and adopt rate structures on an annual basis and attend to the issue of accurate rate notices as required	Revenue Officer	Rate structures adopted and accurate rate notices issued	30 June 2022		2021/2022 Rates Notices have been issued as per the revenue policy adopted by Council for the 2021/2022 financial year. COMPLETED





Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Collect all rates and charges in line with payment requirements and undertake debt recovery action for outstanding accounts in accordance with Council's Debt Recovery Policy	Revenue Officer	Lower % outstanding rate and charges	30 June 2022		Collection of rates and charges has been undertaken in line with payment requirements and debt recovery action commenced for outstanding accounts in accordance with Council's Debt Recovery Policy
		Update and maintain procedures that align with adopted procurement policy to achieve best value for all goods and services	Corporate Accountant	Procurement procedures aligned with Policy	30 June 2022		Online requisitioning system implemented. Procedures being updated to align with best value for money outcome. Initial training session undertaken.
		Provide up to date financial information to relevant stakeholders to assist with timely and accurate decision making	Corporate Accountant	Financial information is up to date through easily accessible portals	30 June 2022		Information provided to stakeholders as requested and in a timely manner.
		Review all fees and charges on an annual basis for full cost recovery	Corporate Accountant	Accurate numbers for each fee and charge	30 September 2021		Fees and charges have been distributed to budget officers for update for the 2022-23 financial year. Initial review of charges to be completed by end February, 2022.
		Review and revise the 10 year Long Term Financial Plan	Management Accountant	LTFP reviewed	30 June 2022		LTFP is currently undergoing Public Consultation Phase 1

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Subject to Council resolution, undertake consultation and make an application for increase in rate revenue (Special Rate Variation) in accordance with the Independent Pricing and Regulatory Tribunal criteria (FFTF) (timing subject to a decision of the 2021-2023 Council)	Management Accountant	Subject to Council resolution SRV application lodged	30 June 2022		No Council resolution at this time. LTFFP is currently undergoing Public Consultation Phase 1
		Complete and report quarterly budget review statements	Management Accountant	Quarterly budget reports presented to Council in a timely manner	Quarterly		Sept QBRS will be reported at November Council Meeting.
		Adequate and effective controls in place for all financial management functions and implement procurement and financial control recommendations adopted by the Audit, Risk and Improvement Committee	Corporate Accountant	Internal audit actions for financial controls implemented	30 June 2022		Adequate controls for financial management functions are in place. Additional controls like drafting of Loan Borrowing Policy continue to be developed. Additional recommendations of Audit Risk and Improvement Committee are implemented as required.
		Maximise return on investment within the risk parameters provided by the USC Investments Policy 2019	Corporate Accountant	Investment returns appropriate for risk	30 June 2022		Return on investment is maintained in accordance with Council's Investment Policy.



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Investigate options to diversify investments	Chief Financial Officer	Options identified, assessed and considered by Council	30 June 2022		Investments are managed in accordance with Councils Investment Policy. Options to redirect investments to alternative revenue streams will be considered as part of action 4.2.2.1.11 'Investigate commercial income streams'.
		Investigate commercial income streams	Chief Financial Officer	Options identified, assessed and considered by Council	30 June 2022		Consideration given to options for Courthouse. Other commercial income streams to be considered during development of draft budget for 2022-23.
		Identify strategies to achieve a consolidated surplus before capital grants (balanced budget for all funds) over the full term of the LTFP	Management Accountant	Strategies identified	30 June 2022		Ongoing process.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review asset valuations and depreciation methodology for all asset classes	Corporate Accountant	Asset valuations reviewed	30 June 2022		Revaluations continue to be completed under a five year rolling program. Additional reviews are undertaken during completion of annual financial statements. Water & sewer infrastructure revaluation process to be undertaken Q3 2022.
		Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan	Management Accountant	Asset maintenance backlog determined	30 June 2022		Backlog has been assessed as part of completion of annual financial statements. Continued integration into drafting of revised LTFP is ongoing.
		Review and update financial system procedures and instructions as required	Corporate Accountant	Cross training of team members to minimise impact of staff absences	30 June 2022		Ongoing. Annual financial statement procedures updated. Procedures requiring updates have been identified and are being worked on.
		Develop a finance schedule outlining key dates for provision of data - to include statutory returns as well as acquittals for other departments	Corporate Accountant	Compliance calendar deadlines met	30 June 2022		Finance schedule drafted. Schedule of Statutory returns and schedules completed. Additional work required on acquittal information from other departments.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop rolling workshops and/or FAQ's for non-finance staff on common issues to improve workflow, communication and general financial literacy	Corporate Accountant	Workshops undertaken	30 June 2022		Initial meeting has been held on development of schedule of FAQ's and workshops.
4.2.2.3	Maximise grant and funding partnership opportunities	Identify and seek funding opportunities for water and sewer infrastructure projects subject to associated operating costs being funded from operational revenue	Director - Infrastructure & Development	Grant funding applications are successful and relevant projects are delivered in accordance with the funding deed	30 June 2022		Ground water investigation project commenced. IWCM scope being finalised.
		Identify and seek funding opportunities for infrastructure projects in facilities and open spaces subject to associated operating costs	Director - Infrastructure & Development	Grant funding applications are successful and relevant projects are delivered in accordance with the funding deed	Successful grant funding applications		Ongoing. Public Spaces Legacy Grant project commenced.
		Identify and seek additional funding opportunities for Council projects subject to Council resolution and subject to associated operating costs being funded from operational revenue	Director - Infrastructure & Development	Funding applications are successful and relevant projects are delivered in accordance with the funding deed	30 June 2022		Ongoing. Funding offer received for Fixing Local Roads Phase 3. Local Roads and Community Infrastructure 3 projects to be identified and resolved.
4.2.2.4	Achieve efficiency gains for internal services with a program of continuous improvement	Complete service review for the Landfill	Manager Waste, Water & Sewerage Services	Service review completed	30 June 2022		Implementation of landfill site development recommendations progressing.
							In progress.



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Complete service review for Building Inspection	Manager - Development and Planning	Service review completed	30 June 2022		
		Complete service review for Procurement	Coordinator Fleet stores workshop	Service review completed	30 June 2022		Work underway on reviewing processes surrounding all procurement.
		Complete service review for Cemeteries	Manager Civil Infrastructure	Service review completed	30 June 2022		Business Plan under development - to include service review.
		Complete service review for Information Technology (IT)	IT Service Desk Officer - Term	Service review completed	30 June 2022		25 of 57 target areas completed. Absent documentation impeding process.

4.2.3: Develop and consistently apply an asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to ensure inter-generational equity and sustainability


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.3.1	Provide asset revaluation and long term funding scenarios for asset maintenance and renewal	Deliver the asset revaluation program	Manager Civil Infrastructure	Program delivered	30 June 2022		Not yet commenced. Water and sewer assets to be revalued this year.
		Develop the long term funding scenarios that explore options to fund asset maintenance and renewal	Management Accountant	Long term funding options developed	30 June 2022		Ongoing. LTFP is currently undergoing Public consultation with further possible scenarios to be developed from this feedback.

4.2.4: Establish Uralla Shire Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.4.1	Enhance Council's reputation as an innovative and inclusive workplace	Review and implement the Workplace Management Plan	Manager Human Resources	Annual turnover between 10-20%	30 June 2022		Management continue to identify key positions to be included in the succession planning program per the Staff Management Succession Planning procedure. Traineeships & certificate level courses commenced by staff per succession plan requirements.
		Proactively manage the return to work and workers compensations processes	Manager Human Resources	Return to work lost time <15 hours / FTE per year on a three year average	30 June 2022		Council continues to work closely with its workers compensation insurers and rehabilitation providers in managing recovery at work processes of injured workers wherever possible.
		Implement Mental Health First Aid training	Manager Human Resources	Training undertaken	30 June 2022		Quotes obtained. Availability of course providers has been difficult due to COVID and the backlog the trainers have expressed with delivery of this training and the ability to travel. Anticipated training conducted in Feb/Mar 2022.
		Bullying Prevention Management Program implemented	Manager Human Resources	Program developed and implemented	30 June 2022		Review of other Council's programs are currently been conducted; including Singletons SWELL (Safe and Well) program. Thorough investigations are undertaken for claims of bullying and harassment.
		Review HR Protocols					





Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
			Manager Human Resources	HR Protocols reviewed	30 June 2022		Schedule to review/renew policies/procedures/protocols. The creation of "packs", such as new starter, maternity, injured at work, along with our other forms are currently being converted to fillable PDF's. Training focuses identified.
		Align position codes (Authority) with new structure	Manager Human Resources	Position codes aligned	30 June 2022		Council's hierarchy has been updated in Authority to represent the new organisational structure. The position codes have been developed as per this structure in excel and are being finalised to input into Authority.

4.2.5: Provide customer service excellence






Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.5.1	Enhance customer service excellence	Review and update Council's Customer Service Charter and its standards	Manager Human Resources	Customer Service Charter reviewed	30 June 2022		Review commenced. Once finalised, a version will be prepared for the public on our website.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop and implement Frequently Asked Questions Register	Manager Human Resources	Increased customer satisfaction at first point of contact	30 June 2022		FAQ register was prepared by previous supervisor. This register requires further development, however the information is valuable & will be used to create a web page that both employees and the general public can access.
		Further develop the Customer Request Module process	Manager Human Resources	CRM processes implemented	30 June 2022		Requires an Authority administrator to define the break down of the system and implement the required changes for the CRM to work correctly.
		In-house review of Customer Service	Manager Human Resources	Service levels reviewed	30 June 2022		On-going. Customer service hours of operation have been reduced. Primary employee was on extended leave for the first part of this financial year, now they have resumed, this can be escalated. Also undertaking a review of the charter.

4.2.6: Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.6.1	Develop and incorporate a risk management framework which is effective and accessible	Improve safety culture within the organisation	Coordinator Governance and Risk	Decrease the number of incidents / insurance claims / Lost Time Injury Frequency Rates (LTIFR)	30 June 2022		The WHS meeting for the settings of these targets will be in February, the agenda and suggested actions have been completed
		Develop Business Continuity Plan	Coordinator Governance and Risk	Buisness Continuity Plan drafted and endorsed	31 March 2022		Draft plans are in their final stages of preparation before going to the Executive for review. Sent to Executive
		Draft and implement safety system	Coordinator Governance and Risk	Safety system drafted and endorsed	30 June 2022		There are 5 elements left to go through the executive. Toolboxes for the approved elements have not been drafted as of yet.
		Implement the Vault Application / Software	Coordinator Governance and Risk	Vault implemented	31 March 2022		Working with IT to make sure that the IT equipment will be able to hold the apps. Fixing technical issues for the managers and staff that are currently occurring.






4.2.7: Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.7.1	Improve the corporate governance framework	Update Records Management Policies and Protocols	Records Coordinator	All Records Management Policies and Protocols reviewed	30 June 2022		Review of Policy has been undertaken. Desktop research currently in process.
		Address backlog of disposal of records	Records Coordinator	Disposal schedule up to date	30 June 2022		Communication with MG - Disposal of records on track
		Implement TRIM upgrade	Records Coordinator	Trim upgrade implemented	30 June 2022		IT investigating options to upgrade TRIM to CM9.
		Implement the Corporate Governance Improvement Action Plan.	Coordinator Governance and Risk	Action Plan implemented	30 June 2022		The Corporate Governance Improvement Action Plan is being implemented. A review of the policies is being undertaken with staff and Councillors
		Administer the Audit, Risk and Improvement Committee	Coordinator Governance and Risk	Audit, Risk and Improvement Committee supported	30 June 2022		Meeting took place on 14 October 2021.
		Administer the Internal Audit Program	Coordinator Governance and Risk	Internal Audit Program delivered	30 June 2022		Internal audit currently being undertaken reviewing the payroll system

4.3: Deliver the goals and strategies of the Community Strategic Plan

4.3.1: Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.3.1.1	Enhance the effectiveness of Council resourcing strategies	Approved services are delivered	General Manager	>75% of annual Operational Plan actions are achieved (or substantially achieved)	30 June 2022		5 wks non-essential service closure Public Health Order lockdowns library, customers service, VIC, office staff WFH & significant wet weather Xdamage to roads PLUS extra stimulus grants = some planned activities to be rescheduled to next FY
		Staff leave managed efficiently	Manager Human Resources	Leave liabilities remain within min/max	30 June 2022		Focus for 21/22 is to reduce annual leave and time-in-lieu, with long service leave to be addressed in 22/23. Notification has been drafted for the GM to issue to the Executive Team for action over the remainder of this financial year.
		Staff turnover within target range	Manager Human Resources	Annual turnover is maintained between 10-20%	30 June 2022		Conducting thorough recruitment to achieve good hires. Identify reasons for departure and apply resolutions where required.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Annual legislative obligations are met	Coordinator Governance and Risk	No adverse reports from any levels of government	30 June 2022		Council is on track in terms of meeting its legislative obligations.
		Investigate shared service opportunities with New England Joint Organisation (NEJO) and neighbouring Councils	General Manager	Shared service opportunities identified and considered	30 June 2022		NEJO: Funded projects: TfNSW Customer Journey Resilience project; New England Road Network Strategy: roads business case from the (Thunderbolts Way).
		Implement Service Register	General Manager	Service Register implemented	30 June 2022		Operational Plan 2021/22 reformatted by service areas with alignment to CSP, Delivery Program, actions, budget and FTE. COMPLETED
		Inculcate and maintain a safety culture	Coordinator Governance and Risk	Loss time injuries and return to work rates are monitored	30 June 2022		This will have lead targets set in February, and will work closely with HR
		Annual workplace clean up conducted	Executive Assistant to GM and Mayor	Clean up takes place	30 June 2022		Files updated Office cleaned out COMPLETED

15.5 BUNDARRA SCHOOL OF ARTS HALL COMMITTEE TERMS OF REFERENCE



Department: Corporate Services
Prepared by: Manager Governance
TRIM Reference: UINT/22/3134
Attachment: UINT/22/3265 – Bundarra School of Arts Hall Committee Terms of Reference 2022

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.2 Engage with the community effectively and use community input to inform decision making

SUMMARY:

1. A report on the continuation of the Bundarra School of Arts Hall Committee was presented to Council at its Ordinary Council Meeting held 22 February 2022.
2. Councillors engaged with the community and have amended the Terms of Reference for Council's consideration.

RECOMMENDATION:

That Council:

- I. place the Bundarra School of Arts Hall Committee Terms of Reference 2022 on public exhibition for a period of 28 days;
- II. subject to no submissions received during public exhibition, adopt the Bundarra School of Arts Hall Committee Terms of Reference 2022; and
- III. once the Terms of Reference are adopted, a call for Expressions of Interest from the public to fill casual vacancies on the Committee be undertaken.

REPORT:

3. The Bundarra School of Arts Hall Committee ("the Committee") was constituted by Council under section 355(b) of the *Local Government Act 1993* (NSW) in November 2016.
4. The Bundarra School of Arts Hall Committee Terms of Reference 2022 ("Terms of Reference") is attached to this report.
5. The document has been updated to change the terminology from 'Constitution' to 'Terms of Reference' which more closely describes the purpose of the document.
6. Councillors engaged with Bundarra community and a proposed draft Terms of Reference can be found within the attachments. Amendments have been highlighted in yellow.
7. The Terms of Reference have been updated to align with Council's Code of Conduct, Code of Meeting Practice, and the Section 355 Committee Handbook.
8. The purpose of the Committee remains unchanged from the previous Constitution, being managing the Bundarra School of Arts Hall and providing advice to and working with Council for the benefit of Bundarra and its surrounding community on various projects.

9. The Committee performs an important function by managing a valuable Council asset, as well as working for the benefit of the broader Bundarra community, and therefore it is recommended that Council extend the Committee's term by adopting the Terms of Reference.
10. Should Council adopt the Terms of Reference attached to this report, it is appropriate the document be placed on public exhibition and submissions invited from the community.
11. The Terms of Reference provide that Committee membership is on a quadrennial basis for the term of the Council and that following a general election of councillors, the existing Committee membership continues until such time as the Council appoints new Committee members.
12. There are currently five (5) community members on the Committee and it is appropriate that Council seek to fill the seven (7) vacancies in the Committee by inviting nominations from the public by way of Expressions of Interest.
13. The Terms of Reference provide for two (2) Councillor representatives to the Committee who were appointed by Council at its Ordinary meeting held 24 December 2021.

CONCLUSION:

14. It is recommended that Council establish the Committee term, undertake a public submission period, and adopt the Terms of Reference if no submissions received.
15. Expressions of Interest should be invited from the community to fill casual vacancies on the Committee.

COUNCIL IMPLICATIONS

16. Community Engagement/Communication

Should the Council determine to extend the term of the Committee, the Terms of Reference will be placed on public exhibition to facilitate a community consultation process. Expressions of Interest from the public will be called for membership to the Committee. Committee Agendas and Minutes will be made available on the Council website.

17. Policy and Regulation

Local Government Act 1993 (NSW) s355(b)
Community Engagement Policy 2014
Community Engagement Strategy 2017

18. Financial/Long Term Financial Plan

The committee consumes a small number of hours of staff time which is absorbed within the existing budget. Other costs associated with the management of the Bundarra School of Arts Hall are included in the annual operational plan.

19. Asset management/Asset Management Strategy

The Committee is delegated authority to maintain and manage the Bundarra School of Arts Hall.

20. Workforce/Workforce Management Strategy

Council staff attend Committee meetings and investigate Committee matters as directed by Council.

21. Legal and Risk Management

A Committee constituted under s335(b) of the *Local Government Act 1993* (NSW) is covered by Council's insurance policy for public liability.

22. Performance Measures

Effective management of the Bundarra School of Arts Hall.

23. Project Management

The Director Infrastructure & Development attends Committee meetings on behalf of Council staff.



INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director – Infrastructure & Development		
Document Development Officers	Manager Governance; Project Support Officer		
Review Timeframe	Three (3) months following each general local government election		
Last Review Date:	February 2022	Next Scheduled Review Date	December 2024

Document History

Doc No.	Date Amended	Details
1	January 2022	Draft prepared
2	March 2022	Draft amended

Related Legislation	<i>Local Government Act 1993 (NSW)</i> <i>Local Government (General) Regulation 2021 (NSW)</i>
Related Policies	Uralla Shire Council Code of Conduct Uralla Shire Council Code of Meeting Practice Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Uralla Shire Council Sponsorship Policy Uralla Shire Council Hire of Council Facilities, Plant, and Equipment Policy Procurement Policy 2020 Disposal of Assets Policy 2021 Enterprise Risk Management Framework Policy 2020 Workplace Health & Safety Policy 2019
Related Procedures/ Protocols, Statements, documents	Section 355 Committee Handbook 2022 Application for Venue Hire – Event on Public Land

TABLE OF CONTENTS

1. Establishment	4
2. Purpose	4
3. Term of Committee	4
4. Functions and Duties.....	4
5. Membership	4
6. Appointment of Members and Office Bearers	5
6.1 Appointment of Members	5
6.2 Vacancies.....	5
6.3 Leave of Absence	5
6.4 Removing Members.....	6
6.5 Committee Chairperson.....	6
6.6 Committee Secretary	6
6.7 Treasurer.....	6
6.8 Bookings Officer.....	6
7. Roles and Responsibilities	6
8. Meetings	7
8.1 Meeting Frequency	7
8.2 Notice of meetings.....	7
8.3 Minutes	7
8.4 Meeting Procedure	7
8.5 Presiding Member.....	8
8.6 Quorum.....	8
8.7 Voting.....	8
8.8 Public Access	8
9. Code of Conduct and Conflict of Interest.....	8
10. Reporting.....	8
11. Delegated Authority.....	9
12. Financial Management.....	9
13. Correspondence.....	9
14. Media Liaison.....	9
15. Operational Support	10
16. Alteration of Terms of Reference and Committee Dissolution.....	10
17. Interpretation	10
18. Dispute Resolution.....	10

1. Establishment

- 1.1 The Bundarra School of Arts Hall & Community Consultative Committee (hereafter “the Committee”) is established under section 355(b) of the *Local Government Act 1993* (NSW) pursuant to Council resolution 10.11/16 made 22 November 2016.

2. Purpose

- 2.1 The Committee is established for the purpose of:
 - 2.1.1 Managing the Bundarra School of Arts Hall; and
 - 2.1.2 Providing advice to and working with Council for the benefit of Bundarra and the surrounding community on various projects from time to time.

3. Term of Committee

- 3.1 The Committee shall operate from the date Council adopts these Terms of Reference and will conclude three months after the date of the next Council election, unless terminated earlier in accordance with these Terms of Reference.

4. Functions and Duties

- 4.1 The functions of the Committee are to:
 - 4.1.1 Maintain the Bundarra School of Arts Hall in a clean and tidy condition,
 - 4.1.2 Manage the hire of the Bundarra School of Arts Hall,
 - 4.1.3 Provide advice to Council about matters of community interest or concern within Bundarra and the surrounding area and
 - 4.1.4 Work with Council as appropriate to apply for funding opportunities for Bundarra and the surrounding area, and funding for Council owned facilities.
- 4.2 It is the duty of the Committee to:
 - 4.2.1 Notify Council of any major/external items of repair or maintenance required to the Bundarra School of Arts Hall; and
 - 4.2.2 Transfer hall hire proceeds to the Council as per the agreed procedure from time to time.

5. Membership

- 5.1 Membership of the Committee shall consist of a minimum of six (6) and a maximum of 15 members of the public.
- 5.2 Two (2) non-voting councillor representatives shall be appointed by Council to the Committee.
- 5.3 Council shall aim to appoint members to the Committee from diverse backgrounds and representatives from different facets of the community.

5.4 Council shall aim to have First Nations People and their views represented on the committee.

5.5 Committee membership is on a 4 yearly basis (for the term of the Council). Following a general election of councillors, the existing Committee membership continues until such time as the Council appoints new Committee members.

5.6 A person remains a Committee member for the duration of the Committee term until:

5.6.1 Death; or

5.6.2 That person ceasing to be a member upon:

5.6.2.1 Delivering, either in writing (letter or email), a resignation to the Committee Secretary or a meeting of the Committee,

5.6.2.2 Being absent from three (3) consecutive meetings of the Committee without leave of absence from the Committee, or

5.6.2.3 Receiving written notification from Council that the person's membership with the Committee has been terminated.

5.7 A Committee member who is an Office Bearer to the Committee may resign from the position and remain a member of the Committee.

5.8 Casual vacancies shall be filled in accordance with clause 6.2.

6. Appointment of Members and Office Bearers

6.1 Appointment of Members

6.1.1 Committee members shall be approved by the Committee and appointed by Council.

6.2 Vacancies

6.2.1 The Committee Secretary should promptly advise Council of any casual vacancy.

6.2.2 The filling of any vacancy shall be approved by the Committee and appointed by the Council. Nominations and appointments to vacancies must be from the same sector or representative body as the vacant position.

6.2.3 A casual vacancy may be filled through a review of earlier expressions of interest or a call for new expressions of interest to invite nominations from the public.

6.2.4 Interested persons may nominate for a vacant position any time, regardless of whether expressions of interest have been called. Nominations shall be presented to Council for appointment.

6.3 Leave of Absence

6.3.1 Any member absent for 3 or more consecutive meetings without apology or leave of absence from the Committee shall have their position declared vacant and clause 6.2.1 shall be invoked.

6.4 **Removing Members**

6.4.1 The Council may at any time remove a member of the Committee but shall observe the principles of natural justice.

6.5 **Committee Chairperson**

6.5.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Chairperson. The method of election shall be decided by the Committee.

6.6 **Committee Secretary**

6.6.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Secretary. The method of election shall be decided by the Committee.

6.7 **Treasurer**

6.7.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Treasurer. The method of election shall be decided by the Committee.

6.8 **Bookings Officer**

6.8.1 At the first meeting of the Committee's term the Committee shall elect one of its members as Bookings Officer. The method of election shall be decided by the Committee.

7. Roles and Responsibilities

7.1 The role of a Committee member is to:

7.1.1 Participate in the deliberations of the Committee, with regard to the policy and business which is before it,

7.1.2 Be mindful of the objectives and policies of the Council as they relate to the business of the Committee,

7.1.3 Be aware of the Council resources, budget and strategic plan, and the need for efficiency and effectiveness in the activities for which the Committee has been established,

7.1.4 Be informed on issues before the Committee, to prepare adequately for meetings and seek additional information if required,

7.1.5 Be mindful of the potential for a conflict of interest to occur through participation on the Committee and to declare such interests as and when they arise,

~~7.1.6 Represent the nominating sector, body or organisation honestly and fairly; and~~

7.1.7 Observe confidentiality when it is required.

7.2 Councillor representatives to the Committee shall facilitate communication between the Committee and Council by:

7.2.1 Presenting relevant minutes of the Council to the Committee,

- 7.2.2 Reporting on the Committee's activities to the Council from time to time and
 - 7.2.3 Referring any matters requiring clarification by the Committee to the General Manager, Mayor or to the Council by way of a Councillor Delegates Report or Notice of Motion.
- 7.3 The Committee Treasurer is responsible for:
- 7.3.1 Receiving monies on behalf of the Committee and maintaining accurate records of the receipt of such monies,
 - 7.3.2 Ensuring the proper keeping of the books and accounts of the Committee, which shall be kept as directed by the General Manager and made available to the Council when required for that purpose by the General Manager,
 - 7.3.3 Providing to Council copies of quotes for procurement as required by Council's Procurement Policy,
 - 7.3.4 Organising through Council the payment of accounts and other expenses approved by the Committee on behalf of the Committee,
 - 7.3.5 All monies received by the Committee are deposited, within seven (7) days of receipt (or as soon as practical) into the bank account specified by Uralla Shire Council.

8. Meetings

8.1 Meeting Frequency

- 8.1.1 Meetings of the Committee will generally be held on a bi-monthly basis, with six (6) meetings held per annum.

8.2 Notice of meetings

- 8.2.1 Committee members will be provided notice of the meeting at least **five (5)** days before the date of the meeting and the business proposed to be considered at the meeting.

8.2.2 Invitations to be sent to Bundarra and surrounding area community groups (Attachment A) at least **five (5)** days before the date of the meeting and the business proposed to be considered at the meeting.

- 8.2.3 Notice of meetings shall be advertised on council website at least **5** days before the meeting

8.3 Minutes

- 8.3.1 Committee meeting minutes will be supplied to each Committee member and Council within **fourteen (14)** days after the Committee meeting.

8.4 Meeting Procedure

- 8.4.1 The Uralla Shire Council Code of Meeting Practice shall guide the meeting procedures of the Committee.

8.4.2 Committee meetings are exempt from webcast requirements as described in clause 5.19 of the Code of Meeting Practice.

8.5 Presiding Member

8.5.1 The Chairperson shall preside at all Committee meetings at which they are present.

8.5.2 In the absence of the Chairperson at a meeting or in the event of a conflict of interest in which the Chairperson has excused themselves from the discussion, the Committee shall elect a temporary Chairperson.

8.6 Quorum

8.6.1 The quorum required for a meeting to commence will be a majority of current voting members (half the number of current members plus one). A Committee meeting will be adjourned and rescheduled if there is no quorum present within 15 minutes.

8.7 Voting

8.7.1 A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

8.7.2 A voting members of the Committee present at any meeting shall have one (1) vote on any matter.

8.7.3 In the event of an equality of votes, the Chairperson shall have the casting vote.

8.8 Public Access

8.8.1 Meetings of the Committee shall be open to the public, except any item on the agenda closed under s10A of the *Local Government Act 1993 (NSW)*.

8.8.2 Committee business agendas and minutes shall be published to the Council website.

9. Code of Conduct and Conflict of Interest

9.1 The Uralla Shire Council Code of Conduct applies to all Committee members.

9.2 Committee members and councillor representatives are to declare conflicts of interest when any such interest arises.

9.3 Declarations of conflict of interest shall be recorded in the minutes and committee members shall abstain from voting on any matter relating to the declared conflict of interest.

10. Reporting

10.1 The Committee shall report to Council through the provision of its Minutes.

10.2 The Committee shall submit an annual report to Council by 30 September each year on the Committee's activities with a record of all monies spent and received.

11. Delegated Authority

- 11.1 Council delegates to the Committee under section 377 of the *Local Government Act 1993* (NSW) the authority to:
- 11.1.1 Elect committee member(s) to exercise the function of a booking officer for the use of the Bundarra School of Arts Hall in accordance with Council's Hire of Council Facilities, Plant, and Equipment Policy, Application for Venue Hire, and any other relevant procedures.
 - 11.1.2 To authorise expenditure of the Committee's funds within approved budget for the purposes of general maintenance of the Bundarra School of Arts Hall.
 - 11.1.3 To carry out routine inspections of the Bundarra School of Arts Hall.
- 11.2 The determination of fees and charges is subject to the approval of the Council in accordance with Section 377 of the *Local Government Act 1993* (NSW). Accordingly, the Committee is not authorised to change, waive or discount fees without the prior consent of Council.
- 11.3 No powers or functions may be delegated by the Committee to any other person or committee unless set out within these Terms of Reference.

12. Financial Management

- 12.1 The Committee is subject to the same standards of financial accountability as Council. All funds and assets held by the Committee belong to Council. The Committee is responsible for the care and control of these funds.
- 12.2 The Committee must not, at any time, incur any expenditure in excess of the amount held in the Committee's credit in the reserve held in the Committee's name at Council.
- 12.3 In any event, no expenses of any member of the Committee or the Committee shall be paid unless in accordance with a budget determined through resolution of the Committee.

13. Correspondence

- 13.1 The Committee is not permitted to issue official correspondence to government officials or government departments.
- 13.2 All official correspondence must be signed by **the Mayor or** General Manager.

14. Media Liaison

- 14.1 All media requests received must be referred to the Mayor or General Manager, who may delegate media liaison to the Committee Chair.
- 14.2 Committee members are not permitted to speak to the media on any Council matters in their capacity as a Committee member.

15. Operational Support

15.1 Uralla Shire Council will support the Committee through the provision of:

15.1.1 A meeting place (the Bundarra School of Arts Hall) and

15.1.2 Insurance coverage for volunteers.

16. Alteration of Terms of Reference and Committee Dissolution

16.1 These Terms of Reference may only be altered by Council resolution.

16.2 The Council may, at any time and either at its own initiative or upon request of the Committee, alter, delete, or add provisions to these Terms of Reference.

16.3 The Council may, by resolution, terminate the term of the Committee at its discretion.

16.4 In such event that the Council terminates the Committee term, the Council will provide formal notice to the Committee in writing including the reason for the termination.

17. Interpretation

17.1 Any ambiguity or difficulty in interpretation of these Terms of Reference shall be referred to the Council for direction.

18. Dispute Resolution

18.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination.

18.2 Where the Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson it may, by notice in writing, request the Mayor or General Manager review the issue.

18.3 Should the Committee be dissatisfied with the decision by the Mayor or General Manager it may, by notice in writing to the Mayor or General Manager, request that the matter be referred to Council for determination of the dispute by resolution of Council, whose determination of the dispute shall be final and binding upon the Committee.

Attachment A – Community Groups; Bundarra and surrounding area

Bundarra Campdraft and Rodeo
Bundarra Commons Trust
Bundarra Community Health Centre at Grace Munro
Bundarra CWA
Bundarra Jockey Club
Bundarra Kindergarten & Preschool
Bundarra Men's Shed
Bundarra Pony Club
Bundarra Residents Association
Bundarra RSL
Bundarra Rugby League Football Club
Bundarra Show Society
Bundarra Showground Land Manager
Bundarra Sport and Rec Fishing Club
Crown Land Manager; Court House & Bottle Museum
Grace Munro Auxiliary
Lions Club of Bundarra
Rural Fire Brigade
Saint Mary's Anglican Church
St Mary's Catholic Church

UINT/22/3265

15.6 DETERMINATION FOR MAYOR AND COUNCILLORS' PAYMENT OF SUPERANNUATION



Department: Corporate Services
Prepared by: Chief Financial Officer / Director of Corporate Services
TRIM Reference: UINT/22/3148

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation
Strategy: 4.2.2 Operate in a financially, responsible and sustainable manner

SUMMARY:

1. The purpose of this report is to enable Council to consider whether to provide the Mayor and Councillors the benefit of superannuation in accordance with Section 254B of the *Local Government Act 1993* (The Act).

RECOMMENDATION:

That the Mayor and Councillors be paid superannuation, and the Mayor and Councillors' remuneration be reduced by the amount of superannuation contributions made on the condition that Councillors' details are supplied.

REPORT:

2. Section 254B of the Act provides:
"254B Payment for superannuation contributions for councillors
 - (1) *A council may make a payment (a superannuation contribution payment) as a contribution to a superannuation account nominated by a councillor, starting from the financial year commencing **1 July 2022**.*
 - (2) *The amount of a superannuation contribution payment is the amount the council would have been required to contribute under the Commonwealth superannuation legislation as superannuation if the councillor were an employee of the council.*
 - (3) *A superannuation contribution payment is payable with, and at the same intervals as, the annual fee is payable to the councillor.*
 - (4) *A council is not permitted to make a superannuation contribution payment—*
 - (a) **unless the council has previously passed a resolution at an open meeting to make superannuation contribution payments to its councillors, or**
 - (b) *if the councillor does not nominate a superannuation account for the payment before the end of the month to which the payment relates, or*
 - (c) *to the extent the councillor has agreed in writing to forgo or reduce the payment.*

(5) *The Remuneration Tribunal may not take superannuation contribution payments into account in determining annual fees or other remuneration payable to a mayor or other councillor....”*
(emphasis added)

3. The payment of superannuation to Mayors and Councillors is optional; a resolution of Council is required to make superannuation contribution payments to its Mayor and Councillors.
4. If Council passes the resolution to make superannuation contribution payments to the Mayor and Councillors, the earliest possible date that such benefit can be received is from 1 July 2022.
5. Should council pass the resolution, the Mayor and/or individual Councillors will only be paid superannuation if they provide their superannuation account details to Council, otherwise the full payment will continue.
6. As the Mayor and Councillors are unable to be paid superannuation until 1 July 2022, the earliest date the Mayor and Councillors can benefit from an *increase* in superannuation contributions is from 1 July 2023.

CONCLUSION:

7. It is recommended that the Mayor and Councillors be paid superannuation, and the Councillors' remuneration be reduced by the amount of superannuation contributions made.

COUNCIL IMPLICATIONS:

8. **Community Engagement/ Communication**
Council must pass this resolution in an open meeting.
9. **Policy and Regulation**
Local Government Remuneration Tribunal's Determination
Sections 254B of the *Local Government Act 1993*.
10. **Financial /Long Term Financial Plan**
The recommendation may impact financially, unless the Councillors' remuneration is reduced by the amount of superannuation contributions made.
11. **Asset Management / Asset Management Strategy**
Not applicable.
12. **Workforce / Workforce Management Strategy**
Not applicable.
13. **Legal and Risk Management**
The risks associated with the adoption of the 2021/22 Mayor and Councillor payment of superannuation have been identified as low.
14. **Performance Measures**
Council resolves on the issue of paying superannuation to its Mayor and Councillors.
15. **Project Management**
Chief Financial Officer

15.7 COMMUNITY GRANTS PROGRAM 2021 – 2022 ROUND 2
APPLICATION ASSESSMENTS REPORT



Department: Corporate Services
Prepared by: Communications Officer
TRIM Reference: UINT/22/3100

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 1.3 A diverse and creative culture
Strategy: 1.3.3 Lobby government, companies and other individuals to secure funding for cultural and creative expression fields
Activity: 1.3.3.1 Enhance opportunities for community cultural and creative expression
Action: 1.3.3.1.1 Coordinate and deliver Council's annual community grants and financial assistance programs

SUMMARY:

1. This report provides the outcomes and recommendations of the Community Grants Panel's assessment of the applications received for Round 2 of the 2021-22 Uralla Shire Community Grants Program.

RECOMMENDATION:

Council approve Community Grants Program 2021-22 Round 2 funding allocations of \$4000 to the following applicants in accordance with the general grant conditions:

- I. **Application 1 - Uralla Showground Land Manager**
The Committee recommend supporting the cost of the wheelbarrow, rake, mower, totalling \$750.00
- II. **Application 2 - Kingstown Public Hall Manager**
The Committee recommend contributing \$1000
- III. **Application 3 - Uralla Neighbourhood Centre**
The Committee recommend contributing \$1250
- IV. **Application 4 - Uralla History Hub Research Project**
The Committee recommend that space continue to be found in the Library and \$1000 of in-kind resources at cost including such items as printing and internet access be made available to the Hub funded by the grant.

REPORT:

2. Council conducts two rounds of its Community Grants Program each financial year in accordance with Council’s Community Grants Policy and associated Guidelines
3. Council’s 2021-22 budget for its Community Grants Program is \$10,000 of which \$6000 has already been allocated
4. Applications under the second round of the 2021-22 Community Grants Program opened on 1 February 2022 with submissions received up to 5pm, 28 February 2022.
5. Non-recurrent grants of up to \$3,000 (which may include in-kind support) are available to community groups and organisations to undertake projects/activities/events, or to purchase items, which benefit the wider Uralla community.
6. Non-recurrent grants of up to \$300 are available to residents of Uralla Shire to pursue achievements in their chosen area of expertise; this may include, but is not limited to, significant sports and recreation, arts and culture and academic endeavours.
7. Council received four applications under Round 2 of the Program. The merits of all applications were assessed by the Community Grants Panel, consisting of Councillors Burrows, O’Connor, and Petrov.

Table 1 – Applications Received

Applicant	Amount requested	Proposed Project
Uralla Showground Land Manager	\$1,575	Gardening equipment to help volunteers maintain the space
Kingstown Public Hall Manager	\$3,000	Restoration of one tennis court for community use
Uralla Neighbourhood Centre	\$1845	Uralla Garden Project – Garden edging and Browser’s Food Forest
Uralla History Hub Research Project	\$3,000	Services to residents and visitors regarding history of the area and people
Total	\$9,420	

8. The four submissions were assessed by the Community Grants Panel against the criteria as listed in the Community Grants Program Guidelines. The community Grant Panel’s assessments are set out in Table 2.
9. This report contains recommendations from the Community Grants Panel to award grants to each of the four applicants. Table 2 contains the proposed funds to be allocated for each recipient.

Table 2 – Panel Assessments

Applicant	Amount requested	Suggested amount to be awarded
Uralla Showground Land Manager	\$1,575	\$750
Kingstown Public Hall Manager	\$3,000	\$1,000

Uralla Neighbourhood Centre	\$1845	\$1,250
Uralla History Hub Research Project	\$3,000	\$1,000
Total	\$9,420	\$4,000

10. Once funding allocation is approved and a resolution is passed by Council approving the grants, letters of grant offers will be forwarded to the successful applicants together with conditions and offer acceptance documentation to be signed and returned to Council.

CONCLUSION:

11. Council received two applications from community groups/organisations under Round 2 of the 2021-22 Community Grants Program
12. The Community Grants Panel have assessed the applications and provided recommendations to award partial funding to all applications.

COUNCIL IMPLICATIONS

13. Community Engagement/Communication

Applications for Round 1 of the Community Grants Program were called via Public

Notice in Council’s newsletter, website, media release and via social media. The Community Grants Program was further advertised via email to the database of community groups and organisations.

14. Policy and Regulation

The Community Grants Program Policy can be viewed on Council’s website, refer: <https://www.uralla.nsw.gov.au/Council/Council-information/Policies-and-Codes>

15. Financial/Long Term Financial Plan

Should Council endorse the Community Grants Panel’s recommendations, Council will commit \$4,000 under Round 2 of Community Grants awarded during the 2021-22 financial year which is within the program’s budget

16. Asset management/Asset Management Strategy

Nil

17. Workforce/Workforce Management Strategy

Nil

18. Legal and Risk Management

Financial: This report addresses the issues relating to the budget and allocation of the community grants. Grants are required to be acquitted. The risk is identified as low.

Reputation: There may be isolated concerns in relation to the distribution of the funds. This is assessed as low.

19. Performance Measures

Successful completion of projects as reported via grant acquittal submitted within 60 days of completion of projects.

20. Project Management

Communications Officer

15.8 DRAFT ASSET MANAGEMENT POLICY AND STRATEGY



Department:	Infrastructure & Development	
Prepared by:	Director Infrastructure & Development	
TRIM Reference:	UINT/22/1535	
Attachments:	UINT/22/1571	1. Draft Policy: Asset Management 2022
	UINT/22/1615	2. Draft Strategy: Asset Management 2022-2032

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.3	Develop and consistently apply an asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to ensure intergenerational equity and sustainability

SUMMARY:

1. This report presents the draft Asset Management Policy and draft Asset Management Strategy (attached) for Council's consideration.
2. It is important that Council sets its Asset Management Policy and Asset Management Strategy as part of its suite of integrated planning and reporting (IP&R) strategic documents at the beginning of the term of Council.
3. IP&R strategic documents are required to be endorsed within the first twelve months of the term of Council, with the policy and strategy that leads Council's management of its assets being set early in that process.

RECOMMENDATION:

That Council place the draft Policy: Asset Management 2022 and draft Strategy: Asset Management 2022-2032 on public exhibition for a period of not less than 28 days and invite submissions from the public and, if no submissions are received during the public exhibition period, adopt the Policy and Strategy.

REPORT:

4. Asset management planning is one of three inter-related elements of Council's Resourcing Strategy. Long term financial planning, workforce management planning, and asset management planning together demonstrate how work identified in the Delivery Program and Operational Plan will be resourced.
5. The key objective of asset management planning is to provide the required level of service for the community in accordance with the Community Strategic Plan and in the most cost-effective manner.
6. Levels of service are key business drivers for asset planning, along with technical requirements that ensure asset sustainability. Council's infrastructure assets include roads, bridges, footpaths

and cycleways, water and sewerage systems, urban drainage, plant and equipment, buildings, recreational facilities, parks and gardens.

7. The *Integrated Planning & Reporting Guidelines for Local Government in NSW* (“IPR Guidelines”) set out the general requirements for asset management planning, including the preparation and adoption of an Asset Management Policy, an Asset Management Strategy and Asset Management Plans for each class of assets to support the Council’s Community Strategic Plan and Delivery Program.
8. This report presents the draft Policy: Asset Management 2022 and draft Strategy: Asset Management 2022-2032 for Council’s consideration.
9. The draft documents have been developed in consultation with Council’s internal stakeholders and Councillors.
10. The Policy guides the implementation of consistent asset management planning at Uralla Shire Council. The Strategy identifies how Council will achieve the objectives and principles as set out in the Policy.
11. The draft Policy: Asset Management 2022 is an update of Council’s current Infrastructure Asset Management Policy 2015.
12. Council does not currently have an adopted Asset Management Strategy.

Asset Management Policy

13. The draft Policy: Asset Management 2022 sets the direction and foundation of Council’s asset management practices in alignment with the Community Strategic Plan.
14. The draft Policy: Asset Management 2022 is attached to this report at Attachment 1.
15. Council is responsible for a large and diverse asset base and a significant portion of Council’s resources are spent operating, maintaining, improving, and growing these assets for the benefit of the Uralla Shire community.
16. Effective and sustainable asset management is based on optimising the whole of life costs of infrastructure assets, while meeting the present and future service delivery needs of the community and minimising exposure to risk.
17. The policy sets out the objectives, principles, asset management practices, and responsibilities to guide Council’s implementation and consistent asset management planning.
18. The framework and principles outlined in the policy ensure Council has the systems, processes and resources for the sustainable lifecycle management of the infrastructure assets owned, controlled or maintained by Council, by:
 - a. Supporting Council in implementing appropriate asset management, community engagement, and financial resourcing strategies to meet the present and future infrastructure needs of the community; and
 - b. Demonstrating transparent and responsible asset management planning that aligns with appropriate best practice, service standards, and the sustainability goals of the Council.

Asset Management Strategy

19. The purpose of the draft Strategy: Asset Management 2022-2032 is to show how the asset portfolio, with a current replacement value of approximately \$344 million as at 30 June 2021, will achieve the vision and goals of the Community Strategic Plan.

20. This strategy forms a part of Council’s Resourcing Strategy as required by the Local Government Integrated Planning and Reporting framework in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.
21. The draft Strategy: Asset Management 2022-2032 is attached to this report at Attachment 2.
22. The Strategy states the approach to achieving the objectives and principles as set out in the Asset Management Policy.
23. The Strategy assesses Council’s current asset management processes and provides guidance to Council on improving its asset management systems and practices.
24. The strategy is a ‘living’ document with milestones aimed at improving Council’s asset management processes and procedures.
25. The strategy is divided into three key sections:
 - a. Part 1 - What assets do we have?
An analysis of Council’s current asset portfolio, asset management practices, and a summary of assets that have been identified as critical to Council’s operations.
 - b. Part 2 - Where do we want to be?
This section includes specific goals from the Asset Management Policy framework that Council wishes to reach over the life of this iteration of the Asset Management Strategy.
 - c. Part 3 - How will we get there?
The final section of this strategy identifies how Council intends to meet its asset management goals, and how Council will manage progress and measure its performance.

CONCLUSION:

26. The draft Policy: Asset Management 2022 and draft Strategy: Asset Management 2022-2032 are presented to Council for endorsement for public exhibition to invite submissions from the public, and adoption if no submissions received during the exhibition period.

COUNCIL IMPLICATIONS

27. Community Engagement/Communication

The report proposes the documents are placed on public exhibition for a period of not less than 28 days and submissions invited from the public.

28. Policy and Regulation

Local Government Act 1993 (s 403 Resourcing strategy, s 406 Integrated planning and reporting guidelines)

Local Government (General) Regulation 2021 (r 196A Integrated planning and reporting guidelines—the Act, s 406)

Integrated Planning & Reporting Guidelines for Local Government

29. Financial/Long Term Financial Plan

Asset management is a key component of the Council’s long term financial sustainability.

30. Asset Management Policy/Asset Management Strategy

The Asset Management Policy guides the implementation of consistent and sustainable asset management planning at Uralla Shire Council. The Asset Management Strategy identifies how Council will achieve the objectives and principles as set out in the Policy.

31. Workforce/Workforce Management Strategy

Council staff.

32. Legal and Risk Management

Effective financial and asset management is a requirement of the *Local Government Act 1993*. Policies and Strategies are designed to mitigate Council's various risks. The risk associated with adopting the Policy and Strategy is considered to be low.

33. Performance Measures

Compliance with the *Local Government Act 1993* and the Integrated Planning & Reporting Guidelines for Local Government.

34. Project Management

Director Infrastructure and Development; Asset Manager



Policy:

Asset Management

2022

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Infrastructure & Development		
Document Development Officer	Asset Manager		
Review Timeframe	4 years		
Last Review Date:	2021	Next Scheduled Review Date	2025

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
1	July 2015	Adopted Council resolution 14.07/15
2	March 2022	Document amendments prepared

Further Document Information and Relationships

Related Legislation*	<i>Local Government Act 1993, Office of Local Government, NSW Government and Local Government (General) Regulation 2021, Office of Local Government, NSW Government)</i>
Related Policies	Uralla Shire Council Community Strategic Plan Uralla Shire Council Resourcing Strategy <ul style="list-style-type: none"> - Long Term Financial Plan - Workforce Management Plan Community Engagement Policy Community Engagement Strategy
Related Procedures/ Protocols, Statements, documents	NSW Office of Local Government - Integrated Planning & Reporting Handbook for Local Councils in NSW International Infrastructure Management Manual (2015), IPWEA Australian Accounting Standards Asset Valuation Guidelines ISO 55000: Asset Management – Overview, principles and terminology ISO 55001: Asset Management – Management Systems - Requirements ISO 55002: Asset Management – Management Systems – Guidelines for the Application of ISO 55001

Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

TABLE OF CONTENTS

1. INTRODUCTION	2
2. PURPOSE AND SCOPE	2
3. DEFINITIONS.....	2
4. POLICY STATEMENT	3
4.1 Objectives	3
4.2 Principles	4
4.3 Asset Management Practices	5
4.4 Responsibilities	6
5. LEGISLATIVE AND STRATEGIC CONTEXT	8
6. REVIEW	8

DRAFT

1. INTRODUCTION

- 1.1 Infrastructure assets are integral to meeting the community's social, economic and recreational needs. Uralla Shire Council is responsible for a large and diverse asset base and a significant portion of Council's resources are spent operating, maintaining, improving, and growing these assets for the benefit of the Uralla Shire community.
- 1.2 Effective and sustainable asset management at Uralla Shire Council is based on optimising the whole of life costs of infrastructure assets, while meeting the present and future service delivery needs of the community and minimising exposure to risk.
- 1.3 This policy guides the implementation of consistent asset management planning at Uralla Shire Council. The framework and principles outlined in this policy ensure Council has the systems, processes and resources for the sustainable lifecycle management of the infrastructure assets owned, controlled or maintained by Council.

2. PURPOSE AND SCOPE

- 2.1 The purpose of this policy is to:
 - 2.1.1 Outline objectives, principles, practices, responsibilities and legal framework for the sustainable and effective lifecycle management of all infrastructure assets owned, controlled and/or maintained by Council;
 - 2.1.2 Support Council in implementing appropriate asset management, community engagement, and financial resourcing strategies to meet the present and future infrastructure needs of the community; and
 - 2.1.3 Demonstrate transparent and responsible asset management planning that aligns with appropriate best practice, service standards and the sustainability goals of the Council.
- 2.2 This policy applies to infrastructure asset classes that are owned, managed or under the care and control of Council.
- 2.3 This policy does not apply to intangible assets, people, intellectual property, and financial instruments.
- 2.4 This policy is applicable across the organisation, including departments that do not have specific responsibilities for managing the infrastructure assets but make use of these assets in the delivery of services.

3. DEFINITIONS

- 3.1 **Assets** are resources controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of infrastructure, property, plant and equipment which are non-current assets with a life greater than 12 months and enable the provision of services.
- 3.2 **Asset management** is the combination of management, financial, economic, engineering, and other practices applied to infrastructure assets with the objective of providing the required level of service in the most cost effective manner.

- 3.3 **Appropriate best practice** refers to the application of best practice processes in asset management, taking into account lifecycle costs and systems to meet the required level of service.
- 3.4 **Intergenerational equity** refers to the concept of fairness between generations. Each generation has the right to inherit the same resources enjoyed by previous generations and the equitable access to enjoyment and use of those resources. In an asset management context, intergenerational equity seeks current users of an asset who benefit from its use to pay their pro rata share of costs involved in the future replacement of the asset.
- 3.5 **Level of service** is the defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability, and cost. Service levels are established through community consultation, by law and by assessment of need.
- 3.6 **Lifecycle cost** refers to the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation, and disposal.
- 3.7 The **Community Strategic Plan** is the Council's overarching 10-year strategy which identifies long term goals and priorities for the community and the local government area.
- 3.8 The **Resourcing Strategy** articulates how Council will implement and resource the vision described in the Community Strategic Plan and consists of three components, being Council's long term financial planning, workforce management planning, and asset management planning.
- 3.9 The **Long Term Financial Plan (LTFP)** is a 10-year rolling plan that informs decision-making and demonstrates how the objectives of the Community Strategic Plan and commitments of the Delivery Program and annual Operational Plan will be resourced and funded.
- 3.10 The **Delivery Program** sets out the medium term strategies and activities to deliver the long term goals and priorities of the Community Strategic Plan.
- 3.11 The **Operational Plan** is the annual plan which identifies short term actions to deliver the activities identified in the Delivery Program.
- 3.12 The terms **sustainable** and **sustainability** in this policy refer to both environmental and financial sustainability.

4. POLICY STATEMENT

4.1 Objectives

- 4.1.1 The key objectives of asset management are:
- 4.1.1.1 To safeguard Council's assets through the implementation of a comprehensive asset management strategy and development of appropriate financial resourcing strategies;
 - 4.1.1.2 That Council services and infrastructure are fit for purpose with the appropriate level of service provided to residents, businesses, and visitors in a financially and environmentally sustainable manner;
 - 4.1.1.3 To take an integrated approach across the organisation to asset management planning;

- 4.1.1.4 To identify resource and operational capabilities and assign responsibility for asset management;
- 4.1.1.5 To provide high level oversight of financial and asset management responsibilities through reporting to Council on the development and implementation of the Asset Management Strategy, asset management plans, and Long Term Financial Plan; and
- 4.1.1.6 To meet Council's legislative requirements in all operations.

4.2 Principles

4.2.1 The following principles are central to and guide Council's effective and sustainable asset management:

- 4.2.1.1 A consistent asset management system must be maintained to implement systematic asset management and appropriate best practice throughout the organisation.
- 4.2.1.2 Sufficient resources will be allocated for the development and implementation of the Asset Management Strategy, asset management plans, asset management systems and associated service level documents.
- 4.2.1.3 Lifecycle costs will be reported and considered in decisions relating to new services and assets, and upgrading of existing services and assets.
- 4.2.1.4 Asset management practices and decisions will consider an asset's impact on current and future environmental, economic, social and cultural outcomes.
- 4.2.1.5 Service and budget funding decisions will be based on Council's Long Term Financial Plan.
- 4.2.1.6 Council will develop, adopt and maintain a long term Asset Management Strategy that supports and is responsive to the needs of the community, outlining how Council will undertake effective asset management.
- 4.2.1.7 Asset renewals, disposals, upgrades or provision of new assets will be carried out in accordance with Council's strategy that includes demonstrated need, lifecycle cost, alternative modes of delivery, sustainability, equitable distribution of resources, and accessibility.
- 4.2.1.8 Council will ensure service demand is the primary driver for asset management practices by:
 - a) Establishing and monitoring levels of service for each asset class;
 - b) Undertaking consultation with the community and key stakeholders as required in determining service and intervention levels; and
 - c) Identifying and monitoring risks to assets and associated levels of service.

- 4.2.1.9 Affordable level of service will be determined in consultation with the community and will consider the willingness and capacity to pay for service and inter-generational equity.
- 4.2.1.10 Asset management practices will conform to legislative requirements and reflect best practice in the industry.
- 4.2.1.11 Asset management processes and performance will be regularly reviewed to identify opportunities for continuous improvement.
- 4.2.1.12 Asset management performance and progress will be incorporated into Council's integrated planning and reporting framework and will be reported regularly to the community.

4.3 Asset Management Practices

- 4.3.1 Asset management forms an integral element of Council's planning, budgeting and reporting frameworks. Council will commit to the following asset management practices in the development of an Asset Management Strategy and asset management plans for Council's key infrastructure assets:
 - 4.3.1.1 Planned maintenance, renewal, replacement, and disposals scheduling for new and existing assets;
 - 4.3.1.2 Effective spending by identifying sustainable lifecycle options;
 - 4.3.1.3 Reducing future lifecycle costs by considering Renewal and New implications and applying an optimised level of maintenance and renewal;
 - 4.3.1.4 Reducing future asset loss by adopting optimal intervention phases;
 - 4.3.1.5 Planning for a minimum period of 10 years and focusing on long term sustainability for the benefit of current and future generations;
 - 4.3.1.6 Undertaking regular reviews and modifying maintenance and renewal programs as required, based on:
 - 4.3.1.6.1 Changing asset conditions;
 - 4.3.1.6.2 Community consultation, feedback and objectives as part of the Operational Plan review process; and
 - 4.3.1.6.3 Circumstantial events (e.g. additional funding opportunities, weather events, etc);
 - 4.3.1.7 The integration of asset management into existing planning and operational processes;
 - 4.3.1.8 Asset renewal plans will be prioritised and implemented progressively based on the level of service required and the effectiveness of the current assets to provide that level of service;

- 4.3.1.9 Systematic and cyclic renewal reviews will be applied to all asset classes to ensure the assets are managed, valued, and depreciated in accordance with appropriate best practice, applicable Australian Standards, and legislative requirements; and
- 4.3.1.10 Council's asset management systems will be reviewed bi-annually to ensure data, modelling, and planning is accurate and relevant to needs of Council and the community.

4.4 Responsibilities

4.4.1 Asset management requires a whole of organisation approach. Appropriate skills development and training programs will be delivered as required to increase awareness and build internal capacity to undertake the required asset management activities. Capacity building includes training for Councillors and Council staff.

4.4.2 Council recognises the importance of establishing well-defined roles and responsibilities for its staff and Council with respect to asset management. The asset management responsibilities for key stakeholders are summarised below.

4.4.3 Councillors

The governing body of Council acts as steward for infrastructure assets and is responsible for the strategic direction of Council's asset management practices, including:

- 4.4.3.1 Adopting Council's asset management policy, strategy, and asset management plans;
- 4.4.3.2 Approving the Long Term Financial Plan to provide sufficient resources for Council's asset management activities; and
- 4.4.3.3 Base Council's asset management decisions making on community consultation undertaken in accordance with Council's Community Engagement Strategy.

4.4.4 General Manager

The General Manager is responsible for:

- 4.4.4.1 The implementation of this policy;
- 4.4.4.2 Allocating the appropriate staff resources to undertake the asset management activities determined by Council; and
- 4.4.4.3 Directing the preparation of maintenance and new/renewal asset works programs in accordance with Council's approved Asset Management Strategy, Policy and Resourcing Strategy and monitoring their outcomes.

4.4.5 Director

Council's Director Infrastructure and Development is responsible for:

- 4.4.5.1 Managing asset management activities consistent with asset management objectives;
- 4.4.5.2 Reporting accurate and reliable information to Council for its decision making; and

4.4.5.3 Directing staff development so that staff are appropriately trained and skilled to perform the required asset management functions.

4.4.6 Asset Manager / Asset Management Team

The Asset Manager/Asset Management Team is responsible for:

- 4.4.6.1 Distributing the policy and promoting asset management across the organisation;
- 4.4.6.2 Monitoring and evaluating asset management practice and the implementation of the Asset Management policy and strategy;
- 4.4.6.3 Developing asset management plans for Council's asset groups in accordance with Council's Community Engagement Strategy;
- 4.4.6.4 Providing a coordinated and collaborative approach to asset management and asset management improvement across Council;
- 4.4.6.5 Adopting a cross-functional view and resolve differences between business units when necessary and provide asset management leadership and support to achieve the benefits sought by Council;
- 4.4.6.6 Managing risk associated with asset management;
- 4.4.6.7 Reporting to the Executive Team on asset management performance and improvement actions; and
- 4.4.6.8 Monitoring, reviewing, and updating this policy.

4.4.7 Managers and Supervisors

Management and supervisory staff are responsible for:

- 4.4.7.1 Developing and implementing asset management systems, operational policies and procedures for individual asset classes;
- 4.4.7.2 Developing and implementing improvement plans for individual asset classes;
- 4.4.7.3 Implementing maintenance, rehabilitation, and capital works programs in accordance with asset management plans and the annual budget/LTFP;
- 4.4.7.4 Consulting with stakeholders and delivering levels of service to agreed risk and cost standards;
- 4.4.7.5 Managing infrastructure assets in consideration of long term sustainability; and
- 4.4.7.6 Utilising integrated asset management systems appropriately for asset management tasks.

4.4.8 Staff

Employees are responsible for the management of assets within their area of responsibility as determined under asset management plans.

5. LEGISLATIVE AND STRATEGIC CONTEXT

- 5.1 Council has obligations under the *Local Government Act 1993* in relation to effective financial and asset management. This policy is a key component of Asset Management Planning of Council's Resourcing Strategy as required under the Integrated Planning and Reporting framework.
- 5.2 Requirements of Integrated Planning and Reporting outline that Council must account for and plan for all of the existing assets under its ownership, and any new asset solutions proposed in its Community Strategic Plan and Delivery Program.

6. REVIEW

- 6.1 This policy must be reviewed and re-adopted by Council, as part of Council's commitment to continual improvement, not less than every four years or as Council determines from time to time in line with policy changes or legislative requirements.



Strategy:

Asset Management

2022-2032

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Director Infrastructure & Development		
Document Development Officer	Asset Manager		
Review Timeframe	4 years		
Last Review Date:	2022	Next Scheduled Review Date	2025

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
1	February 2022	Document prepared

Further Document Information and Relationships

Related Legislation*	Local Government Act 1993 (NSW) Local Government (General) Regulation 2021 (NSW)
Related Policies	Uralla Shire Council Community Strategic Plan Uralla Shire Council Resourcing Strategy <ul style="list-style-type: none"> - Long Term Financial Plan - Workforce Management Plan Uralla Shire Council Asset Management Policy
Related Procedures/ Protocols, Statements, documents	NSW Office of Local Government - Integrated Planning & Reporting Handbook for Local Councils in NSW. International Infrastructure Management Manual (2011), IPWEA Australian Accounting Standards

**Note: Any reference to Legislation will be updated in the Strategy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.*

TABLE OF CONTENTS

EXECUTIVE SUMMARY.....	3
CONTEXT.....	3
VISION.....	4
PART 1 - WHAT ASSETS DO WE HAVE	6
1. CURRENT SITUATION.....	6
1.1 COUNCIL’S CURRENT ASSET STOCK.....	6
1.2 CRITICAL ASSETS	8
1.3 ASSET CONDITION	8
1.4 VALUE OF ASSETS AND ONGOING COSTS	9
1.5 LONG TERM ASSET EXPENDITURE AND FUNDING	11
1.6 CURRENT ASSET MANAGEMENT PRACTICES.....	11
1.6.1 Asset Management Team.....	11
1.6.2 Asset Management Plans	11
1.6.3 Asset Management Systems.....	11
PART 2 - WHERE DO WE WANT TO BE	12
2. ASSET SUMMARY.....	12
2.1 ASSET DOCUMENTATION	12
2.1.1 Asset Management Plan Development.....	12
2.1.2 Legislative Requirements.....	12
2.1.3 ‘Living’ Asset Management Plans	12
2.2 ASSET DATA	13
2.2.1 Data Capture.....	13
2.2.2 Condition Assessment	13
2.2.3 Risk Assessment Framework	13
2.2.4 Asset Management System	14
2.3 ASSET PROGRAMMING & PLANNING.....	14
2.3.4 Renewal Planning	15
2.3.5 Maintenance Planning.....	15
2.3.6 Acquisition/Disposal Planning	15
2.3.7 Measuring Asset Expenditure and Lifecycle Costing.....	15
2.3.8 Service Level Reviews	16
2.4 GAP ANALYSIS.....	16
PART 3 - HOW WILL WE GET THERE	18
3. HOW WILL WE GET THERE?.....	18
3.1 KEY ASSET MANAGEMENT STRATEGIES	18
3.2 ASSET MANAGEMENT IMPROVEMENT PLAN.....	19
4. MANAGING PROGRESS.....	20
4.1 PERFORMANCE MEASUREMENT	20
4.2 AMS REVIEW	20
5. GLOSSARY	21

This page has been left blank intentionally

EXECUTIVE SUMMARY

This Asset Management Strategy (AMS) sets out an assessment of the asset management processes within Uralla Shire Council and provides guidance to Council on improving its asset management systems and practices in accordance with International Infrastructure Management Manual (IIMM) and the ISO 55000 Asset Management Standards.

This strategy forms a part of Council's Resourcing Strategy as required by the Local Government Integrated Planning and Reporting framework in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*. This AMS supplements Council's Asset Management Policy and outlines the approach to achieving improved governance and accountability, effective risk management, financial efficiency, greater sustainability and customer satisfaction as guided by the principles set out in the policy.

Uralla Shire Council, throughout its local government area, maintains a vast variety of assets with a current replacement value of **\$343,991,000 as at 30 June 2021**. The core asset groups to which this AMS applies are set out in Table 1 below.

Table 1: Uralla Shire Council core asset groups

Asset Group	
1	Plant and equipment
2	Buildings
3	Roads and bridges
4	Stormwater drainage
5	Water supply network
6	Sewerage network
7	Open spaces and recreational assets

This AMS is divided into three key sections:

- **Part 1 - What assets do we have?**
 - *An analysis of Council's current asset portfolio, asset management practices, and a summary of assets that have been identified as critical to Council's operations.*
- **Part 2 - Where do we want to be?**
 - *This section includes specific goals from the Asset Management Policy framework that Council wishes to reach over the life of this iteration of the AMS.*
- **Part 3 - How will we get there?**
 - *The final section of this strategy identifies how Council intends to meet its asset management goals, and how Council will manage progress and measure its performance.*

CONTEXT

Council must have a long-term Resourcing Strategy for the provision of the resources required to perform Council's functions, including implementing the strategies set out in the Community Strategic Plan.

The AMS is a key component of the Resourcing Strategy, together with Council's Workforce Planning Strategy and Long Term Financial Plan. The goals and strategies of Council's adopted Community Strategic Plan guide

the direction of these documents by setting the overarching vision of the community and Council. The Integrated Planning & Reporting Framework (Figure 1) establishes how community consultation is the basis which informs the Community Strategic Plan, and in turn how the documents comprising the Resourcing Strategy support the Community Strategic Plan and Council’s Delivery Program.

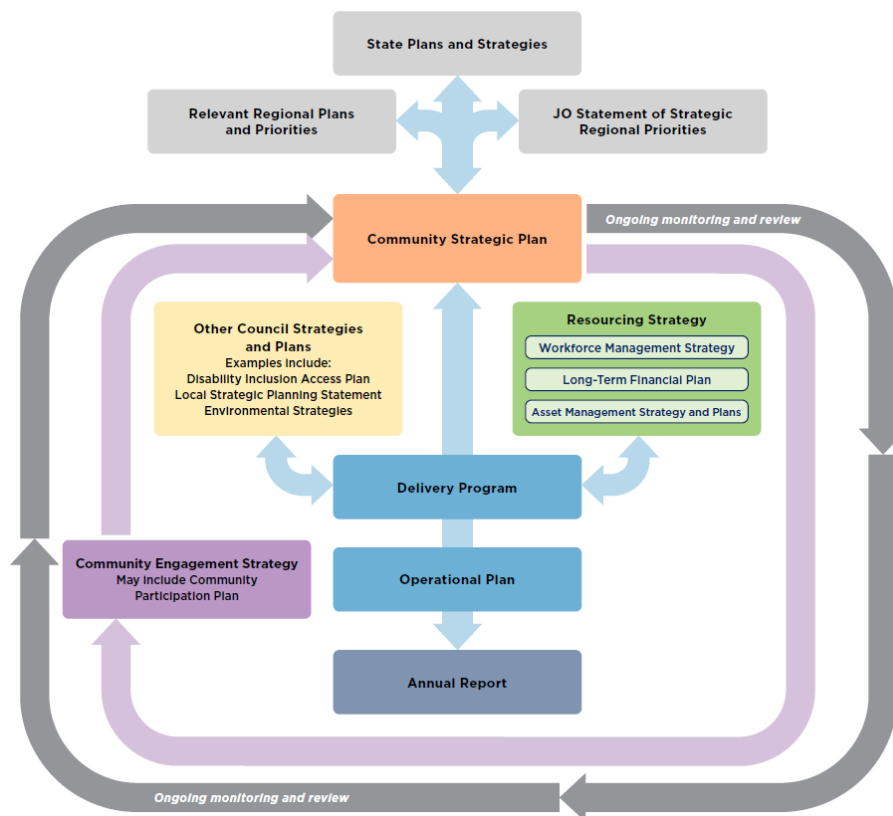


Figure 1: The Integrated Planning & Reporting Framework. (Graphic credit: Office of Local Government NSW)

VISION

To maintain the long-term financial sustainability of Council, it is essential to balance the community’s expectations for services with their ability to pay for the infrastructure assets used to provide the services. Maintenance of service levels for infrastructure services requires appropriate investment over the whole of the asset life cycle.

Effective and sustainable asset management at Uralla Shire Council is based on optimising the whole of life costs of infrastructure assets, while meeting the present and future service delivery needs of the community and minimising exposure to risk.

Council’s objectives in this strategy as defined by its adopted Asset Management Policy are:

- To safeguard Council’s assets through the implementation of a comprehensive asset management strategy and development of appropriate financial resourcing strategies;
- That Council services and infrastructure are fit for purpose with the appropriate level of service provided to residents, businesses, and visitors in a financially and environmentally sustainable manner;
- To take an integrated approach across the organisation to asset management planning;

- To identify resource and operational capabilities and assign responsibility for asset management;
- To provide high level oversight of financial and asset management responsibilities through reporting to Council on the development and implementation of the Asset Management Strategy, Asset Management Plans, and Long Term Financial Plan; and
- To meet Council's legislative requirements in all operations.

PART 1 - WHAT ASSETS DO WE HAVE

1. CURRENT SITUATION

1.1 COUNCIL'S CURRENT ASSET STOCK

1.1.1 Uralla Shire Council is responsible for a large and diverse asset base across the Uralla Shire Local Government Area. Council's assets are summarised below and are categorised by the Community Strategic Plan themes, illustrating how these assets help meet the goals set out in the Community Strategic Plan:

1.1.1.1 *Our Society*

- Community buildings
- Library assets
- Cemetery assets
- Parks & recreational spaces
- Swimming pool
- Heritage assets
- McMaugh Gardens Aged Care Facility
- Community transport fleet

1.1.1.2 *Our Economy*

- Visitor Information Centre and visitor amenities
- Council roads & bridges
- Footpaths & cycleways
- Car parking facilities
- Kerb and guttering
- Public amenities
- Street lighting & street signage
- Street furniture
- Streetscaping
- Community buildings for lease and hire

1.1.1.3 *Our Environment*

- Water supply infrastructure
- Sewerage infrastructure
- Waste management and recycling infrastructure
- Stormwater management infrastructure
- Sustainable energy assets
- Reserves & open spaces
- Street trees

1.1.1.4 *Our Leadership*

- Corporate buildings
- Plant and machinery

1.1.2 Table 1.1.2 details the core asset groups to which this AMS applies. Council’s acquisition of new assets and ongoing data capture programs are undertaken across all asset groups, therefore the current asset stock may be subject to change over the life of this AMS.

Table 1.1.2: Current Asset Stock

Asset Group	Description of Asset Stock
1 Plant and equipment	light plant light trucks heavy plant heavy trucks passenger vehicles small plant transport vehicles
2 Buildings	major buildings minor buildings other structures
3 Roads and bridges	sealed regional roads sealed local roads unsealed regional roads unsealed local roads concrete bridges (regional roads) concrete bridges (local roads)
4 Stormwater drainage	storm water pipes concrete culverts box culverts
5 Water supply network	reticulation dam storage weirs reservoirs treatment plants pumping stations gauging station bores
6 Sewerage network	reticulation pump stations treatment plant transfer/trunk mains rising main telemetry systems
7 Open spaces and recreational assets	parks and open spaces caravan parks

1.2 CRITICAL ASSETS

1.2.1 The following infrastructure assets are critical to Council's operations and will include a risk management strategy within their respective core asset group asset management plans in line with ISO 550000 standards:

- Uralla and Bundarra water treatment plants
- Uralla sewer treatment plant
- Bundarra sewer treatment plan (*when operational - commencing 2022*)
- Kentucky Creek Dam and Taylor's Pond water storage supplies
- Council Depot
- Council Administration Offices and Chambers (including main server room)
- McMaugh Gardens Aged Care Facility
- Community Centre
- Waste management facilities
- Roads and bridges
- Plant and equipment

1.2.2 Council's service level business continuity plans are currently under development. Plans will ultimately incorporate the management of business continuity of the above critical assets relevant to each service area.

1.3 ASSET CONDITION

1.3.1 Council's collection of asset condition data is a continuous and ongoing process with revaluations conducted across asset groups on a four-year cycle.

1.3.2 Details pertaining to particular asset groups and their corresponding condition profiles are set out within the respective asset management plan.

1.4 VALUE OF ASSETS AND ONGOING COSTS

1.4.1 Council's total asset holdings as summarised in the annual financial statements and the relevant asset management plans for each asset category are shown in Table 1.4.1 below. The asset management plans for each asset group contain the operational and maintenance costs associated with each category.

Table 1.4.1: Value and Cost of Council's Assets as at 30 June 2021

Asset category per Note C1-7	Current Value as at 30 June 2021	Asset Management Plan (AMP)	Replacement value as at 30 June 2021
Plant & Equipment	4,486,000	Plant & Equipment AMP	8,755,000
Buildings	12,779,000	Buildings AMP	26,275,000
non-specialised		<i>[New draft to be developed to supersede previous version]</i>	
Other structures	737,000		1,754,000
Swimming pools	214,000		822,000
Sealed Roads	83,595,000	Transport AMP	116,633,000
<i>includes kerb and gutter</i>	<i>1,913,000</i>		<i>3,759,000</i>
Unsealed roads	4,999,000		17,207,000
Bridges	26,567,000		40,964,000
Bulk earthworks (non-depreciable)	62,549,000		62,549,000
Footpaths	1,512,000		1,972,000
Stormwater drainage	3,128,000	Stormwater AMP [Draft]	4,253,000
Water supply network	13,120,000	Water AMP [Draft]	29,304,000
Sewerage network	7,866,000	Sewerage AMP [Draft]	14,184,000
Other open space/ recreational assets	2,025,000	Parks & Recreation AMP [Under development]	2,462,000
Land	5,600,000	[No current AMP]	5,600,000
Furniture and fittings	288,000		1,118,000
Office equipment	78,000		770,000
Other	60,000		83,000
Heritage collections	90,000		90,000
Capital work in progress	6670,000	[Not applicable]	6,670,000
Tip assets	1954,000		2,526,000
Total	238,317,000	-	343,991,000

1.4.2 As at 30 June 2021, Council's reported replacement value and written down value of Council assets were over 343 million and 238 million respectively.

1.4.3 Figures 1.4.4.1 and 1.4.4.2 over the page illustrate the asset values comparison of Council's asset groups.

1.4.4 Council's Transport assets form the majority of Council's assets, followed by buildings, water, sewer, and plant & equipment. These assets comprise Council's core asset groups which is reflected in the development of asset management plans as listed in Table 1.4.1 above.

Gross Replacement Value

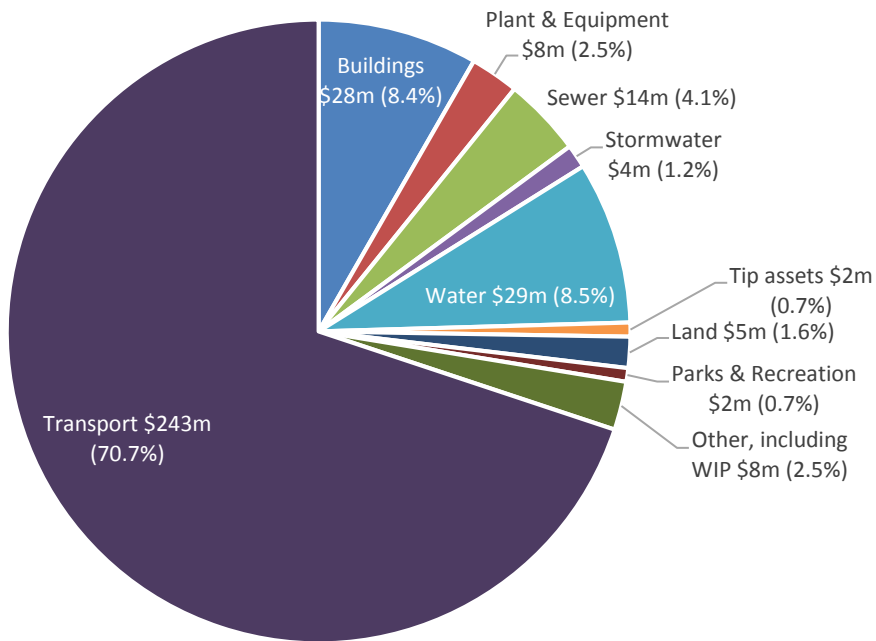


Figure 1.4.4.1: Asset Value Comparison (Gross Replacement Value)

Written Down Value

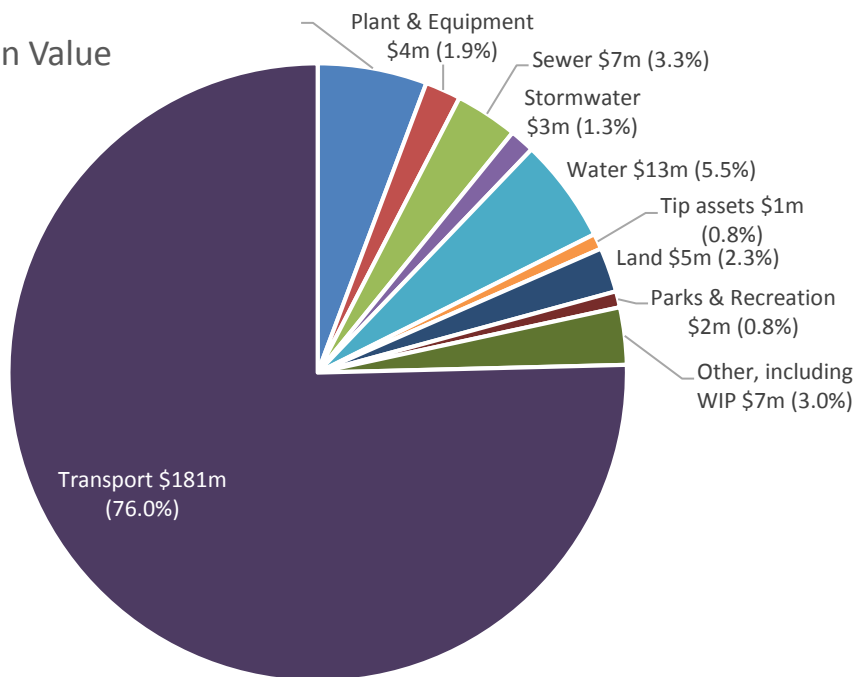


Figure 1.4.4.2: Asset value comparison (Written Down Value)

1.5 LONG TERM ASSET EXPENDITURE AND FUNDING

10 year projections to be reflected in Long term financial plan with further modelling to be developed for longer term horizons to ensure adequate funding of depreciation to develop the necessary reserves for renewals in the longer term.

1.6 CURRENT ASSET MANAGEMENT PRACTICES

1.6.1 Asset Management Team

1.6.1.1 Council's Executive Team oversees the development of all asset management related matters within Council. Council's Asset Manager collects data from relevant business units and works closely with Council's Finance Team, led by the Chief Financial Officer, which in turn provides financial asset reporting based on technical data.

1.6.1.2 Managers also have a critical role in providing data on capital works, maintenance, and operational costs.

1.6.2 Asset Management Plans

1.6.2.1 Asset management plans (AMPs) are long-term plans which outline actions and resources necessary to provide a defined service level in a cost-effective way. AMPs identify asset service standards identified by the community and provide long-term projections of asset maintenance, rehabilitation, renewal and replacement, including lifecycle costs for reflection in Council's LTFFP.

1.6.2.2 Council has developed an AMP for each core asset group. Asset management plans currently in place or under development are:

- Transport Asset Management Plan
- Buildings Asset Management Plan
- Plant & Equipment Asset Management Plan
- Stormwater Drainage Asset Management Plan
- Water Asset Management Plan
- Sewage Asset Management Plan
- Parks & Recreational Asset Management Plan

1.6.3 Asset Management Systems

1.6.3.1 In order to develop accurate and meaningful asset management plans, Council collects and records up-to-date asset management information, including:

- Asset registers;
- Asset condition assessments;
- Asset attributes (physical and lifecycle);
- Asset valuations and frequency; and
- Asset depreciation rate and method.

1.6.3.2 This information is primarily maintained through Council's electronic records management system, Geographic Information System (GIS), and financial accounting and reporting software.

PART 2 - WHERE DO WE WANT TO BE

2. ASSET SUMMARY

2.1 ASSET DOCUMENTATION

2.1.1 Asset Management Plan Development

2.1.1.1 Council is currently developing type-specific asset management plans (AMPs) for its core asset groups:

- Plant and equipment
- Buildings
- Roads and bridges
- Stormwater drainage
- Water supply network
- Sewerage network
- Open spaces and recreational assets

2.1.1.2 As at the date of the development of this strategy, Council has adopted the Transport AMP (draft update currently underway) and its Building AMP (requires review and update.)

2.1.1.3 Council's Plant & Equipment AMP, Stormwater AMP, Water AMP, Parks and Recreation AMP, are currently in draft or under development for endorsement by the Council Executive and future presentation to Council.

2.1.1.4 Finalisation and implementation of these AMPs is a key strategy adopted by Council in its Community Strategic Plan.

2.1.1.5 Development of an asset management plan review schedule has been identified as a key action in Council's 2021-22 Operational Plan.

2.1.2 Legislative Requirements

2.1.2.1 The asset management plans listed above will facilitate Council's maintenance of registers and relevant legislative requirements as applicable to specific asset types.

2.1.2.2 These asset management registers will enable decisions and actions regarding the planning, purchase, installation, operation, maintenance and renewal of Council's assets to be undertaken in a manner that is compliant with legislative requirements, codes and standards.

2.1.3 'Living' Asset Management Plans

2.1.3.1 Council's asset management plans will be updated upon the receipt of any significant new data or adoption of new asset management techniques.

2.1.3.2 At a minimum, review will occur every 4 years per the asset management plan review schedule.

- 2.1.3.3 With the implementation of process efficiencies, Council will review and update the AMP review schedule to meet best practice of undertaking annual review of its core asset management plans. This will keep asset management plans current in relation to identifying services needed by the community and the funding required to optimise asset lifecycle costs.

2.2 ASSET DATA

2.2.1 Data Capture

2.2.1.1 Complete and accurate data capture of Council's assets is fundamental to the implementation of core asset management processes:

- To meet the level of financial reporting standards required by the NSW Office of Local Government; and
- For effective planning of future infrastructure renewal requirements.

2.2.1.2 Comprehensive and reliable data is critical for Council's decision making capability to provide informed knowledge on the impact and consequences of Council's actions.

2.2.2 Condition Assessment

2.2.2.1 Condition assessment is undertaken on a 4-year cycle concurrent to Council's ongoing asset revaluation programs. Condition assessments are included in the relevant asset management plan as these documents are reviewed to assist in meeting legislative reporting requirements.

2.2.2.2 Condition assessment methods vary across asset types. Visual inspection by staff suffices for some assets whereas Council relies on independent specialists to undertake assessments of more complex structures. The NSW Office of Local Government (OLG) requires councils to undertake revaluations of their assets to ensure the financial value of the assets reflect current valuation rate.

2.2.3 Risk Assessment Framework

2.2.3.1 Management of risk and liability through a risk assessment process is fundamental in assisting Council to allocate resources and meet community expectations. The following systematic process guides the council in addressing and controlling risks:

- Establishing the context of risks
- Identifying risks
- Analysing risks
- Addressing risks
- Monitoring and reviewing risks
- Communication and consultation

2.2.3.2 Council's AMPs have risk management frameworks in place for each core asset category. The risk management framework within each AMP will be refined with each annual review of the asset management plan.

2.2.4 Asset Management System

2.2.4.1 Opportunities for continuous improvement of Council’s asset management system (e.g. integrated asset management systems software) are regularly investigated so that Council’s processes are optimised and efficient.

2.3 ASSET PROGRAMMING & PLANNING

2.3.1 There are a number of key decisions made throughout the life of an asset. These decisions are often triggered and supported by information sources such as service level reviews, opportunity assessments, research, asset performance data, and customer or community feedback.

2.3.2 Four key decisions underpin the asset lifecycle with each having significant and interdependent financial implications (both capital and operating expenditure) now and ongoing into the future:

2.3.2.1 **Acquisition planning** – the decision to procure or build a new asset;

2.3.2.2 **Renewal planning** – the decision to renew or upgrade an existing asset;

2.3.2.3 **Maintenance planning** – the decision to continue to maintain the asset; and

2.3.2.4 **Disposal planning** – the decision to retire or dispose of an asset.

2.3.3 Council’s asset decision cycle is illustrated in Figure 2.3.3 below.

2.3.4 The NSW Office of Local Government (OLG) requires councils to undertake revaluations of their assets to ensure the financial value of the assets reflect current valuation rate.

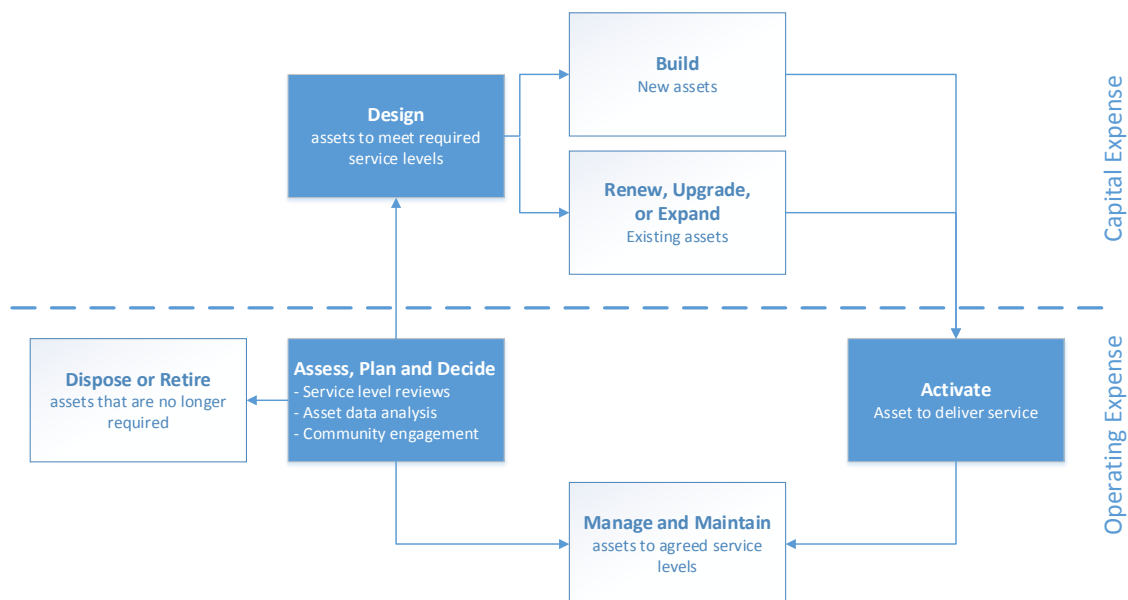


Figure 2.3.3: The Asset Decision Cycle

2.3.4 Renewal Planning

2.3.4.1 Council's renewal planning and programming is based on asset condition assessments, useful life periods, asset component costs, and risk management assessments.

2.3.4.2 Detailed renewal planning and programming is set out in the specific asset management plans.

2.3.5 Maintenance Planning

2.3.5.1 Annual operating costs include the cost to activate the asset by operating the service for which the asset was intended, as well as the scheduled and unscheduled maintenance regimes that will be required throughout its entire useful life.

2.3.5.2 Maintenance programming utilises maintenance costs, intervention levels, and agreed service levels as criteria to prioritise maintenance activities.

2.3.5.3 Detailed maintenance planning and programming is set out in each specific asset management plan.

2.3.6 Acquisition/Disposal Planning

2.3.6.1 The decision to commit capital funding to procure or build a new asset is always made with an understanding of the future consequence. It commits Council to ongoing operating costs and future capital costs.

2.3.6.2 The decision to retire or dispose of an asset will be made with consideration when an asset has reached the end of its useful life or when renewal costs exceed that of acquisition of a new replacement asset.

2.3.6.3 An acquisition and disposal program identifies assets that are required by Council as well as assets that are to be demolished or sold.

2.3.6.4 Council's asset acquisition and disposal program is captured within each specific asset management plan.

2.3.6.5 Council's Disposal of Assets Policy provides the manner in which Council assets (excluding real property) can be disposed of.

2.3.7 Measuring Asset Expenditure and Lifecycle Costing

2.3.7.1 An understanding of expenditure trends is fundamental to managing assets. Assets that are allowed to deteriorate beyond their optimum renewal period will start requiring high levels of reactive maintenance in order to control risk.

2.3.7.2 The decision not to fund an asset or to defer operating costs, or to defer funding for maintaining or renewing an asset can lead to future financial consequences that may include committing Council to greater future costs to upgrade or replace the asset.

- 2.3.7.3 To support better decision making, Council will establish an evidence-based decision framework for asset management that considers service level reviews, asset data analysis, and customer and community feedback. These lifecycle costing plans are used to develop useful life periods for different asset groups and categories.
- 2.3.7.4 Council's asset management plans contain lifecycle costing procedures for each core asset group.

2.3.8 Service Level Reviews

- 2.3.8.1 Ultimately the setting of the level of service will be undertaken in conjunction with the community following community consultation and engagement. This enables Council to make informed decisions on the allocation of community resources in accordance with community priorities and willingness to pay.
- 2.3.8.2 Linking of levels of service and the cost of service delivery is an essential component of Council's strategic asset management. Undertaking service level reviews and the development of business unit plans across the organisation is an ongoing process. Service reviews document the true costs of the delivery of Council services, the service levels desired by the community, and what level the community is willing to pay for.
- 2.3.8.3 These regular service level reviews further inform Council's intervention levels, risk management, and overall planning framework. Regular service level reviews enable Council to undertake community consultation more effectively and enable Council to make decisions on levels of service and costs in setting budgets.
- 2.3.8.4 Service level reviews will also inform reviews of each asset management plan.

2.4 GAP ANALYSIS

- 2.4.1 Council seeks to continuously improve its asset management planning to provide better infrastructure and services to the community in line with the community's desired level of service. To establish the current level of asset management performance and identify the key areas for future improvements, an assessment and gap analysis should be undertaken.
- 2.4.2 The gap analysis considers three core themes covering Stewardship, Asset Management Planning and Financial Planning. The key practice areas considered for continuous improvement in asset management are presented in Table 2.4.3 below.
- 2.4.3 Table 2.4.3 summarises the importance of each practice area that should be undertaken well and periodically improved to enhance asset management capability and performance at Council.

Table 2.4.3: Asset Management Practice Area Importance

Theme	Practice Area	Importance
Stewardship	Asset Management Policy	High
Asset Management Planning	Asset Management Strategy	High
Asset Management Planning	Asset Management Plans	High
Asset Management Planning	Asset identification and recording	High
Asset Management Planning	Asset condition data	High
Asset Management Planning	Asset data maintenance	High
Financial Planning	Asset accounting	High
Stewardship	Asset management accountability and responsibility	High
Asset Management Planning	Linking service levels and delivery costs	Medium
Asset Management Planning	Risk management consideration in plans	Medium
Asset Management Planning	Technology systems integration	Medium
Financial Planning	Lifecycle costs in investment decisions	Medium
Financial Planning	Future demand impacts	Low
Stewardship	Sustainability reporting	Low

PART 3 - HOW WILL WE GET THERE

3. HOW WILL WE GET THERE?

3.0.1 Council is committed to delivering the best from its current and future asset base and therefore endeavours to continually improve its asset management processes. This Asset Management Strategy proposes the following strategies to achieve the objectives of the Community Strategic Plan and Asset Management Policy.

3.1 KEY ASSET MANAGEMENT STRATEGIES

Table 3.1: Key Asset Management Strategies

No	Asset Management Strategies	Desired Outcome
1	Develop and maintain asset management plans (AMPs) for major infrastructure asset groups according to AMP review schedule.	That AMPs remain relevant and current in relation to identifying services needed by the community and funding required to optimise whole of life costs.
2	Long term financial planning incorporates asset management plan expenditure projections with sustainable funding position outcomes.	A sustainable funding model for provision of Council services.
3	Council's decisions are made from accurate and current information in asset registers, on service level performance, costs and whole of life costs.	Improved decision making and greater value for money.
4	Responsibilities for asset management are identified and incorporated into staff position descriptions.	Responsibility for asset management is defined.
5	Establishment of quarterly Asset Management Team meetings.	Council's asset management development is monitored and reported to the Exec.
6	Implement Improvement Plan to realise 'core' maturity for asset management competencies.	Improved asset management capacity within Council.
7	Incorporate LTFP expenditure projections into annual budgets across all asset categories.	Ongoing ownership costs of new capital works and long term implications of services are considered in annual budget deliberations.
8	Report annually to Council on development and implementation of Asset Management Strategy and asset management plans.	Oversight of resource allocation and performance.
9	Report on Council's resources and operational capability to deliver the services needed by the community in the annual report.	Service delivery is matched to available resources and operational capabilities.
10	Review and update asset management plans after the adoption of annual budgets. Communicate any consequence of funding decisions on service levels and service risks.	Council and the community are aware of changes to service levels and costs arising from budget decisions.
11	Monitor opportunities for enhancing data collection methods by embracing advancement in new technologies and systems.	Improved data collection methods that reduces the human error factor and saves time and effort.
12	Develop/link core corporate asset management system to Council's financial systems (Authority)	Operations and maintenance expenses are linked to individual assets.

3.2 ASSET MANAGEMENT IMPROVEMENT PLAN

3.2.1 The tasks required to achieve a core asset management maturity are set out in Table 3.2.1.

Table 3.2.1: Asset Management Improvement Plan

No	Improvement Type	Asset Management Improvement Plan	Responsible business unit	Measure	Timeframe
1	Business Process	Asset management plans will be developed, adopted and maintained for Council's key infrastructure asset groups.	Asset Manager / Asset Management Team	Adopted Maintained	30 June 2022 Ongoing
2	Data Management	Identify critical assets and the potential risks of their failure, incorporating data from condition audit reports, to establish Risk Register.	Asset Management Team / Risk Management & Safety Officer	Risk register established	
3	Plans & Policies	Use predictive modelling to systematically establish and update 10-year asset renewal plan to inform the LTFP, on all asset categories.	Asset Manager / Management Accountant / Asset Management Team	Predictive modelling undertaken LTFP informed	
4	Plans & Policies	Review, update and maintain alignment of Council's Asset Management Policy with the Community Strategic Plan and other Council policies.	Asset Manager / Asset Management Team	Policy adopted	December 2025
5	Professional Development	Identify and develop a training delivery schedule, for asset management skills where needed across the organisation.	Asset Manager / Manager Human Resources	Training schedule developed / implemented	
6	Systems	Investigate the opportunity to implement an integrated asset management and asset maintenance system.	Asset Manager / Asset Management Team	Opportunities identified / investigated	
7	Risk management	Incorporate allowances for impacts of weather events and emergencies on infrastructure assets in long term financial planning.	Asset Manager / Management Accountant	LTFP updated	
8	Risk management	Incorporate risk management planning for Council's critical assets in service level business continuity plans.	Asset Management Team / Risk Management & Safety Officer	Service level business continuity plans updated	

4. MANAGING PROGRESS

4.1 PERFORMANCE MEASUREMENT

- 4.1.1 Performance of this strategy will be measured through delivery of improvement objectives as detailed in the Asset Management Improvement Plan timeframes.
- 4.1.2 Measures used to monitor asset performance relate to reliability, capacity and quality. Performance measures are intended to measure achievement against levels of service and therefore must be clearly and directly linked.
- 4.1.3 Performance measures for the monitoring of assets performance are included in the core asset group asset management plans.

4.2 AMS REVIEW

- 4.2.1 This strategy is a 'living' document with milestones aimed at improving Council's asset management processes and procedures and therefore must be monitored regularly and adjusted or updated to reflect progression in its implementation.
- 4.2.2 As a key component of the Resourcing Strategy, Council's asset management framework including this strategy will be formally reviewed following Council's review of the Community Strategic Plan. This will enable review of the document to incorporate feedback from the Uralla Shire community and maintain alignment with the community's goals and preferences for the future.

5. GLOSSARY

Assets are resources controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of infrastructure, property, plant and equipment which are non-current assets with a life greater than 12 months and enable the provision of services.

Asset categories refers to the grouping of like assets types within an asset group, e.g. all sealed roads.

Asset class see *Asset groups*.

Asset groups are grouping of like asset categories, for example all pavement, seal, kerb & gutter comprise the roads asset group.

Asset depreciation is a measure of the average annual consumption of service potential over the life of the asset. Depreciation is not a measure of required expenditure in any given year.

Asset management is the combination of management, financial, economic, engineering, and other practices applied to infrastructure assets with the objective of providing the required level of service in the most cost effective manner.

Appropriate best practice refers to the application of best practice processes in asset management, taking into account lifecycle costs and systems to meet the required level of service.

Capital expenditure are the funds used to acquire, maintain and improve assets.

Condition assessment is the process continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

Level of service is the defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability, and cost.

Lifecycle cost refers to the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation, and disposal.

Operating expenditure is the ongoing cost of providing a service. Operating expenditure includes staff salaries and wages, plant hire, materials, power, fuel, accommodation and equipment rental, on-costs and overheads. Operating expenditure excludes maintenance and depreciation.

Replacement value (replacement cost) means the cost of replacing the service potential of an existing asset, by reference to some measure of capacity, with an appropriate modern equivalent asset.

Useful life is the period from the acquisition of an asset to the time when the asset, while physically able to provide a service, ceases to be the lowest cost alternative to satisfy a particular level of service. The economic life is at the maximum when equal to the physical life, however obsolescence will often mean that the economic life is less than the physical life.

15.9 PUBLIC CONSULTATION - PROPOSAL TO CHANGE NAME OF PIONEER PARK



Department: Infrastructure & Development
Prepared by: Manager Development & Planning
TRIM Reference: UINT/22/2779

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong accountable and representative Council
Strategy: 4.1.2 Engage with the community effectively and use community input to inform decision making
Activity: 4.1.2.1 Incorporate inclusive community consultation and stakeholder engagement in Council decision making

SUMMARY:

1. Council has received representations and support from the Uralla community to implement the 2358 Fibonacci Discovery Park concept at Pioneer Park.
2. This report proposes that Council undertake community consultation and seek feedback on a proposal to change the name of Pioneer Park to correspond with the Fibonacci-themed elements of the park upgrade.

RECOMMENDATION:

That Council undertake public consultation of the proposal to change the name of Pioneer Park to correspond with the Fibonacci-themed elements of the park upgrade.

REPORT:

3. Council received written submission requesting Pioneer Park be upgraded to "Uralla 2358 Fibonacci Discovery Park" in October 2017. The submission has been provided to Councillors via NextCloud.
4. Since this time, Council has received numerous community representations, considered and passed motions regarding a Fibonacci number sequence themed installation in Uralla at Pioneer Park.
5. At its February 2019 meeting, Council resolved at 48.02/19 that "*Council explore the concept of Uralla 2358 in the development of a Fibonacci Discovery Park or other options in the Pioneer Park Precinct with the Uralla community and seek avenues of funding as part of the development of the Open Space Strategy.*"
6. Council subsequently resolved at its April 2021 meeting at 26.04/21 that the Pioneer Park upgrades under the Public Spaces Legacy Program include a Fibonacci theme.
7. Submissions and representations from members of the Uralla Shire community and stakeholders in support of the Fibonacci theme refer to the upgraded park by names including "Fibonacci Discovery Park", "Uralla 2358 Discovery Park", or "Fibonacci Park".

8. Council may consider formally changing the name of Pioneer Park to reflect and promote the Fibonacci-themed features of the park.
9. As a public reserve, Council would need to make an application to the NSW Geographical Names Board to change the name of Pioneer Park.
10. The potential change of name of the park to include "Fibonacci Park" has been considered against the NSW Geographical Names Board Place Naming Policy ("the policy").
11. Clause 8.0 of the policy states that "*duplication should be avoided wherever possible*" in reference to proposing a new place name, with the justification that "*The purpose of place names is primarily to provide unambiguous direction and reference to identify geographical entities.*"
12. As per clause 9.8 of the policy, "Pioneer Park" is a recognised generic place name, meaning the park name is not specific to any locality and multiple places named "Pioneer Park" exist across the state of New South Wales and the whole of Australia.
13. As best as Council officers can determine, the place name "Fibonacci Park" would be unique and without duplication.
14. The proposed name reflects the Fibonacci number sequence elements in the park upgrades, and while the number sequence is named after the Italian mathematician, the proposed name itself is not deemed to be a commemorative name under section 7 of the policy.
15. The Fibonacci number sequence elements in the park are considered sufficient to meet the specification as per the policy clause 9.2 - Selection of names: "*A name suggested for any place that owes its origin to the peculiarity of the topographic feature designated such as shape, vegetation, animal life etc. may be accepted.*"
16. Clause 9.11 of the policy relates to the renaming of reserves and states "*If the renaming of a reserve is proposed, evidence of community support for the name change must be provided. The GNB will then evaluate the merits of the proposal before making a decision.*"
17. Should Council wish to consider the name change, Council must therefore first undertake public consultation for the proposed name change of Pioneer Park to Fibonacci Park.
18. Should evidence of community support be received during community consultation, Council may determine, by resolution as per clause 9.5 of the policy, to make an application to the NSW Geographical Names Board for the place name proposal.
19. Therefore, it is proposed that Council undertake formal public consultation to determine the public interest and community support for the change of name of Pioneer Park to reflect the Fibonacci-themed elements.
20. It is proposed that the consultation offer a number of options for public consideration (e.g. "Fibonacci Park", "Uralla 2358 Fibonacci Discovery Park", "Fibonacci Discovery Park") and invite additional suggestions from the community for report back to Council for determination.

CONCLUSION:

21. That Council undertake public consultation for the proposed name change of Pioneer Park to correspond with the Fibonacci-themed elements of the park upgrade.

COUNCIL IMPLICATIONS

22. Community Engagement/Communication

Per Community Engagement Strategy. Formal consultation to be undertaken with proposal open for public comment for a period of not less than 42 days. Public Notice published on

Council website, social media, and Council newsletter. A survey will be developed and be available via online/paper copies.

23. Policy and Regulation

Geographical Names Act 1966

NSW Geographical Names Board Place Naming Policy

www.gnb.nsw.gov.au/data/assets/pdf_file/0017/220148/GNB_Place_Naming_Policy.pdf

24. Financial/Long Term Financial Plan

N/A

25. Asset management/Asset Management Strategy

N/A

26. Workforce/Workforce Management Strategy

N/A

27. Legal and Risk Management

Minimal reputational risk to Council.

28. Performance Measures

N/A

29. Project Management

Manager Development & Planning.

Department: Infrastructure & Development
Prepared by: Manager Civil Infrastructure
TRIM Reference: UINT/22/3138
Attachment: UINT/22/3139 Attachment 1 - Works Program

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycle ways that are adequate, interconnected and maintained

Strategy: 2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation

Activity: 2.3.1.1 Deliver road and drainage maintenance services and capital works programs

Action: 2.3.1.1.1 Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points - per Transport Asset Management Plan

2.3.1.1.2 Deliver sealed roads capital renewal program - per Transport Asset Management Plan

2.3.1.1.4 Deliver unsealed roads grading program in line with established service levels and intervention points - per Transport Asset Management Plan

2.3.1.1.5 Deliver unsealed roads re-sheeting program in line with established service levels – per Transport Asset Management Plan

SUMMARY:

1. The purpose of this report is to inform Council of the works that have been completed or progressed to the following month, and works being undertaken in the current month and, when required, make additional recommendations for Council decision.

RECOMMENDATION:

That Council note the report for the works completed or progressed during December 2021 and January 2022, and works programmed for February 2022.

REPORT:

2. Works Undertaken in February 2022
 - **Main Road Maintenance**
MR73 Thunderbolts Way (Walcha), Thunderbolts Way and Bundarra Road, Kingstown Road Bitumen patching
 - **Sealed Roads Maintenance**

	Uralla streets and rural roads	Bitumen patching, mowing
	<ul style="list-style-type: none"> • Unsealed Roads Maintenance Grading Martins Lane, Hayes Lane, Glenroy Road, Baldersleigh Road, Dorlies Lane, Bakers Lane, Bindawalla Road, Jobsons Lane, Mabbotts Lane, Tracys Loop Road, Colomendy Road, Johnsons Road, Old Wollun Road, Laura Homestead Road, Old Kingstown Road 	Graded
	<ul style="list-style-type: none"> • Construction Bergen Road 	Road base construction.
	<ul style="list-style-type: none"> • Bridge / Sign Tolleys Gulley Bridge approaches sub-base 	Road works approaches interrupted due to rain
	<ul style="list-style-type: none"> • Town and Parks Uralla 	Recreational area maintenance, cemetery maintenance, clean kerb & gutters, mowing, sporting field linemarking, tree pruning, weed spraying, numerous clean ups after the high intensity storms, fallen trees and sediment deposits in drains to be cleaned up
3.	Works to be continued/undertaken in March 2022	
	<ul style="list-style-type: none"> • Regional Sealed Road Maintenance 	Bitumen patching, mowing
	<ul style="list-style-type: none"> • Rural Sealed Roads Maintenance 	Bitumen patching, mowing
	<ul style="list-style-type: none"> • Unsealed Roads Maintenance 	Grading – Colomendy Road, Johnsons Road, Warrembah Road, Box Forrest Road, Borges Road, Trida Road, Swilks Road, Jenkins Lane, Charnas Lane Gravel re-sheeting- Traceys Loop Road
	<ul style="list-style-type: none"> • Bridge/Sign Continue Tolleys Gully Bridge approaches 	Sub-base at tie ins
	<ul style="list-style-type: none"> • Bergen Road - roadbase Court Street, Bowline Street, Dawkins Street; Bundarra, Terrible Vale Road 	Reseals
	<ul style="list-style-type: none"> • Town Area 	General maintenance and upkeeping
4.	The following road projects are funded and are scheduled to be undertaken/completed in coming months.	
	<ul style="list-style-type: none"> • Project: Tolleys Gully Bridge – New access road construction 	

Funded: Restart NSW

Tolleys Gully Bridge and approach works are within the program of the Funding Deed, i.e. finished by July 2022. However the expenditure has reached the deed value. This is due to the Bridge tender being more than originally estimated. Also there are extensive extra earthworks on the approaches to be carried out, to address latent conditions so that there are no pavement failures as you drive into the new works. There has also been COVID implications, and wet weather delays which added costs to this work. The amount of the additional costs to complete the project and the proposed funding source for this will be the subject of a subsequent report to Council.

- Project: Hawthorne Drive stage 2 construction
Funded: Fixing Local Road & LRCI
The team working on Bergen Road will be redeployed to commence on this project as Bergen Road project finishes.
- Project: Bundarra Road
Funded: Block Grant & REPAIR Program
Uralla Shire Council has funding to carry out this work and has called for Tenders to complete a rehabilitation project on the Barbados Corner segment 1.7km. The Tender is closed and is being evaluated prior to reporting to Council for a resolution.
- Project: Bergen Road
Funded: Safer Roads Program
This project will be completed with the installation of the guardrail in March 2022, on program and within budget.
- Tenders have also been received at Uralla Shire Council for the Heavy Patching work on Kingstown Road. This is funded by Roads To Recovery.

5. Capital Works Program 2021-22

Attachment 1 details the works undertaken up to February 2022, and a draft program for the balance of 2021-22. Such works programs are subject to change and can be influenced by weather, availability and performance of resources, funding, latent conditions, associated impacts on actual costs and grant funding constraints. Progress against the works program is reported to Council at least quarterly (usually monthly) and where required and time permitting will include recommendations to amend the works program.

CONCLUSION:

6. The works progress report provides Council with information on the works completed or progressed during February and works programmed for March 2022.

COUNCIL IMPLICATIONS:

7. Community Engagement/ Communication (per engagement strategy)

Weekly posts to Council's Facebook and internal weekly Councillor Bulletin keeps the community and councillors informed of progress.

8. Policy and Regulation

Procurement Policy; Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council; *Local Government Act (1993)*, *Roads Act (1993)*, *Work Health & Safety Act (2011)*, *Environmental Planning & Assessment Act (1979)* and Australian Standards.

9. Financial (LTFP)

In accordance with budget.

10. Asset Management (AMS)

In accordance with Asset Management Plan and condition assessment report.

11. Workforce (WMS)

Council staff and contractors.

12. Legal and Risk Management

Maintaining Council assets and improving safety to minimise legal and risk exposure.

13. Performance Measures

Works completed to appropriate standards.

14. Project Management

Manager of Civil Infrastructure, Overseer & Director Infrastructure & Development.

Attachment 1 - Works progress and Program - February 2022

ID	Task Name	Comments	Estimates	Actual Costs to date	Duration	Start	Finish	% Complete	7/02	7/03	1 March	4/04	2/05	1 May	30/05	27/06
1	Renewals 1		\$1,845,446.00			Mon 17/06/19		26%								
2	Reseals		\$259,001.00			Mon 17/06/19		0%								
3	Reseals - Urban	\$72,109 - Dawkins Street Bundarra 0m to 1250, Rowan Avenue 1000 - 1250, Bowline Street 0 - 250, Darby Street 292 - 452, Court Street 0 - 500 (RTR)	\$71,864.00	0	4 days	Mon 28/02/22	Thu 3/03/22	0%								
4	Reseals - Rural - Program from John	\$193,20 - 0 from John's schedule Rocky River Road \$34,500, 250 - 1500m, Terrible Vale \$158,700, 3000 to 9000 (RTR)	\$187,147.00	0	5 days	Mon 28/02/22	Fri 4/03/22	0%								
5	Reseals - Regional		\$0.00	0	3 days	Wed 20/10/21	Fri 22/10/21	0%								
6	Rehabilitation - Sealed Rural Roads		\$561,365.00			Mon 17/06/19		34%								
7	Bergen Road - Safer Road Program	(SAFER ROAD PROGRAM)	\$163,035.00	\$71,746	81 days	Mon 22/11/21	Sun 13/03/22	80%								
8	Roads TBC Heavy Patching Kingstown	Contractor (RTR)	\$378,162.00	0	28 days	Mon 7/03/22	Wed 13/04/22	0%								
9	Roads TBC Heavy Patching Arding	Contractor (RTR)	\$171,645.00	0	11 days	Wed 13/04/22	Wed 27/04/22	0%								
10	Roads TBC Heavy Patching Kliendienst	Contractor (RTR)	\$95,175.00	0	11 days	Wed 27/04/22	Wed 11/05/22	0%								
11	Kingstown rehab and seal to 7m wide FLR 2 22/23	(FLR and LRCI)	\$336,875.00	0	36 days	Mon 14/03/22	Sat 30/04/22	0%								
12	Northeys rehab and seal to 7m wide FLR 2 21/22	(FLR and LRCI)	\$336,875.00	0	15 days	Thu 28/07/22	Wed 17/08/22	0%								
13	Gostwyck rehab and seal to 7m wide FLR 2 22/23	(FLR and LRCI)	\$673,750.00	0	10 days	Thu 18/08/22	Wed 31/08/22	0%								
14	Rehabilitation - Sealed Urban Roads		\$182,100.00					0%								
15	Danger Street Shepherd chainage 0 - 250 Gostwyck rd to Mihi	(Block)	\$70,000.00	0	3 days	Mon 6/06/22	Wed 8/06/22	0%								
16	Uralla Street Shepherd chainage Park Street to north 10 to 239	(Block)	\$55,400.00	0	2 days	Wed 1/06/22	Thu 2/06/22	0%								
17	King Street Shepherd chainage - McMahon to Maitland 330 to 600	(Block)	\$56,700.00	0	2 days	Thu 9/06/22	Fri 10/06/22	0%								
18	Rehabilitation - Regional Roads		\$368,296.00		35 days	Mon 1/11/21	Fri 17/12/21	0%								
19	REPAIR Program - Bundarra Road (2 - 3km)	\$39,211 unallocated (Regional Road Repair Program)	\$368,296.00	0	35 days	Tue 1/03/22	Mon 18/04/22	0%								
20	Upgrading		\$3,322,791.00	\$867,538.22	374 days	Mon 29/03/21	Thu 1/09/22	69%								
21	Hawthorne Drive (0 - 2.2km) Stage 1	Final carry over to be confirmed after completion of financial statements	\$655,000.00	\$675,524.00 (\$20,524)	110 days	Mon 29/03/21	Fri 27/08/21	100%								
22	Hawthorne Drive (2.2-5.3km) Stage 2 3.15km in total	Insurance. FLR and LRCI 2	\$1,080,620.00	0	134 days	Mon 28/02/22	Thu 1/09/22	0%								
23	Tolleys Gully Bridge -Design & Bridge Construction	Final carry over to be confirmed after completion of financial statements (GLE)	\$400,640.00	\$544,000.00	256 days	Mon 10/05/21	Sat 30/04/22	100%								
24	Tolleys Gully Bridge -New bridge access road & approaches	(GLE)	\$699,360.00	\$521,190.00	174 days	Mon 2/08/21	Thu 31/03/22	80%								
25	Old Gostwyck Road upgrade	(LRCI2)	\$153,055.00	\$97,570.00	14 days	Mon 2/08/21	Thu 19/08/21	100%								
26	Harriet Gully Road upgrade	(LRCI2)	\$83,300.00	\$46,033.00	7 days	Mon 23/08/21	Tue 31/08/21	100%								
27	Corey Road upgrade	(LRCI2)	\$48,220.00	\$18,876.00	5 days	Mon 6/09/21	Fri 10/09/21	100%								
28	Footpath (Bundarra)	Carried over from 20/21	\$60,256.00	\$27,932.00	35 days	Mon 21/06/21	Fri 6/08/21	100%								
29	Kerb & Gutter (Roman Street) - Cul-de-sac	Carried over from 20/21. Council / Contractor	\$137,500.00	0	84 days	Mon 7/03/22	Thu 30/06/22	0%								
30	Resheeting		\$655,849.00		164 days	Mon 1/11/21	Thu 16/06/22	33%								
31	Unsealed Rural Roads	(RTR)	\$634,769.00	\$60,437.00	109 days	Mon 17/01/22	Thu 16/06/22	30%								
32	Unsealed Regional Roads	(Block)	\$21,344.00	\$48,885.00	5 days	Mon 1/11/21	Fri 5/11/21	100%								
33	Others		\$180,000.00		20 days	Mon 4/04/22	Fri 29/04/22	10%								
34	School Zone Infrastructure	(FRS School Zone Program)	\$180,000.00	\$19,400.00	20 days	Mon 4/04/22	Fri 29/04/22	10%								

Project: Draft - Capital Works Program	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone		Slippage	

Department:	Infrastructure & Development		
Prepared by:	Manager Civil Infrastructure		
TRIM Reference:	UINT/22/3099		
Attachments:	UINT/22/3101	1.	Bundarra Sewerage Scheme - Program
	UINT/22/3102	2.	Bundarra Sewerage Scheme - Cashflow
	UINT/22/3120	3.	Section 67 Electrical upgrade variation - progressive claim
	UINT/22/3121	4.	Section 67 Plumbing upgrade variation - progressive claim

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.4	Secure sustainable and environmentally sound water-cycle infrastructure and services
Strategy:	2.4.2	Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services
Activities:	3.4.2.1	Provide Sewerage Services
Action:	3.4.2.1.3	Undertake the project management of the construction phase of the Bundarra Sewerage Scheme through the engagement of project management staff or consultant

SUMMARY:

1. Uralla Shire Council has entered into a contract with Ledonne Constructions to install a Low Pressure sewerage system within the village of Bundarra. This will provide reticulated sewerage to 174 developed properties within the village.
2. The construction contract was originally awarded in December 2020, with a 12 month construction timeframe.

RECOMMENDATION:

That Council:

- I. **Note the Bundarra Sewerage Scheme – Project Update Report – February 2022, and**
- II. **Note the private works undertaken in the months of February 202 (Attachments 3 & 4) for works carried out under the *Local Government Act 1993* Section 67 Private Works Agreement Part (2)(b) and (4).**

REPORT:

3. The project is in the construction phase and is 92% complete overall as per the program Gantt Chart – see Attachment 1.
4. All properties will be connected to the scheme by mid-March 2022, however there is tidying up, topping up trenches, re-concreting crossings, and this will take up to the start of April 2022.
5. Following these final works, there will be handover of documentation. This includes quality assurance documentation: sign off sheets from residents, property drainage diagrams, and work as executed documentation to be provided to Council for future reference. Concurrently, the contractor, Ledonne Constructions, are required to demobilise the site.
6. The low pressure sewerage mains throughout Bundarra has been commissioned and tested and has been in use since properties have been connected commencing in November 2021.
7. The Sewerage Treatment Plant (STP) is fully operational, with cosmetic items to complete.
8. The Sewerage Pumping Station on the corner of Bombelli and Court Streets, Bundarra, is also operational and working to service the properties already connected.
9. The additional variation item of the toilet/ablution facilities is installed and plumbed for use.
10. All of the 342 boundary kits are installed as well as the 174 Pressure Sewerage Units (PSU's) to the occupied lots.
11. Residential connections commenced 18 November 2021 in Bowline Street. As at the end of February nine (9) of the 174 dwellings remaining to be connected.
12. The Section 67 Private Works completed to date are tabulated in attachment 3 and 4, as per the reporting requirements for section 67(4) of the *Local Government Act 1993* (NSW).

CONCLUSION:

13. The anticipated construction completion date for the scheme is 28 March 2022. There are currently adequate funds to progress the private works variation and other variations as approved by Council.

COUNCIL IMPLICATIONS:

14. Community Engagement / Communication

The Official Opening will be on 17 March 2022, held at the pump station on the corner of Oliver and Bombelli Streets in Bundarra. This has been coordinated with Local Member, the Hon Adam Marshall, MP, the Community, Mayor, Councillors, key staff and key contractors. Invitations to this event were delivered to all residents within the Scheme area 3 March 2022.

A public meeting was held in the School of Arts Hall from 4-6PM March 10, 2022. Council's and Ledonne Construction's, Project Managers attended and responded to complaints, and other questions regarding the operation of the Pressure Sewerage Units, and the program to completion.

The Pressure Sewerage Operations Manual was delivered to all residents 3 March 2022.

There are regular reports to Council, informing of progress and budgetary status.

15. Policy and Regulation

Section 67 *Local Government Act 1993* (NSW)

Financial / Long Term Financial Plan

	GST EXC	\$
Total Ledonne Contract Tendered (\$7,767,506 GST INC)	7,061,369	\$7,061,369
Approved Variations		
Rock (Rate item)	130,925	
v1. Additional PU & BK various locations 4 lots at \$13K+GST	52,000	
v2. Electrical extra items in SPS cabinet	2,322	
v3. Alternative spin klin filter	8,496	
v4. Vegawell 52 in irrigation well	6,169	
v5. Valve change at irrigation pump shed to rising stem type (credit)	-545	
v6. Additional dismantling joints	1,573	
v7a. Electrical upgrades	281,486	
v7b. Plumbing upgrades	192,767	
v8. Security Fencing at SPS	7,500	
v9. Toilet, shower and hand basin at STP	66,206	
Total Variations	748,899	748,899
Ledonne Contract + Variations		\$7,810,268
Council costs including project management to date.		\$120,383
Council total expenditure and commitment to date		\$7,930,651
Council costs project management to finish @\$10,000/month (2 months)		\$20,000
Total expenditure and commitments projected to complete		\$7,950,651
Council Commitment		\$1,785,113
Grant funding capped maximum with contingency.		\$6,113,220
Additional funding for contingency USC OM September 2021		\$85,000
Total Available \$		\$7,983,333
Remaining uncommitted contingency		\$32,682

Tabulated financial position March 2022, USC contract with RFT10031531 with Ledonne Constructions

Uralla Shire Council has engaged Ledonne Constructions for the above Tender price plus additional variations noted to date. The residual funding available for contingencies as at March 2022 is \$32,682. This is comparable to last month's contingency projection of \$28,613.

Attachment 2 is the cash flow document, which shows the claims to date at \$8,252,061.40 with the February, 2022 claim \$136,810.46 equals \$8,388,871.86 (All GST INC). Financially 97% of the approved Ledonne contract including the private works variation has been paid to date.

The value of the grant is up to \$6,113,220 from the Department of Planning, Industry and Environment from the Safe and Secure Water Program with \$1,870,113 from Council (including variations).

16. Asset Management / Asset Management Strategy

Uralla Shire Council will take on additional infrastructure as a result of the installation of the system. This requires “Capitalising of the Sewerage Assets” and inclusion in Council’s Asset Management system which will be depreciated as per normal Council accounting practises. The individual lots will continue to be charged for the sewer connection as per Council’s Revenue Policy.

17. Workforce / Workforce Management Strategy

Additional staffing will be required to undertake normal operations and maintenance work and has been included in the 2021/22 Operational Plan and Budget. Council staff will require up-skilling to monitor and operate the scheme. There are some automated systems which provide remote warnings of systems which require maintenance.

18. Legal and Risk Management

The sewer scheme will address the health and environmental risks for the Bundarra urban environment.

19. Performance Measures

The project construction phase is planned to be completed in March 2022. Attachment 1 is a Gantt chart showing the projected Milestone completions.

20. Project Management

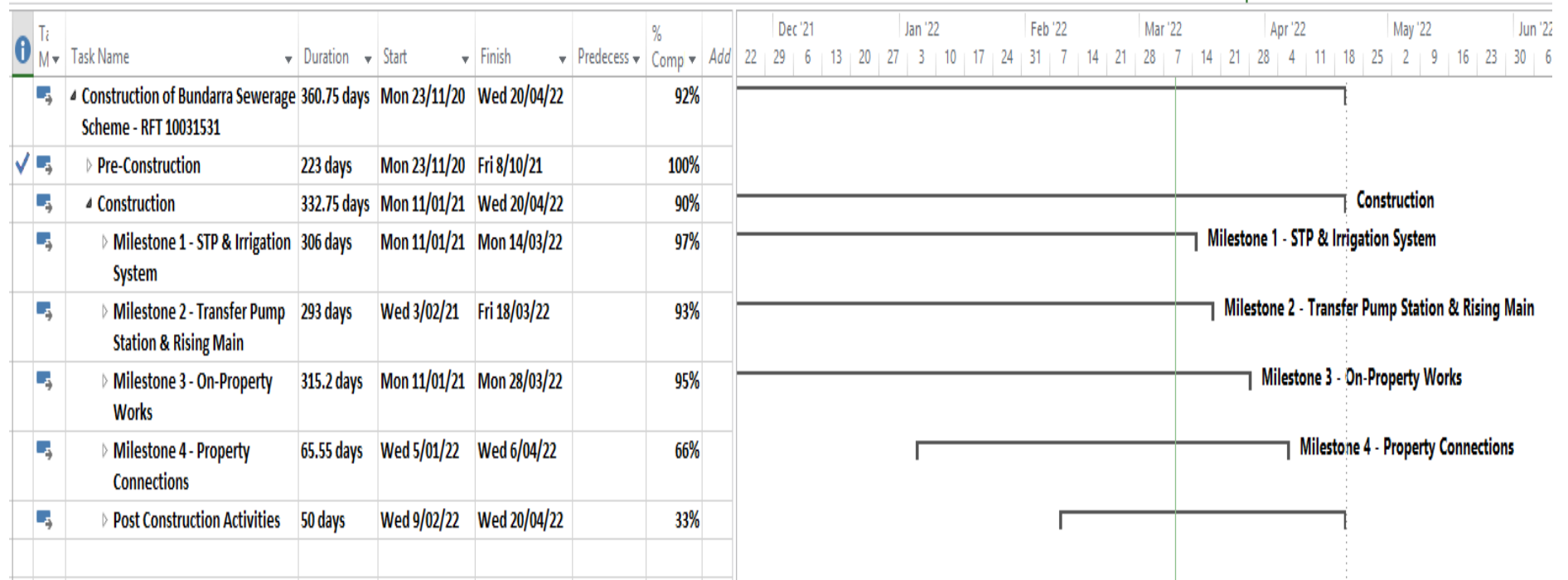
Uralla Shire Council’s Project Manager assigned to this construction project, has commenced in the role of Manager of Civil Infrastructure however will continue to complete this project as the program indicates the project will be completed in March 2022.

Reporting is carried out on a monthly basis, to the Department of Planning, Industry & Environment -Water. Claims are submitted in accordance with the Funding Deed, specified Milestone Payments.

The Section 67 approval by Uralla Shire Council has extended the work scope for the Project Manager on this project, both in surveillance and administration.

15.11 Attachment #1

Attachment 1 - March 2022, Bundarra Sewerage Scheme – Program



BUNDARRA SEWERAGE SCHEME - CONTRACT RFT 10031531																	
ITEM	VALUE	PC 1	PC 2	PC 3	PC 4	PC 5	PC 6	PC 7	PC 8	PC 9	PC 10	PC 11	PC 12	PC 13	PC 14	PC 15	PC 16
		Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22
1 BUNDARRA SEWERAGE SCHEME	\$7,767,506.00																
1 PRELIMINARIES & PROJECT MANAGEMENT establishment, docs. Survey,O&M, WAE	\$242,445 \$242,445	\$60,900	\$26,033	\$8,505	\$2,245	\$2,245	\$9,766	\$7,049	\$7,049	\$4,693	\$7,733	\$7,878	\$4,835	\$4,835	\$8,368	\$20,000	\$20,000
2 RETICULATION SYSTEM & ON PROPERTY WORKS	\$3,765,454																
streetmains incl bridge crossing, ezydump	\$1,344,932	\$20,000	\$5,200	\$13,200	\$47,130	\$221,900	\$211,787	\$217,716	\$94,560	\$167,464	\$155,878	\$183,492	\$32,194	\$11,268	\$3,645		
BKs & BK-main poly - ALL	\$754,352			\$7,732	\$0	\$12,075	\$11,592	\$34,482	\$93,429	\$215,263	\$218,683	\$95,200					
ON PROPERTY WORKS incl PU-BK poly	\$1,666,170		\$108,000	\$37,951	\$154,100	\$67,518	\$108,029	\$110,064	\$162,043	\$223,038	\$249,640	\$216,000	\$138,079	\$33,952	\$14,272		
3 TRANSFER PUMPING STATION	\$637,087																
Obrien Electrical / Ledonne	\$207,870		\$5,000	\$11,267	\$46,077	\$74,606	\$11,223	\$17,924	\$20,246	\$909	\$19,264	\$5,450			\$2,040		
Xylem / ledonne	\$336,766		\$18,000	\$123,717	\$10,000	\$32,619	\$18,083	\$39,169	\$1,000	\$6,038	\$21,630		\$2,568				
other - construct	\$92,451			\$7,492	\$53,150	\$7,492	\$32,309	\$8,189	\$10,944	\$1,057	\$3,169	\$11,697			\$212		
4 SEWER RISING MAIN	\$783,211																
Ledonne	\$783,211	\$20,000	\$49,000	\$114,345	\$211,869	\$99,600	\$62,452	\$9,438	\$97,742	\$100,250	\$11,750	\$2,077	\$0				
5 CONSTRUCTION OF STP	\$2,227,511																
Ponds	\$839,499		\$141,000	\$126,467	\$302,422	\$362,517	\$42,917	\$10,975	\$3,181								
Fencing	\$155,132	\$45,000	\$2,000		\$0	\$0	\$0	\$45,098	\$65,001								
Pipelines & flow structures	\$136,629			\$0	\$11,036	\$22,098	\$18,175	\$30,612	\$28,279	\$12,139	\$5,182	\$5,370			\$371		
Effluent irrigation system	\$803,526		\$0	\$53,310	\$76,522	\$120,443	\$265,063	\$188,107	\$3,000	\$7,234							
Electrical - Obrien & Solar Depot & ledonne	\$292,725	\$30,000	\$11,000	\$0	\$78,622	\$46,665	\$145,031	\$15,228	\$2,466		\$25,353		\$1,482				
6 PROVISION OF SPARES	\$44,240																
spares	\$44,240											\$26,888	\$0		\$17,352		
7 RATE ITEMS	\$48,550																
Extra over rock at SPS	\$9,000				\$0	\$0	\$0	\$0	\$0								
Extra over unsuitable trench foundation	\$9,550				\$0	\$0	\$0	\$0	\$0								
Extra over rock at STP	\$30,000				\$30,000												
8 SCHEDULE OF OPTIONAL WORK	\$19,008																
Access rd off MT DRUMMOND to Irrigation Pump Shed	\$19,008				\$9,504	\$7,604	\$0	\$0	\$0				\$951	\$951			
Total	\$7,767,506.00																
9 VARIATIONS	\$679,770.70	\$0	\$0	\$0	\$0	\$17,073	\$467	\$1,145	\$0	\$102,019	\$75,240	\$32,037	\$96,917	\$75,762	\$92,962	\$33,000	
Variation - rock at rate offered - above tendered qty	\$144,018					\$119,694	\$24,324	\$0	\$0								
Actual Monthly Claim		\$179,114	\$367,375	\$517,991	\$1,039,170	\$1,216,556	\$962,219	\$735,197	\$588,941	\$859,678	\$793,522	\$586,088	\$277,027	\$129,179	\$136,811	\$0	
Predicted Cashflow @ January 2021		\$175,900	\$755,000	\$1,453,000	\$1,438,275	\$1,353,025	\$952,856	\$563,211	\$414,352	\$321,102	\$120,000	\$195,000	\$25,785				
Predicted Cashflow @ September 2021										\$684,170	\$731,000	\$697,000	\$479,240	\$243,000	\$40,000	\$70,000	\$20,000
Revised Contract Sum (incl. GST)	\$8,591,294.70																
Payment to date	\$8,252,061.40																
This Claim	\$136,810.56																
Balance to Complete	\$202,422.74																
% Complete	97.64%																

15.11 Attachment #3

March 2022 - Attachment 3 - Bundarra Sewerage Scheme - S67 Summary - Private Works Electrical													Total cost incl. materials		Electrician/s Civil Manhours		Total cost incl. materials		property_address		
owners	Replace Earth Stake & Wire	Replace Consumer Mains 1 phase	Replace Consumer Mains 2/3 phase	Replace Service Mains 1 phase	Replace Service Mains 2/3 phase	Replace Neutral Link	Replace Main Switch (1 Phase current limiter)	Replace Main Switch (2/3 Phase current limiter)	Install service fuse	Replace Meter service fuse & wiring	Complete new meter box	Supply & install POA Bracket	other	Materials cost \$	Total cost incl. materials	Electrician/s	Civil Manhours	Materials cost \$	Total cost incl. materials	property_address	
Mr P C Cowdery & Mrs S L Cowdery	1						1							689.3	1939.3	6				Baker Street	
Ms T L Nagle							1											50	0.0	50	3-5 Baker Street
Mr H B Dwyer							1						1 Check POA					5838	8.0	52308	1 Baker Street
Mr T R Hollis							1											171	4.0	5501	4 Baker Street
Ms K M Hunt							1											171	4.0	5501	7 Baker Street
Mr D S Coote							1											843	3.5	12288	8 Baker Street
Mr B W Mansfield & Mrs K L Mansfield							1											50	0.0	50	11 Baker Street
Mr R J Moffatt & Mrs D H Moffatt							1											95	0.5	150	17 Baker Street
Mr R A Dasey & Mrs N V Dasey							1											171	4.0	5501	19 Baker Street
Mr J A Davis & Ms S J Farrugia							1						3 Phase					180	1.0	290	20 Baker Street
Mr J A Cooke & Ms R M Carreno							1											50	0.0	50	2 Baker Street
Ms J D Stibbard & Mrs S L Johnson							1											1448	8.5	2383	12 Baker Street
Ms C L Dougherty							1														Bendemeer Street
Mr J R Andrews							1											95	0.5	150	1 Bendemeer Street
Mr R F Layton							1											605	5.0	1155	3 Bendemeer Street
Ms P A Nowland							1											95	0.5	150	5 Bendemeer Street
Mr R W Webber & Mrs G P Webber							1											933	4.5	1428	6 Bendemeer Street
Mr C A Kerlake							1														Bendemeer Street
Mr S A Groth							1											238	13.5	3823	7 Bendemeer Street
Mr S B Hall							1											275	3.0	605	8 Bendemeer Street
Ms G P Pearson							1											1538	9.5	2583	9 Bendemeer Street
Mr V Panuccio							1														Bendemeer Street
Mr P L Anderson							1														Bendemeer Street
LDID Investments Pty Ltd							1														Bendemeer Street
Mr R A Doyle							1														Bendemeer Street
Bundarra Community Purpose Reserve Trust							1														Bendemeer Street
Mr I B McLean & Mrs D J McLean							1														Bendemeer Street
Uralla Shire Council							1														Bendemeer Street
Mr R Judd							1														Bendemeer Street
Uralla Shire Council							1														Bendemeer Street
Bundarra Community Purpose Reserve Trust							1														Bendemeer Street
Ms E J Squires							1														Bendemeer Street
Anglican Church							1														Bendemeer Street
Mrs H M Feebrey							1														Bendemeer Street
Anglican Church							1														Bendemeer Street
Ms W P Clarke							1														Bendemeer Street
Horadam Pty Ltd							1														Bendemeer Street
Mrs U M Gleeson							1														Bendemeer Street
Mr P D Crago & Ms C A Crago							1														Bendemeer Street
Mr S B Hall							1														Bendemeer Street
Ms K M Hunt							1														Bendemeer Street
Anglican Special District of Bundarra							1														Bendemeer Street
Mrs S W Robinson							1														Bendemeer Street
Ms L J Dale							1														Bendemeer Street
Mr S J Sixsmith & Mrs H J Sixsmith							1														Bendemeer Street
Mr J M Eggin							1														Bendemeer Street
Mr V Panuccio							1														Bendemeer Street
Ms C A Crago							1														Bendemeer Street
Mr M Jukes & Mrs J Jukes							1														Bendemeer Street
Mr S A Groth & Ms H J Gaudern							1														Bendemeer Street
Mr D E Lowell & Mrs M J Lowell							1														Bendemeer Street
Mr J T Stibbard							1														Bombell Street
Showground Trustees							1														Bombell Street
Mrs M L Zenos							1														Bombell Street
Mr M E Gaudern							1														Bombell Street
Mr B J Leslie							1														Bombell Street
Mrs N D Stibbard							1														Bombell Street
Mr G L Hollis & Mrs C M Hollis							1														Bowline Street
Mrs A J Layton							1														Bowline Street
Minister For Education and Training							1														Bowline Street
Mr P R Edwards							1														Bowline Street
Mr L J Betts & Mrs S Betts							1														Bowline Street
Mr C R Morris & Mrs V Morris							1														Bowline Street
Mr D P Tickle							1														Bowline Street
Ms P A Harvey							1														Bowline Street
Mr G J Gleeson & Mrs M M Gleeson							1														Bowline Street
Mr J G Williamson & Ms J D Stibbard							1														Bowline Street
Mr K G Miller & Ms D A Cook							1														Bowline Street
Mr P B Dawson							1														Burnett Street
Mr R M Goodall & Mrs D M Goodall							1														Burnett Street
Mr B M Morris & Mrs M M Morris							1														Burnett Street
Ms A M Elliott							1														Burnett Street
Mr R W Turner & Mrs L A Turner							1														Clerk Street
Mr B M Mills							1														Clerk Street
Mr B A Eggin & Mrs B A Eggin							1														Clerk Street
Mr P C Boggiss							1														Clerk Street
Mr T D O'Brien							1														Clerk Street
Ms T M Layton							1														Court Street
Uralla Shire Council							1														Court Street
Mr R F Layton							1														Court Street
Mr J G Williamson & Mrs J D Williamson							1														Court Street
Mr P G Heyman							1														Court Street
Bundarra Pre-School							1														Court Street
Mr K C Wotton & Mrs S A Wotton							1														Court Street
Mrs M J Gregory & Mr P J Gregory							1														Court Street
Mr A T Dezius & Mrs R B Dezius							1														Court Street
Mr B J Beard & Mrs L M Beard							1														Court Street
Mr B J Baker & Mrs C L Baker							1														Dawkins Street

March 2022 - Attachment 4 - Bundarra Sewerage Scheme - Section 67 Summary - Plumbing Private Works										
owners	ORG	Combine to PSU	Vent	Total Plumbing upgrade	Nature of the work	Type & Qty materials used	Materials cost \$	Plumber/s Manhours Total	Total cost incl. materials	property_address
Mr P C Cowdery & Mrs S L Cowdery	0	0		\$0	nil	nil	\$0	0.0	\$0	Baker Street
Ms T L Nagle	1	1		\$1,435			\$0	0.0	\$0	3-5 Baker Street
Mr H B Dwyer	1			\$235			\$0	0.0	\$0	1 Baker Street
Mr T R Hollis	0	0	0	\$0			\$0	0.0	\$0	4 Baker Street
Ms K M Hunt	1	1		\$1,435			\$0	0.0	\$0	7 Baker Street
Mr D S Coote	0	0	0	\$0			\$0	0.0	\$0	8 Baker Street
Mr B W Mansfield & Mrs K L Mansfield	0	1	0	\$1,200	Combine black & grey water streams	Plumbing materials. 1 x pipe & fittings Ave 12m	\$200	10.0	\$1,200	11 Baker Street
Mr R J Moffatt & Mrs D H Moffatt	1	1		\$1,435			\$0	0.0	\$0	17 Baker Street
Mr R A Dasey & Mrs N V Dasey	0	0	0	\$0	nil	nil	\$0	0.0	\$0	19 Baker Street
Mr J A Davis & Ms S J Farrugia	1	1	0	\$1,435			\$0	0.0	\$0	20 Baker Street
Mr A J Cooke & Ms R M Carreno	1	1	0	\$1,435			\$0	0.0	\$0	2 Baker Street
				\$0					\$0	12 Baker Street
				\$0					\$0	Bendemeer Street
Ms J D Stibbard & Mrs S L Johnson	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	1 Bendemeer Street
Ms C L Dougherty	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	3 Bendemeer Street
Mr J R Andrews	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	5 Bendemeer Street
Mr R F Layton	1	1		\$1,435			\$0	0.0	\$0	6 Bendemeer Street
Ms P A Nowland	1	1		\$1,435			\$0	0.0	\$0	7 Bendemeer Street
Mr R W Webber & Mrs G P Webber	1	1		\$1,435			\$0	0.0	\$0	8 Bendemeer Street
Mr C A Kerlake			1	\$1,200			\$0	0.0	\$0	9 Bendemeer Street
Mr S A Groth	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	10 Bendemeer Street
Mr S B Hall	0	1	0	\$1,200			\$200	10.0	\$1,200	11-13 Bendemeer Street
Ms G P Pearson	1	1		\$1,435			\$0	0.0	\$0	12 Bendemeer Street
Mr V Panuccio	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	14 Bendemeer Street
Mr P L Anderson	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	15 Bendemeer Street
LDJD Investments Pty Ltd	1			\$235			\$0	0.0	\$0	16 Bendemeer Street
Mr R A Doyle	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	17 Bendemeer Street
Bundarra Community Purpose Reserve Trust	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	18 Bendemeer Street
Mr I B McLean & Mrs D J McLean	0	0		\$0			\$0	0.0	\$0	20 Bendemeer Street
Uralla Shire Council	1			\$235			\$0	0.0	\$0	26 Bendemeer Street
Mr R Judd	1	1	1	\$1,729			\$0	0.0	\$0	27 Bendemeer Street
Uralla Shire Council	1	1	0	\$1,435	Combine black & grey water streams	Plumbing materials. 1 x pipe & fittings Ave 12m	\$200	10.0	\$1,200	29 Bendemeer Street
Bundarra Community Purpose Reserve Trust	0	1		\$1,200	Combine black & grey water streams	Plumbing materials. 1 x pipe & fittings Ave 12m	\$200	10.0	\$1,200	31 Bendemeer Street
Ms E J Squires	0	0		\$0			\$0	0.0	\$0	33 Bendemeer Street
Anglican Church	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	34 Bendemeer Street
Mrs H M Feebrey	0	0		\$0			\$0	0.0	\$0	35 Bendemeer Street
Anglican Church				\$0			\$0	0.0	\$0	34 Bendemeer Street
Ms W P Clarke	1	1		\$1,435			\$0	0.0	\$0	37 Bendemeer Street
Horadam Pty Ltd	1	1		\$1,435			\$0	0.0	\$0	39 Bendemeer Street
Mrs U M Gleeson	1	1		\$1,435			\$0	0.0	\$0	41 Bendemeer Street
Mr P D Crago & Ms C A Crago	1	1	0	\$1,435			\$0	0.0	\$0	55 Bendemeer Street
Mr S B Hall	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$35	2.0	\$235	60-62 Bendemeer Street
Ms K M Hunt	0	0	0	\$0			\$0	0.0	\$0	61 Bendemeer Street
Anglican Special District of Bundarra	0	1		\$1,200	Combine black & grey water streams	Plumbing materials. 1 x pipe & fittings Ave 12m	\$200	10.0	\$1,200	64 Bendemeer Street
Mr S W Robinson	0	0	0	\$0			\$0	0.0	\$0	65 Bendemeer Street
Ms L J Dale	1			\$235			\$0	0.0	\$0	66 Bendemeer Street
Mr S J Sixsmith & Mrs H L Sixsmith	0	0	0	\$0			\$0	0.0	\$0	69-71 Bendemeer Street
Ms J M Eggins	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	73 Bendemeer Street
Mr V Panuccio	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	81 Bendemeer Street
Ms C A Crago	0	0		\$0			\$0	0.0	\$0	82 Bendemeer Street
Mr M Jukes & Mrs J Jukes	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	85-87 Bendemeer Street
Mr S A Groth & Ms H J Gaudern	1	0	1	\$529	Install ORG, vent	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings	\$79	4.5	\$529	74 Bendemeer Street
Mr D E Lowell & Mrs M J Lowell	1	1	0	\$1,435			\$0	0.0	\$0	30 Bendemeer Street
				\$0					\$0	Bombelli Street
Mr J T Stibbard	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	2 Bombelli Street
Showground Trustees	2	3	1	\$4,364	Install 2 x ORG, 3 x combine black & grey water streams, vent	Plumbing materials. 2 x ORG, 3 sets pipe & fittings Ave 12m, 1 x vent	\$714	36.5	\$4,364	1 Bombelli Street
Mrs M L Zenos	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	4 Bombelli Street
Mr M E Gaudern	0	0	0	\$0			\$0	0.0	\$0	5 Bombelli Street
Mr B J Leslie	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	6 Bombelli Street
Mrs N D Stibbard	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	8 Bombelli Street
				\$0					\$0	Bowline Street
Mr G L Hollis & Mrs C M Hollis	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	2 Bowline Street
Mrs A J Layton	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	6 Bowline Street
Minister For Education and Training	0	0	0	\$0			\$0	0.0	\$0	7 Bowline Street
Mr P R Edwards	1	0	1	\$529	Install ORG, vent	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings	\$79	4.5	\$529	8 Bowline Street
Mr L J Betts & Mrs S Betts	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	12 Bowline Street
Mr C R Morris & Mrs V Morris	0			\$0	nil	nil	\$0	0.0	\$0	14 Bowline Street
Mr D P Tickle	1			\$235			\$0	0.0	\$0	16 Bowline Street
Ms P A Harvey	1	0	0	\$235	Install ORG	Plumbing materials. 1 x ORG, pipe & fittings	\$35	2.0	\$235	19-23 Bowline Street
Mr G J Gleeson & Mrs M M Gleeson	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	24 Bowline Street
Mr J G Williamson & Ms J D Stibbard	1	0	0	\$235	Install ORG	Plumbing materials. 1 x ORG, pipe & fittings	\$35	2.0	\$235	25 Bowline Street
	1	0	0	\$235	Install ORG	Plumbing materials. 1 x ORG, pipe & fittings	\$35	2.0	\$235	25A Bowline St
Mr K G Miller & Ms D A Cook	1	0	1	\$529	Install ORG, vent	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings	\$79	4.5	\$529	31 Bowline Street
				\$0					\$0	Burnett Street
Mr P B Dawson	1	1		\$1,435			\$0	0.0	\$0	2 Burnett Street
Mr R M Goodall & Mrs D M Goodall	0	0	0	\$0			\$0	0.0	\$0	14 Burnett Street
Mr B M Morris & Mrs M M Morris	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	4 Burnett Street
Ms A M Elliott	0	0	0	\$0			\$0	0.0	\$0	10 Burnett Street
Mr R W Turner & Mrs L A Turner	1	1		\$1,435			\$0	0.0	\$0	Clerk Street
Mr B M Mills	1			\$235			\$0	0.0	\$0	5 Clerk Street
Mr B A Eggins & Mrs B A Eggins	1	1		\$1,435			\$0	0.0	\$0	7 Clerk Street
Mr P C Boggiss	1			\$235			\$0	0.0	\$0	9 Clerk Street
Mr T D O'Brien			1	\$1,200			\$0	0.0	\$0	11 Clerk Street
				\$0					\$0	13 Clerk Street
				\$0					\$0	Court Street
Ms T M Layton	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	1 Court Street
Uralla Shire Council	0	1	1	\$1,494	Install vent, combine black & grey water streams	Plumbing materials. 1 x vent, pipe & fittings Ave 12m	\$244	12.5	\$1,494	2 Court Street
Mr R F Layton	1	1	1	\$1,729	Install ORG, vent	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings	\$79	4.5	\$529	3 Court Street
Mr J G Williamson & Mrs J D Williamson	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	5 Court Street
Mr P G Heyman	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	7 Court Street

March 2022 - Attachment 4 - Bundarra Sewerage Scheme - Section 67 Summary - Plumbing Private Works

owners	ORG	Combine to PSU	Vent	Total Plumbing upgrade	Nature of the work	Type & Qty materials used	Materials cost \$	Plumber/s Manhours Total	Total cost incl. materials	property_address
Bundarra Pre-School	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	9 Court Street
Mr K C Wotton & Mrs S A Wotton	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	11 Court Street
Mrs M J Gregory & Mr P J Gregory	0	1		\$1,200	Combine black & grey water streams	Plumbing materials. 1 x pipe & fittings Ave 12m	\$200	10.0	\$1,200	13 Court Street
Mr A T Dezius & Mrs R B Dezius	0	1	0	\$1,200	Combine black & grey water streams	Plumbing materials. 1 x pipe & fittings Ave 12m	\$200	10.0	\$1,200	10 Court Street
Mr B J Beard & Mrs L M Beard	0			\$0			\$0	0.0	\$0	14 Court Street
Mr B J Baker & Mrs C L Baker	1	1		\$1,435			\$0	0.0	\$0	Dawkins Street
Mr B J Wilkes & Mrs K L Wilkes	1	1		\$1,435			\$0	0.0	\$0	15 Dawkins Street
Mr V Panuccio	1	1		\$1,435			\$0	0.0	\$0	12 Dawkins Street
Mr T E Holland	0	0	0	\$0			\$0	0.0	\$0	14 Dawkins Street
Ms C M Edwards	1	1	0	\$1,435			\$0	0.0	\$0	3 Dawkins Street
Mr P J Gregory & Mrs M J Gregory	1	1	0	\$1,435			\$0	0.0	\$0	1 Dawkins Street
Mr I G Dawson	0	1	0	\$1,200	Combine black & grey water streams	Plumbing materials. 1 x pipe & fittings Ave 12m	\$200	10.0	\$1,200	2 Dawkins Street
Ms J M Wallwork	1	1	0	\$1,435			\$0	0.0	\$0	5 Dawkins Street
Mr K P Rohrlach	1	1	0	\$1,435			\$0	0.0	\$0	18 Dawkins Street
Mr R J Dwyer	1	1	0	\$1,435			\$0	0.0	\$0	20 Dawkins Street
L.P. Smith	1	1	0	\$1,435			\$0	0.0	\$0	22 Dawkins Street
Mr N R Betts	1	1	0	\$1,435			\$0	0.0	\$0	7 Dawkins Street
Mr N F Davis	1			\$235			\$0	0.0	\$0	23 Dawkins Street
Mr S W Jackson & Mrs G J Jackson	1	1		\$1,435			\$0	0.0	\$0	Hill Top Lane
Mr D K McLennan & Mrs A G McLennan	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	6 Hill Top Lane
Mr V Panuccio	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	9 Hill Top Lane
Mr J G Williamson & Ms J D Stibbard	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	Muirhead Street
Mr A J Smith & Mrs K Smith	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	1 Muirhead Street
Property NSW	1			\$235			\$0	0.0	\$0	8 Muirhead Street
Mrs S D Cooke	1	1		\$1,435			\$0	0.0	\$0	24 Muirhead Street
Mr E Lea & Mrs M Lea	1	0		\$235			\$35	2.0	\$235	3 Muirhead Street
Ms D J Robinson	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	Oliver Street
Mr W J Dawson & Mrs E E Dawson	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	1 Oliver Street
Mr D J Wooster	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	2 Oliver Street
Mrs M L Harper	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	4 Oliver Street
Ms T D Ingleby	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	6 Oliver Street
Estate of M U Strahle	1	1		\$1,435			\$0	0.0	\$0	8 Oliver Street
Mr M V Fox	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	9 Oliver Street
Ms J L McLennan	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	11 Oliver Street
Mr G R Eggins	0	0	0	\$0			\$0	0.0	\$0	14 Oliver Street
Mr J T Mueller	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	15 Oliver Street
Mr J J Betts	0	0	0	\$0			\$0	0.0	\$0	23 Oliver Street
Ms D J Browning & Ms J G Galbraith	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	28 Oliver Street
Mr R G Beard & Mrs L A Beard	0	1		\$1,200	Combine black & grey water streams	Plumbing materials. 1 x pipe & fittings Ave 12m	\$200	10.0	\$1,200	30 Oliver Street
Mr E J Frankland & Ms S L Hanshaw	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	32 Oliver Street
Catholic Church Bundarra	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	38 Oliver Street
Mr F Panuccio	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	42 Oliver Street
Mr W J Dawson & Mrs E E Dawson	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	44 Oliver Street
Uralla Shire Council	0	1	1		Install vent, combine black & grey water streams	Plumbing materials. 1 x vent, pipe & fittings Ave 12m	\$244	12.5	\$1,494	20 Oliver Street
Mr J R Nelson & Mrs M Nelson	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	5 Oliver Street
Ms K T Casimir	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	Rowe Street
Mr B J Eggins	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	2 Rowe Street
Mr L R Byfield & Mrs D J Byfield	0	0	0	\$0			\$0	0.0	\$0	1 Rowe Street
Ms J A Ridgwell	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	Souter Street
Ms C Panuccio	0	0	0	\$0			\$0	0.0	\$0	1 Souter Street
Ms K M Hunt	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	3 Souter Street
Estate of L L Stratton	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	5 Souter Street
Mr R H Nies & Mrs D L Nies	0	0	0	\$0			\$0	0.0	\$0	6 Souter Street
Ms C Willis	0	0		\$0			\$0	0.0	\$0	8 Souter Street
Ms L M Harper	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	10 Souter Street
Ms J I Jurd	0	1		\$1,200	Combine black & grey water streams	Plumbing materials. 1 x pipe & fittings Ave 12m	\$200	10.0	\$1,200	12 Souter Street
Ms M A Berry	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	14 Souter Street
Estate of M J Fox	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	16 Souter Street
Mr J D Layton	1	1	0	\$1,435			\$0	0.0	\$0	22 Souter Street
Mr G A Sinclair	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	28 Souter Street
Uralla Shire Council			1	\$294			\$0	0.0	\$0	30 Souter Street
Mr K J Gunther & Mrs C M Gunther	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	36 Souter Street
Mr R A Doyle	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	17 Souter Street
Mr A G Williams	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	Thunderbolts Way
Mr G B McMullen & Mrs C R McMullen	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	3 Thunderbolts Way
Mr I D Farr-Wharton & Mrs T E Farr-Wharton	1	1		\$1,435	Install ORG	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$35	2.0	\$235	4 Thunderbolts Way
Mr D T Gleeson	1	1		\$1,435	Install ORG	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	Tomline Street
Mr G Panuccio & Ms J L Kenny	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	1 Tomline Street
Mr A W Gleeson	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	3 Tomline Street
Mr A R Ewing & Mrs L F Ewing	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	5 Tomline Street
Mr M R Allen & Mrs S L Allen	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	7 Tomline Street
Mr J L Harper & Ms L M Harper	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	14 Tomline Street
Ms J M Gleeson	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	17 Tomline Street
Mr D C Pearce	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	18 Tomline Street
Mr J E Roelandts	1	0		\$235	Install ORG	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$35	2.0	\$235	19 Tomline Street

March 2022 - Attachment 4 - Bundarra Sewerage Scheme - Section 67 Summary - Plumbing Private Works										
owners	ORG	Combine to PSU	Vent	Total Plumbing upgrade	Nature of the work	Type & Qty materials used	Materials cost \$	Plumber/s Manhours Total	Total cost incl. materials	property_address
Ms M F Gleeson	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	28 Tomline Street
Mr B E Rowbottom & Mrs M I Rowbottom	0	0	0	\$0	nil	nil	\$0	0.0	\$0	29 Tomline Street
Mr P D Layton	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	33 Tomline Street
Mr G N Gaudern & Mrs R D Mason-Gaudern	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	34 Tomline Street
Mr B J McLoughlin & Mrs F L McLoughlin	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	38 Tomline Street
Ms E S Hammond	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	20 Tomline Street
Ms M E Brennan	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	13-15 Tomline Street
Mr R V Easy & Mrs L M Easy	1	1	0	\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	10-12 Tomline Street
Mrs J M Smith	1	1		\$1,435			\$0	0.0	\$0	White Street
Ms G Frankland	0			\$0			\$0	0.0	\$0	16 White Street
Mrs L M Hetherington & Mrs S M Irwin	1	1		\$1,435	Install ORG, combine black & grey water streams	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$235	12.0	\$1,435	10 White Street
Mr J R Wright	1			\$235	Install ORG	Plumbing materials. 1 x ORG, pipe & fittings Ave 12m	\$35	2.0	\$235	4 White Street
Mr G R Egins	1	1	1	\$1,729	Install ORG, vent, combine black & grey water streams	Plumbing materials. 1 x ORG, 1 x vent, pipe & fittings Ave 12m	\$279	14.5	\$1,729	2 White Street
Mr D J Bradbery & Mrs K Bradbery	0	1		\$1,200	Combine black & grey water streams	Plumbing materials. 1 x pipe & fittings Ave 12m	\$200	10.0	\$1,200	7 White Street
Mr D A Tickle & Mrs L M Tickle	0	0	0	\$0	nil	nil	\$0	0.0	\$0	25 White Street
Mr T D Cracknell & Mrs P Cracknell			1	\$1,494			\$0	0.0	\$0	Worthington Street
Mr G E Leeson	0	0		\$0			\$0	0.0	\$0	1 Worthington Street
Ms N J McNamara & Mr B S Layton	1			\$235			\$35	2.0	\$235	5 Worthington Street
				\$192,299						3 Worthington Street
										total cost to date
November Claim						costs claimed - November			\$9,492	\$9,492
December Claim						costs claimed - December			\$7,479	\$16,971
January Claim	28	32	7			costs claimed - January			\$44,403	\$61,374
February Claim	46	51	13			costs claimed - February			\$74,632	\$136,006

15.12 PROPOSED CHANGES TO REVENUE POLICY FOR SEWER AND
TRADE WASTE CHARGES



Department: Corporate Services
Prepared by: Director Corporate Services and Chief Financial Officer
TRIM Reference: UINT/22/3177

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation
Strategy: 4.2.2 Operate in a financially responsible and sustainable manner
Activity: 4.2.2.1 Maintain and control financial system and improve long term financial sustainability
Action: 4.2.2.1.5 Review all fees and charges on an annual basis for full cost recovery

SUMMARY:

1. A review of accounts during 2021 found that many non-residential premises have not been charged as per the Revenue Policy, resulting in inconsistent and inequitable charging for sewer services.
2. Changes to the Revenue Policy in relation to non-residential sewer and trade waste charges were proposed in report 15.16 to the February 2022 ordinary meeting of Council, to provide a more equitable calculation of charges and be consistent with best practice pricing for sewer services as per NSW Government guidelines.
3. An Alternate Motion to the recommended policy changes was proposed and taken on notice.
4. The original recommendation with report 15.16 addresses most of the matters raised in the Alternate Motion, the exception being the development of a Trade Waste Policy.
5. Paragraph 4 of the alternate Motion has been added to the recommendation.
6. Including the formulas in the resolution provides clarity and transparency to the community.

RECOMMENDATION:

- I. **That Council adopt changes to the wording of the Revenue Policy in relation to sewer and trade waste charges as given in report 15.16 with the addition of paragraph 4 of the Alternate Motion to develop a Liquid Trade Waste Policy, as follows:**

- a. **Sewer Charges – Non-Residential:**

In accordance with Sections 501 and 502 of the Local Government Act 1993, it is proposed to levy a charge on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for sewerage services, that is the greater of:

- i. **A charge calculated as follows:**

$$B = SDF \times (AC + C \times UC)$$

Where:

B = Annual non-residential sewerage bill (\$)

C = Customer's annual water consumption (kL)

AC = Annual non-residential sewerage access charge (\$) (per the table below)

SDF = Sewer discharge factor (per the attached table of sewer discharge factors – see attachment

UC = Sewer usage charge (\$/kL) – per the table below;

Annual Sewer Charges – Non-Residential	
Charge	Amount
	2021/22
Uralla Sewerage – Access	\$450.00
Uralla Sewerage – Usage per kL	\$1.50
Bundarra Sewerage – Access	\$450.00
Bundarra Sewerage – Usage per kL	\$1.50

or

ii. *a charge that is equal to the Sewerage Charges – Residential.*

b. Trade Waste Charges:

In accordance with Sections 501 and 502 of the Local Government Act 1993, it is proposed to levy a charge on all premises classified as dischargers of Liquid Trade Waste as per the Liquid Trade Waste Management Guidelines issued by the NSW Department of Planning Industry and Environment that are connected to, or capable of being connected to, the Uralla or Bundarra sewer systems, calculated as follows:

$$TW = A + (W \times TWDF \times D)$$

Where:

A = Annual liquid trade waste fee (\$) (*per the table below*)

W = Customer's annual water consumption (kL)

TWDF = Trade waste discharge factor (per the attached table of trade waste discharge factors – see attachment

D = Trade waste usage charge (\$/kL) (*per the table below*)

Trade Waste Charges – Non-Residential	
Charge	Amount
	2021/22
Trade Waste – Annual	\$83.00
Trade Waste – Usage per kL	\$1.47

- II. Places the revised wording of the Revenue Policy in relation to non-residential sewer and trade waste charges on public exhibition for a minimum of 28 days and, subject to no major objections being received, adopt the revised wording to the Revenue Policy; and
- III. Apply these changes retrospectively to the Water and Sewerage Charges Notices issued in December 2021 and reissue those notices.
- IV. Develop a Trade Waste Policy based on the Model Policy for Discharge of Trade Waste to the Sewerage System.

REPORT:

7. At the ordinary meeting of council on 22 February 2022 item 15.16 recommended changes to council's Revenue Policy for sewer and trade waste charges.
8. The recommendations would bring charging for non-residential sewer and trade waste into line with the *Water Supply, Sewerage and Trade Waste Pricing Guidelines 2002* produced by the (now) Department of Planning Industry and Environment (DPIE), herein the *Pricing Guidelines*.
9. The Pricing Guidelines are based on pricing principles developed by the NSW Independent Pricing and Regulatory Tribunal (IPART). Most NSW water authorities apply the Pricing Guidelines for water, sewerage and trade waste pricing, including metropolitan water authorities.
10. In early 2021 DPIE published the 4th edition of their *Liquid Trade Waste Management Guidelines for councils in regional NSW* - herein the *Trade Waste Guidelines* - which set out the process for councils to approve and regulate discharge of liquid trade to the sewerage system. Liquid trade waste is defined as all liquid waste other than sewage of a domestic nature, i.e. wastewater of a higher 'strength' than domestic sewage, such as that discharged by some commercial and industrial activities. Higher 'strength' wastewater has the potential to adversely impact the sewerage system and it requires more treatment than domestic sewage, hence additional charges apply to those premises that discharge liquid trade waste over and above the charges for non-residential sewer. The 2021 Trade Waste Guidelines cross reference the 2002 Pricing Guidelines.
11. The Trade Waste Guidelines state "Each council needs to implement best-practice pricing for non-residential sewerage and liquid trade waste to ensure that liquid trade waste dischargers bear a fair share of the cost of providing sewerage services and to facilitate appropriate recycling, pre-treatment, waste minimisation and water conservation."
12. A liquid trade waste discharger (except for tankered waste) pays both the non-residential sewerage charges and liquid trade waste fees and charges.
13. An Alternate Motion was proposed at the 22 February 2022 meeting. The Mayor ruled the alternate motion be taken on notice. Commentary on the Alternate Motion is tabulated below:

Alternate Motion	Commentary
1. Amend Resolution 32.06/21 by:	
a. inserting after the table in point 1. e. "Non-Residential Sewerage Usage Charges to be calculated according to Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines -2021"	The formula for charging Non-Residential Sewerage Usage Charges as presented in paragraph 1.a.i of the original recommendation is already as per that in Section 8.2 of the Trade Waste Guidelines 2021 and also the Pricing Guidelines 2002.
b. Insert after the table in Point 1. f. "Trade Waste Non-Residential Sewerage Usage Charges according to Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines -2021"	The formula for charging Liquid Trade Waste charges as presented in paragraph 1.b of the original recommendation is already as per the Trade Waste Guidelines 2021 and also the Pricing Guidelines 2002. Note that Classification A (Low Risk) dischargers of liquid trade waste pay only the Trade Waste Annual Charge and not the Trade Waste Usage Charge.

<p>2. Revise the non-residential water and sewerage notices issues [sic] in December, 2021/January 2022 to:</p>	
<p>a. Remove Trade Waste Usage Charges, Non-Res Sewerage Usage Charges and Trade Waste Fixed Fee from businesses that do not discharge any trade waste into the sewerage system.</p>	<p>Businesses that do not discharge liquid trade waste are still liable to pay Non-Residential Sewerage Usage Charges, so it would be inappropriate to remove this charge. The proposed amendment to the Revenue Policy would <i>“levy a charge on all premises classified as dischargers of Liquid Trade Waste (except those in Classification A (Low Risk) as per the Liquid Trade Waste Management Guidelines issued by the NSW Department of Planning Industry and Environment) that are connected to, or capable of being connected to, the Uralla or Bundarra sewer systems”</i>, thus the Liquid Trade Waste charges would only apply to dischargers of liquid trade waste.</p> <p>The words <i>“(except those in Classification A (Low Risk)”</i> have been deleted from the recommendation as section 8 of the Trade Waste Guidelines already specify that Low Risk trade waste dischargers are charged only the Trade Waste Annual Charge and not Trade Waste Usage Charge.</p>
<p>b. Revise Trade Waste Usage Charges to reflect the proportion of water that is discharged as trade waste, as per Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines -2021</p>	<p>The proportion of water that is discharged as trade waste was given in the formula in paragraph 1.b of the original recommendation as the trade waste discharge factor (TWDF) multiplied by the metered water consumption (W), which is as per the Trade Waste Guidelines 2021 and also the Pricing Guidelines 2002. Industry-standard TWDF were provided in the Attachment to the February 2022 report and these are from the Pricing Guidelines 2002.</p>
<p>c. Revise Non-Res Sewerage Usage Charges to reflect the proportion of water that is discharged as non-residential sewerage [sic] as per Department of Planning, Industry and Environment, Liquid Trade Waste Management Guidelines -2021.</p>	<p>The proportion of water that is discharged as non-residential sewage was given in the formula in paragraph 1.a.i of the original recommendation, being the customer’s water consumption (C) multiplied by the Sewer Discharge Factor (SDF). The formula is as per the Trade Waste Guidelines 2021 and also the Pricing Guidelines 2002.</p>

	Industry-standard SDF were provided in the Attachment to the February 2022 report and these are from the Pricing Guidelines 2002.
3. Advise all non-residential property owners that may discharge sewerage [sic] and/or trade waste into councils sewerage system that they may apply to have the Sewerage and/or Trade Waste Discharge Factors used to estimate the volume of Sewerage [sic] or Trade Waste discharged to the system, varied from those in the 2002 DPIE water supply, sewerage and Trade Waste Pricing Guidelines. Any variation will need to be justified by the applicant.	Appendices G and F13 of the Trade Waste Guidelines 2021 provide guidance on establishing site-specific discharge factors or alternative means to measure the volume of sewage &/or trade waste discharged to the sewer. It is recommended that the industry-standard discharge factors as given in the Pricing Guidelines 2002 should apply to premises until such time as council agrees in writing to accept an alternative discharge factor or measurement of sewage &/or trade waste discharge volume for a premises. This would give an unambiguous point-in-time from which the new discharge factor or volume measurement would apply.
4. Develop a Trade Waste Policy based on the Model Policy for Discharge of Trade Waste to the Sewerage System.	A draft Liquid Trade Waste Policy was presented to Council on 27 July 2015 and the Council resolved <i>“That the General Manager be requested to provide further information to Council on the impacts of the Liquid Trade Waste Policy on existing businesses in the Shire, prior to returning the draft policy to Council for adoption.”</i> [resolution 19.07/15].
5. Credit premises with any Trade Waste and Non-Residential Sewerage Usage charges paid in response to the recent notices and waive interest being payable on these charges until the issues are resolved and corrected statements (including consideration of requests to vary Discharge Factors) issued.	Paragraph III of the original recommendation was to apply proposed changes to the Revenue Policy retrospectively to the Water and Sewerage Charge Notices issued in December 2021 and reissue those notices. This would in effect credit any over-payment already paid on the December 2021 notices of Trade Waste or Non-Residential Sewerage Charges.

14. Industry figures for the Sewer Discharge Factors and Trade Waste Discharge Factors provided by DPIE in the Pricing Guidelines are in the Attachment.

CONCLUSION:

15. The original recommendations of report 15.16 address the matters raised in the Alternate Motion with the exception of a liquid trade waste policy (paragraph 4 of the Alternate Motion). Recommend that Council add paragraph 4 of the Alternate Motion to the original recommendations in report 15.16 and place the proposed changes on exhibition for a minimum of 28 days and adopt these changes if no objections are received

COUNCIL IMPLICATIONS

16. Community Engagement/Communication

Minimum 28 day exhibition of proposed changes. Non-residential premises will be contacted by letter advising of the proposed policy change that will be applied retrospectively to the Water and Sewerage Charges Notices issued in December 2021 if the policy is adopted.

17. Policy and Regulation

Change to existing Revenue Policy, subject to 28 day exhibition.

18. Financial/Long Term Financial Plan

Brings policy in line with best practice pricing for sewer which is used by most water authorities in NSW.

19. Asset management/Asset Management Strategy

No implications.

20. Workforce/Workforce Management Strategy

No implications.

21. Legal and Risk Management

No implications.

22. Performance Measures

Timely revision of Water & Sewerage Charges Notices if new policy adopted.

23. Project Management

Finance officers will administer.

15.13 REGISTER RESOLUTIONS ACTIONS STATUS



Department: General Manager's Office
Prepared by: *Executive Assistant*
TRIM Reference: UINT/22/3239
Attachment: UINT/22/3378

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.1 A strong, accountable and representative Council
Strategy: 4.1.1 Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan

SUMMARY:

1. The purpose of this report is to provide Council with the Resolution Action Status updates as at 16 March 2022

RECOMMENDATION:

That Council receive the Resolution Action Status as at 16 March 2022.

REPORT:

2. Following every council meeting, the resolutions of Council which require action are compiled into a single document. This document is referred to as the Resolution Action Status.
3. The purpose of the Resolution Action Status is to track the progress of actions and provide confirmation to Council when these actions are complete.
4. The Resolution Action Status is presented to Council at its ordinary meetings.
5. Actions which were completed as at the date of the report to the last Council ordinary meeting, where the full resolution has been completed, have been removed from the document.

CONCLUSION:

6. The Resolution Action Status shows actions which are currently pending, in progress or completed since the last report.

15.13 Attachment

LEGEND: A=Action pending; B= Being actioned; C= Completed							
DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/11/2015	24.11/15	Bergen Road Land Acquisition and Exchange for Road Works	That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DID	Jun-22	Being progressed by Council's solicitor.	B
25/07/2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.	DID DID	Jun-22	1. Noted. Being progressed by Council's solicitor.	B B
25/07/2017	22.07/17	Report 11 - Uralla Sporting Complex	That Council; (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access, (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and (c) develop a plan of management for the sharing of the facilities among the user groups, (d) staff investigate relocation and redevelopment of the playground area.	MDP MDP MDP MDP		a) Completed b) Seating provided through SCCF Round 2 funding. c) Draft completed. To be tabled following adoption of the Open Spaces Strategy. OSS exhibition now completed. Minor amendments to be made to final version for Council adoption. d) Playground completed. Funded under Stronger Country Communities Fund Round 1. Further works to the playground have been undertaken under SCCF Round2	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B COMPLETED & REPORTED TO COUNCIL

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24/04/2018	50.04/18	Late Report 2 – Industrial Land Subdivision	That Council resolve to: 1. Endorse option 2 of the Kehoe Myers report dated 6 April 2018 for the subdivision of the Uralla Industrial Estate, being Lot 14 DP 787477, Rowan Avenue Uralla, 2. Progress detailed design of the subdivision and the construction of Stage 1, 3. Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project.	DID		Noted	COMPLETED & REPORTED TO COUNCIL
				DID		Detailed design completed. Signage installed. Valuation received. Probity advice received and probity plan developed. Three stage layout developed and costed.	COMPLETED & REPORTED TO COUNCIL
				DID		DA Consent concluded. Grant funding application lodged under the Building Better Regions Fund Round 4 was unsuccessful. Further marketing pending funding and approval. Funding applied for under the BLERF grant February 2021 - unsuccessful. Application lodged for Stage 1 balance funding through BBR 5 - March 2021. BBR 5 application unsuccessful. Briefing for Council on funding body feedback - pending.	B

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26/11/2019	39.11/19	Report 7 - Works Progress Report as at 31 October 2019	That: 1. the report be received and noted for the works completed or progressed during October 2019, and works programmed for November 2019. 2. Council review the updated transport asset management plan in the New Year to confirm priorities	MCI	Feb-20	1. Noted 2. Underway. Condition assessment information, gravel roads prioritisation, and successful grant funding implications being incorporated into the document. Council briefed on status 12 October 2021. Draft AMP circulated for review and comment to Councillors. Comments received - next financial review before presentation to Council.	COMPLETED & REPORTED TO COUNCIL B
				MCI			

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/02/2021	04.02/21	14.1 Budget Review & Finance Committee Meetings Held : 14.1.1 8th December 2020 14.1.2 9th February 2021	That Council endorse the following recommendations: a) That Council undertake community consultation regarding the sustainability of the Shire's water supply with consideration of pricing options (8 December 2020 meeting) b) that the service review information be developed in conjunction with the Integrated Water Cycle Management Strategy (9 February meeting) c) That Council work with ZNet and undertake community engagement on water pricing model structure options as part of the preparation of the 2021/22 Operational Plan (9 February meeting) d) Note the Budget Review Committee has reviewed the Horizontal Service review - Priority 3 Actions Summary and recommend Council confirm the proposed actionS marked R&I (9 February meeting)	CFO-DC		This formed part of the community consultation on the drafting of the 2021-22 Budget.	COMPLETED & REPORTED TO COUNCIL
				MWWS		Integrated Water Cycle Management Strategy scope to be finalised.	B
				CFO-DC		This formed part of the community consultation on the drafting of the 2021-22 Budget.	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		This was undertaken as part of the drafting of the 2021-22 budget and/or included as actions in the 21/22 Operational Plan	COMPLETED & REPORTED TO COUNCIL

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2021	17.03/21	Item 15.6 review of Council's Waste Management Operating and Service Delivery Environment	That Council: 1. Receive the reports with modifications as required: (1) USC Uralla Landfill - Site Development Plan V3; (2) USC Bundarra Landfill - Site Development Plan V2; (3) USC Kerbside Waste Collection Services Investigation V4; (4) USC Green Waste - Investigation V1; 2. Design and construct a waste transfer station for BWMF. 3. Terminate landfilling operations at the Bundarra Waste Management Facility (BWMF) to replace with a transfer station. 4. Commence the transportation of waste from Bundarra transfer station to Uralla. 5. Coordinate transfer bin collection routes with Bundarra and Kingstown facility following construction of transfer station. 6. Undertake investigation of options to transport waste to other landfills in the region. 7. Undertake the capping and rehabilitation of closed landfill cells at BWMF. 8. Commence discussions with neighbouring Councils regarding the potential for a region wide waste strategy. 9. Continue kerbside waste collection services for the current locations with current service standards. 10. Continue to address the further points in the reports	MWWS MWWS MWWS MWWS MWWS MWWS MWWS MWWS MWWS		Noted Design contract awarded. Pending Pending construction of waste transfer station at Bundarra Pending construction of waste transfer station at Bundarra Pending construction of waste transfer station at Bundarra Pending construction of waste transfer station at Bundarra Pending construction of waste transfer station at Bundarra Noted. Report for RFQ for wet hire kerbside collections to July meeting. Noted. Tenders accepted by Council for landfill compactor and wheel loader.	COMPLETED & REPORTED TO COUNCIL B A A A A A COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL
23/03/2021	40.03/21	Item 17.1 CONFIDENTIAL SESSION - Documents Presented to the Audit, Risk and Improvement Committee	1. That the unconfirmed Minutes from the Audit Risk and Improvement Committee meeting held on 9 February 2021 be noted; and 2. Council endorse the following recommendations: <i>8.1 Independent Consultant Report on Possible Deviation Between Approved 2020 Budget and Transport Asset Management Plan-</i> 1. That ARIC advise Council they have reviewed the Independent Investigation report and noted the budgeting and approval process deficiencies. 2. That the recommendations in the TNR Investigation Report be noted and that the improvement plan be implemented: a. All aspects of the capital works programmes should be determined and finalised so the information can be provided to Council prior to adopting the annual operational plan and financial budget; and b. Council should assess and benchmark its resources to ensure that it has appropriate personnel to provide a robust asset management function and deliver on Council expectations; and	CFO-DC CFO-DC CFO-DC CFO-DC		Noted Noted 2021/22 budget approved include including nominated roads for renewal. Separate resolution of Council re: roads to be upgraded from unsealed to sealed. Noted but work on determining what sufficient resources are necessary to ensure Council has appropriate personnel to provide a robust asset management function and deliver on Council expectations has not yet commenced. However, consideration on appropriate staffing levels to meet this recommendation may be undertaken as part of the preparation of the 2022/23 budget.	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<p>c. Councillors and the management Team should review areas of discontent and develop processes, and where necessary policies, to ensure Council's operations are efficient, effective and compliant with applicable laws and regulations; and</p> <p>d. Management should identify budget variations and have them approved by Council in advance of commencing works. Protocols should be developed to ensure that the Management Team and Council are clear and content on the process of advising and approving budget variation; and</p> <p><i>9.6 Internal Audit Report on Hill Street Asphalt Overlay</i></p> <p>1. That ARIC advise Council it has reviewed the Internal Audit Special Report – Asphalt Hill Street report and as a result conclude that a perception exists of a breach of delegation and a splitting of orders; and</p> <p>2. That an undertaking to review the procurement policies and procedures to ensure proper delegation process is followed.</p> <p><i>9.7 Audit Office of NSW Management Letter on the Interim Phase of the Audit for the Year Ended 30 June 2020:</i></p> <p>1. That the Audit Office of NSW Management Letter on the Interim phase of the audit for the year ended 30 June 2020 including the recommendations within the letter be noted;</p> <p>2. ARIC recommends to Council that the General Manager address the recommendations in the Audit Office letter; and</p> <p>3. ARIC recommend that sufficient resources are allocated to address this work.</p>	CFO-DC		In progress	B
				CFO-DC		1. Noted for future Quarterly Budget Review identification; separate budget variation reports also presented to Council on an as needs basis. 2. Protocols not yet developed	B
				CFO-DC		Noted	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		In progress	B
				CFO-DC		Noted	COMPLETED & REPORTED TO COUNCIL
				CFO-DC		Four of the five issues have been actioned. The fifth action relating to asset management plans is currently being actioned. However it should be noted that this action is the responsibility of the Asset Manager who resigned from the position. A replacement Manager is being sought.	B
				CFO-DC		Noted	COMPLETED & REPORTED TO COUNCIL
27/04/2021	26.04/21	Item 15.12 Public Spaces Legacy Program Project	<p>That Council:</p> <p>1. subject to funding of up to \$2,000,000 under the NSW Public Spaces Legacy Program, undertakes the following projects:</p> <p>a) The Constellations of The South at The Glen, adjacent Rotary Park upgrade and model boating lake, circa \$1,500,000; and</p> <p>b) Fibonacci theme at Pioneer Park circa \$500,000</p> <p>2. authorise the General Manager to execute the proposed funding deed;</p> <p>3. undertake further community consultation during the concept and detailed design phases of the projects;</p> <p>4. Include the operating costs of the new capital works projects as part of development of the Long Term Financial Plan.</p>	MDP		Grant funding is for these 2 projects	B
				MDP		Funding deed finalised and signed.	COMPLETED & REPORTED TO COUNCIL
				MDP		Survey complete. Initial concept plans complete and signage being prepared. Public exhibition period complete and public information session conducted on 27 January.	C
				CFO-DC		Details not yet available	B

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
2/07/2021	X06.07/21 2 July Meeting	8.1 BUNDARRA SEWERAGE SCHEME SECTION 67 PRIVATE WORKS	That Council: I. enter into agreements with the owners of the assets on the Bundarra properties that are expected to connect to the Bundarra Sewer Scheme (currently under construction) to undertake the necessary electrical and plumbing upgrades (the private works) necessary to allow the connection to take place; II. not charge the Bundarra property owners for the private works by setting the fee for the works at \$0.00; III. authorise the private works costs to be met from the current project budget; and IV. receive a report in accordance with the requirements of section 67 (4) of the Local Government Act 1993 (NSW), subsequent to the works being completed; V. include details or a summary of any resolutions made under section 67 for work carried out under subsection (2)(b) of the Act in the next annual report; and VI. seek legal advice to determine if there is any permissible method for Council to pay for the private works that may have been undertaken by the owners of the assets since the Council's letter to residents, 8 April 2021, to the date of this resolution and report back to Council.	DID		Completed II. Noted III. Noted IV. Ongoing V. Pending VI. Advice received. Included in August 2021 Bundarra Sewerage report.	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL B B COMPLETED & REPORTED TO COUNCIL
27/07/2021	07.07/21	12.2 MAYORAL MINUTE COUNCIL ADVOCACY - RE CLOSURE OF NAB URALLA BRANCH	That Council receive and note the Mayoral Minute regarding the action taken by Uralla Shire Council on behalf of the community in response to notice given by NAB to close Uralla Branch in October 2021 and, noting the closure of the NAB Uralla branch in October 2021, that Council proceed to tender for its banking services	CFO-DCS		Staff will commence preparation of tender documents once budgets are drafted and staff shortfalls in the finance team have been addressed. Alternatively, an estimate to out-source the procurement process may be provided to Council in the next QBRS for their consideration and approval.	A
27/07/2021	31.07/21	15.9 BUNDARRA SEWERAGE SCHEME – PROJECT UPDATE REPORT	That Council 1. Receive the Bundarra Sewerage Scheme – Project Update Report, and 2. Inform the Bundarra Community about council resolution X06.07/21 via a letterbox drop and a public information session.	DID		1. Noted 2. Letterbox drop completed. Public Information session undertaken. Small number of attendees.	C
26/10/2021	07.10/21	14.2 Minutes of the Bundarra School of arts Hall s355 Committee Meetings Held 26 July and 27 September 2021	I. That Council receive the minutes of the Bundarra School of Arts Hall Committee meeting held on 26 July 2021 and approve the following: a. that the removal of old cement pots on the existing islands in the main Street (Souter Street) be prioritised.	DID		Pending. Under review by the Bundarra S355 Committee.	B
26/10/2021	08.10/21	14.3 Minutes of the Uralla Township and Environs s355 Committee Meetings Held 10 May 2021, 12 July 2021 and 11 October 2021	That Council a) receive the minutes of the Uralla Township and Environs s355 Committee meetings held 10 May 2021, 12 July 2021, and 11 October 2021; b) repaint the replica Kerosene Lamp posts at pedestrian crossing in Bridge Street as a matter of urgency; c) present recommendations from the Uralla Township and Environs s355 Committee Meeting Minutes in 26 October report to the November 2021 Ordinary Meeting.	DID DID DID		Noted Commenced. Complete	COMPLETED & REPORTED TO COUNCIL B COMPLETED & REPORTED TO COUNCIL

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26/10/2021	26.10/21	15.14 Recommendations of Workshop – Upgrades and Beautification of Fuller Park, Bridge Street Uralla	That Council I. Subject to grant funding being secured, approve the upgrades and improvements to Fuller Park, Uralla, as raised in the workshop and noted below: a) Planting of a few trees and removal of selected trees (see photo) \$1,000; b) Garbage bin or plaque relocation – to provide separation distance between the bin and plaque \$300; c) Removal of the 2 large Concrete pots \$500; d) Demolition and removal of the shelter \$500; e) Provision of two additional picnic shelters on the shelter slab \$12,000; f) Information inserts on picnic tables \$2,000; and g) Plaques to be cleaned and relocated together \$300.	DID		Now funded under SCCF4. Deed signed and shelters ordered.	B
26/10/2021	37.10/21	16.1 Notice of Motion - Charges for Green Waste from outside Uralla Shire	That Council: 1. Place on public exhibition for a minimum of 28 days the following charges to apply to loads of uncontaminated garden and wood waste from outside the Uralla Shire – Car-sedan, wagon \$ 5.00 per load Small truck or trailer \$12.00 per load Large trailer \$25.00 per load Truck \$25.00 per cubic metre and adopts the fees and charges subject to no submissions from Uralla Shire residents being received. 2. Consider the effectiveness of the new green waste charges for non-residents at the next review of fees and charges.	MWWS MWWS		Completed. Charges adopted. In progress, policing difficult (eg. non-residents disposing greenwaste on behalf of local family, commercial operators working out of shire, etc)	COMPLETED & REPORTED TO COUNCIL B
24/12/2021	04.12/21	15. 2Presentation of Annual Financial Statements June 2021	That Council postpone item 15.2 Presentation of Annual Financial Statements June 2021 until a future Ordinary Meeting and Council give notice for the Auditor to attend and request they make a presentation	CFO-DC		Auditor presented at the February 2022 meeting.	C
24/12/2021	11.12/21	15.8 Councillor Committee Representation	I. That the following delegates be appointed to the Australia Day Committee (ADC) for the term of the council: Crs Burrows, O'Connor, and II. That the remainder of the item be considered as an adjourned portion of the meeting to occur on the 25 January 2022 at the resumption of the meeting commencing at 9:30am, and III. That council establish three (3) further committees as: 1. Financial advisory committee 2. Development advisory committee 3. Capital works advisory committee	GM GM MG		Completed and ADC advised Completed Terms of reference / governance arrangement have been drafted for consideration at next Budget Review & Finance Committee. Reference to the Report and draft TORS UINT/22/1493, UINT/22/1499, UINT/22/2600, UINT/22/2561	COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL C
24/12/2021	13.12/21	15.10 Public Spaces Legacy Program Projects – Status Report	That Council 1. Extend the public notice period until 30 January 2022 for the Public Spaces legacy Program projects; and 2. Publicly advertise the projects in the Uralla Wordsworth in the 10 January 2022 edition, Council Website and Facebook and hold a public meeting to talk through the concept options and provide the community with an opportunity for input, before the 31 January 2022; and 3. Present the feedback to Council to support the adoption of the applicable project designs and strategies.	MDP MDP		Completed Report prepared for extraordinary meeting. Concept plans for The Glen and Rotary Park endorsed. Preliminary detailed plans for all projects to be prepared and further consultation to be undertaken around Pioneer Park works. Indicative budget supplied to Council. New resolution X03.03/33 replaces this one	C C

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/01/2022	X03.01/22	7.1 Notice of Motion – The need to review council’s 2021/22 budget control spending and produce a break-even or surplus budget.	That Council 1. Suspend the delegation to the General Manager for recruitment of staff and alternate labour hire to council without Council’s approval, pending the development of a Council approved strategy to bring the 2021/22 budget into surplus; and 2. Amend the General Manager’s delegation to accept quotations for the supply of goods and services to a maximum of \$150,000 for any one item already specified in the 2021/2022 budget and require the General Manager to bring to Council any purchasing and contracting decisions above that amount.	GM MG		ultra vires as per Office of Local Government letter received 17/2/2022. Vacancies held where practical or unavoidable providing some short-term budget savings. Resources prioritised on preparing 2022/23 budget (no approved resources for re-working current budget)	C COMPLETED & REPORTED TO COUNCIL
1/02/2022	X02.02/22	7.1 UPC REQUEST FOR SUPPORT TO COMMENCE THE CONSTRUCTION OF THE NEW ENGLAND SOLAR FARM	That Council, upon receipt of a satisfactory \$300,000 bond, writes to UPC/VAC Renewables advising that while the roads (Barleyfields Road and Big Ridge Road Segments 1 and 3) have not been constructed to Council’s satisfaction, acceptable arrangements including bonding and a commitment to complete the works by 10 March 2022 have mitigated the associated risk and therefore Council has no objection to the commencement of the works associated with the construction of the solar farm.	DID		Satisfactory interim bond arrangements provided. To be finalised this week. Letter of no objection provided to UPC. Repairs scheduled for March 2022.	B
8/02/2022	X03.03/22	7.1 Public Spaces Legacy Program Projects - Concept Plans	That Council note the Public Spaces Legacy Program Concept Plans report and: I. Endorse the concept plans for: a. The Glen subject to: i. The model boating lake be established with a long reach excavator, no herbicide to be used ii. establish a panel of community members and councillors to select the Constellation of the South artists within the project budget. b. Rotary Park II. Receive confidential copy of the cost estimates and project budget III. A regular project report to Council IV. Approve the project proceeding to preliminary detailed design, V. Further discussions be held with the designer, Uralla Arts and UTEC representatives on the concept plan for Pioneer Park -Fibonacci Park	MDP MDP MDP MDP MDP		1a. In progress noted noted Consultation meeting proposed for 31 March with Designers, UTEC, Uralla Arts & USC Councillors and key staff	B C C C B
22/02/2022	01.02/22	7.1 MINUTES Ordinary Meeting of Council held 24 December 2021	Cr Toomey requested that the record of Councillor voting be included in the public minutes for Item 17	EA		Completed	Resolution Closed
22/02/2022	08.02/22	9.1 15.1 Auditor Presentation on the Annual Financial Statements June 2021	i. That the presentation by the Auditor on the Annual Financial Statements and Auditor’s Reports for the year ended 30 June 2021 be accepted, and ii. That Cr O’Connor’s questions and answers be included in the March report to Council in reference to the agenda item 15.1 of the February meeting, and iii. That Councillors draft a letter to the Auditor General and Minister regarding the process of Council engagement with the auditor during the preparation of the financial statements prior to adoption by Council.	COUNCILLORS CFO-DC COUNCILLORS		Completed The Audit Office have advised that the questions raised should be put to management in the first instance. As the questions raised do not relate to the conduct of the audit, the Audit Office will not be providing any written responses for inclusion in the business papers. This is a matter for the Councillors to attend to.	COMPLETED & REPORTED TO COUNCIL C A
22/02/2022	12.02/22	12.1 MAYORAL MINUTE - International Women’s Day	i. That Council provide sponsorship for 4 tickets to attend the Uralla Historical Society “Golden Girls” International Women’s Day event on Saturday 19 March 2022 for McCrossin’s Mill to determine community members to be allocated the tickets, with costs allocated against Council donations, and	GM			C

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			ii. That Councillors be encouraged to attend under their own resources, and iii. That Council send up to two staff delegates to the Uralla Historical Society "Golden Girls" International Women's Day event on Saturday 19 March 2022 with costs allocated against Council's respective professional development budgets.	COUNCILLORS GM		Invites for 2x staff members disseminated - no uptake GM & DCS to attend	C C
22/02/2022	15.02/22	15.5 Positive Working Relationship and General Conduct Policy	That i. the Positive Working Relationship Policy with the following amendments: a. "Act reasonably and justly in accordance with the law" be added to all subsections under accountabilities, and ii. be placed on public exhibition for 28 days and if no submissions are received that the policy be adopted.	MG MG		Amended as per resolution Placed on Public exhibition until 28 March 2022.	C B
22/02/2022	16.02/22	15.6 Integrated Planning and Report Update: Draft Community Strategic Plan 2022-2031	i. That the <i>draft Community Strategic Plan 2022 – 2031</i> be placed on public exhibition for 28 days; and ii. Council expresses its appreciation for the staff input to co-ordinate the creation of the document.	CFO-DC COUNCILLORS		In progress	B C
22/02/2022	17.02/22	15.7 Expression of Interest for Panel of Conduct Reviewers	That report lay on the table pending March Meeting.	MG		Report drafted; amended the summary explaining what the conflict of interest was and how it can be managed. Amended the recommendation to align UINT/22/2957	C
22/02/2022	18.02/22	15.8 Gravel Roads Upgrade Prioritisation Survey Results and Submissions	That the gravel roads upgrade prioritisation community submissions and survey results be returned to Council during consideration of the Transport Asset Management Plan.	DID		Pending. Scheduled for April meeting.	A
22/02/2022	20.02/22	15.9 Proposed Project List – Submission from Public Exhibition Period and Survey Results	That Council note the Proposed Project List community submissions and survey results for consideration by Council when future grant funding opportunities arise.	MDP			C
22/02/2022	21.02/22	15.10, 15.11 & 15.12 Draft Terms of Reference for Section 355 Committees	That Council lay Items 15.10 - 15.11 - 15.12 on the table until Councillors undertake further engagement with community members before an updated draft is considered by Council for public exhibition	COUNCILLORS		15.11 addressed in 22 March 2022 Council Agenda	B
22/02/2022	26.02/22	15.15 Objection to Sunny Jim Mackay Park Place Name Proposal	That Council support the name change to 'Sunny Jim Mackay Park', having considered the confidential submissions to the Sunny Jim Mackay Park place name proposal, based on: i. A name for the oval within the park is not consistent with the NSW Geographical Names Board Place Naming Policy (multiplication of names for different parts of the same topographical feature shall be avoided); ii. The proposed name relates to the park's historical connection and significance to James Rainey Munro Mackay ('Sunny Jim'). The place name proposal celebrates local history and heritage by naming the reserve after a local historical resident with ties to the town and region. iii. Council is satisfied there is substantive and sufficient community support for the Sunny Jim Mackay Park proposal and has resolved to endorse the place name proposal.	DID			C
22/02/2022	27.02/22	16.1 Notice of Motion – Uralla Neighbourhood Centre	That Council: 1. Continue to lease the RSL Memorial Hall to the Uralla Neighbourhood Centre for two years (Feb 2022 to Feb 2024) at the current rent of \$8,000 per year, paid quarterly in advance. 2. That the Uralla Neighbourhood Centre benefit from all hire charges associated with the use of the Returned Services Memorial Hall, including council functions. 3. Insert the fee in the 2021/22 fees and charges.	DCS DCS CFO-DC		Neighbourhood Centre advised. Noted A lease is not a fee per Part 10 of the Local Government Act 1993 and as such cannot be inserted in the Fees and Charges and therefore does not require public exhibition of same.	C C C

DATE OF MEETING	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			4. Remove the sentence "Rental fees for new leases or licences on Council properties negotiated during the year will be based on valuation advice and other relevant factors, such as community benefit." Page 16 of 48, from the fees and charges	DCS			C
			5. Place the revised fees and charges on public exhibition for 28 days. If no submissions are received council adopt the revised fees and charges.	DCS		Not applicable - see above.	C
22/02/2022	2.02/22	16.2 Notice of Motion – Backyard Burning Policy & 15.17 Draft Policy: Backyard Burning 2022	That Council lay Items - 16.2 / 15.17 on the table.	MDP		Information circulated and comments sought from Councillors. Scheduled for April meeting agenda	B
22/02/2022	31.02/22	15.19 Visitor Information Centre Pop-up Space	That: i. Council recognise that the Uralla Visitor Information Centre is designed to offer display space to promote the Uralla Shire inclusively; and ii. Councillors undertake a workshop to further consider how the "Visitor Information Centre Space" could be used.	DCS DCS		Noted	C A
22/02/2022	33.02/22	16.3 Notice of Motion – Potential Councillor Liability Under the Heavy Vehicle National Law	That Councillors be advised of: 1. any breach of the Heavy Vehicle National Law (NSW) involving council equipment within 24 hours of the General Manager becoming aware of the breach; and 2. the progress of any prosecution within the legal system.	DID		Noted	C
22/02/2022	35.02/22	17.1 Application for Relief under Water and Sewer Charges Refund Policy 2017 – A – B – C – D	a. That Council refund charges for Water Billing Assessment 9786 totalling \$795.08 in accordance with Clause 1 of USC Water and Sewer Charges Refund Policy 2017, Section 607 of the Local Government Act 1993 and Regulation 131 of the Local Government (General) Regulation 2005. b. That Council refund charges for Water Billing Assessment 9697 totalling \$858.00 in accordance with Clause 1 of USC Water and Sewer Charges Refund Policy 2017, Section 607 of the Local Government Act 1993 and Regulation 131 of the Local Government (General) Regulation 2005 c. That Council refund charges for Water Billing Assessment 7988 totalling \$858.00 in accordance with Clause 1 of USC Water and Sewer Charges Refund Policy 2017, Section 607 of the Local Government Act 1993 and Regulation 131 of the Local Government (General) Regulation 2005. d. That Council refund charges for Water Billing Assessment 9562 totalling \$1,549.60 in accordance with Clause 3 of USC Water and Sewer Charges Refund Policy 2017, Section 607 of the Local Government Act 1993 and Regulation 131 of the Local Government (General) Regulation 2005.	CFO-DC CFO-DC CFO-DC CFO-DC		Completed Completed Completed Completed	C C C C

16 MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

16.1 QUESTIONS WITH NOTICE TITLE



Department: General Manager
Prepared by: Executive Team
TRIM Reference: UINT/22/3353

QUESTION FROM CR Crouch:

Question: Could councillors please be advised of the scheduled cleaning program, including footpath cleaning, for Bridge Street in the Uralla Central Business District?

Response:

Cleaning is undertaken on an as needs basis (adjusting for seasonal affects) in response to observations by the Council staff and in response to customer requests.

Many of the businesses in the *Uralla Central Business District* undertake some cleaning of the footpath and street furniture fronting their business.

On occasion the Council engages a street sweeper from Armidale Regional Council depending on the extent of street litter and local events.

It is considered that going forward cleaning once a week with a blower by Council staff (within existing staffing levels) would provide an adequate level of service, with hosing down areas as per observations and customer requests. Shop proprietors undertake cleaning, sweeping or hosing on a regular basis for their portion of street frontage to achieve a higher service level at their discretion.

16.2 NOTICE OF MOTION - REPORT ON IMPLEMENTATION AND IMPACT OF COUNCIL'S SECTION 7.12 DEVELOPMENT CONTRIBUTION PLAN 2021



LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Community Strategic plan

Strategic Objective: An attractive environment for business tourism and industry

Strategy: Implement and maintain developer contribution plans

Delivery Program Activity: Develop s 7.11 and s7.12 contribution frameworks

Operational Plan Action: Develop s7.11 and s7.12 development charges policy

SUMMARY:

At the August, 2021 Council meeting, council resolved to put the draft Uralla s7.11 and s7.12 Developer contribution plans on Public Exhibition. As no submissions were received, the Plans were subsequently adopted. Recently, councillors have received representation on the adverse impact the implementation of the 7.12 plan is having on residential development in Uralla and that it is effectively a tax on building a house. Some actions of council have the potential to have major adverse impacts on individuals while providing limited benefit to council and the broader community, and in some instances can have unforeseen impacts.

The fees are:

Development less than \$100k: no charge

Development between \$100k and \$200k: 0.5% cost of development

Development over \$200k: 1.0% cost of development.

These fees are the same as Armidale Regional Council.

In this instance adding 1.0 percent to the cost of building most houses (\$5000.00 on a \$500,000 house) could be impacting adversely on development in the Shire.

Council needs information in order to determine whether or not to review these charges and where they are applied.

COUNCILLOR'S MOTION:

That council receive a report at the April Ordinary Meeting on:

- The monetary value of s7.12 Plan Contributions collected since the Plan has been implemented.
- The number of developments affected.
- Details of expenditure, if any, from the accumulated funds.
- Any other comments staff may care to provide relevant to this Plan.

Submitted by Councillor Crouch

EXECUTIVE ADVICE:

1. The Section 7.11 and 7.12 plans were adopted by Council at its November meeting. These plans replaced the previous S94 plans.
2. Submissions were received and considered in the report to Council's November meeting at Report 15.14.
3. The revenues generated to date would be minimal.
4. Given the current demands on staff it is recommended that the motion seek a report at the completion of this financial year in regards to the revenues generated, number of developments contributing and the fate of the funds:

That council receive a report as at 30 June 2022 on:

- **The monetary value of s7.12 Plan Contributions collected since the Plan has been implemented.**
- **The number of developments affected.**
- **Details of expenditure, if any, from the accumulated funds.**
- **Any other comments staff may care to provide relevant to this Plan.**

COUNCIL IMPLICATIONS:

5. **Community Engagement/ Communication (per engagement strategy)**

Draft Section 7.12 plan placed on public exhibition prior to adoption.

6. **Policy and Regulation**

Preparation of the Section 7.11 and 7.12 Plans is regulated by the Environmental Planning and Assessment Act 1979.

7. **Financial (LTFP)**

Provides additional revenue for the renewal and maintenance of Council Infrastructure

8. **Asset Management (AMS)**

Assists to facilitate the renewal and maintenance of assets and associated service levels.

9. **Workforce (WMS)**

N/A

10. **Legal and Risk Management**

N/A

11. **Performance Measures**

N/A

12. **Project Management**

N/A

17 CONFIDENTIAL MATTERS

17.1 EXPRESSION OF INTEREST FOR PANEL OF CONDUCT REVIEWERS – ATTACHMENT FROM ITEM 15.2



17.2 APPLICATION FOR RELIEF UNDER WATER AND SEWER CHARGES
REFUND POLICY 2017 – A



Department: Corporate Services
Prepared by: Revenue Officer
TRIM Reference: UINT/22/3096
Attachment: UI/22/1332

This report is presented to the CLOSED section of the 22nd March 2022 meeting under section 10A (2) (b) of the Local Government Act (NSW) 1993.

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
- (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
- (b) the personal hardship of any resident or ratepayer

Reason: The report contains confidential information relating to individual financial circumstances.

17.3 APPLICATION FOR RELIEF UNDER WATER AND SEWER CHARGES
REFUND POLICY 2017 – B



Department: Corporate Services
Prepared by: Revenue Officer
TRIM Reference: UINT/22/3097
Attachment: UI/22/824

This report is presented to the CLOSED section of the 22nd March 2022 meeting under section 10A (2) (b) of the Local Government Act (NSW) 1993.

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:**
- (a) the discussion of any of the matters listed in subclause (2), or**
 - (b) the receipt or discussion of any of the information so listed.**

- (2) The matters and information are the following:**
- (b) the personal hardship of any resident or ratepayer**

Reason: The report contains confidential information relating to individual financial circumstances.

18 COMMUNICATION OF COUNCIL DECISIONS

19 CONCLUSION OF THE MEETING

END OF BUSINESS PAPER