

Councillor Information Evening

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June 2021



Agenda

About the Shire

Why nominate?

Election – key dates

Legislative Framework

Roles

Meetings

Strategic Planning

Financial Sustainability

First 12 months

Key sources of Information

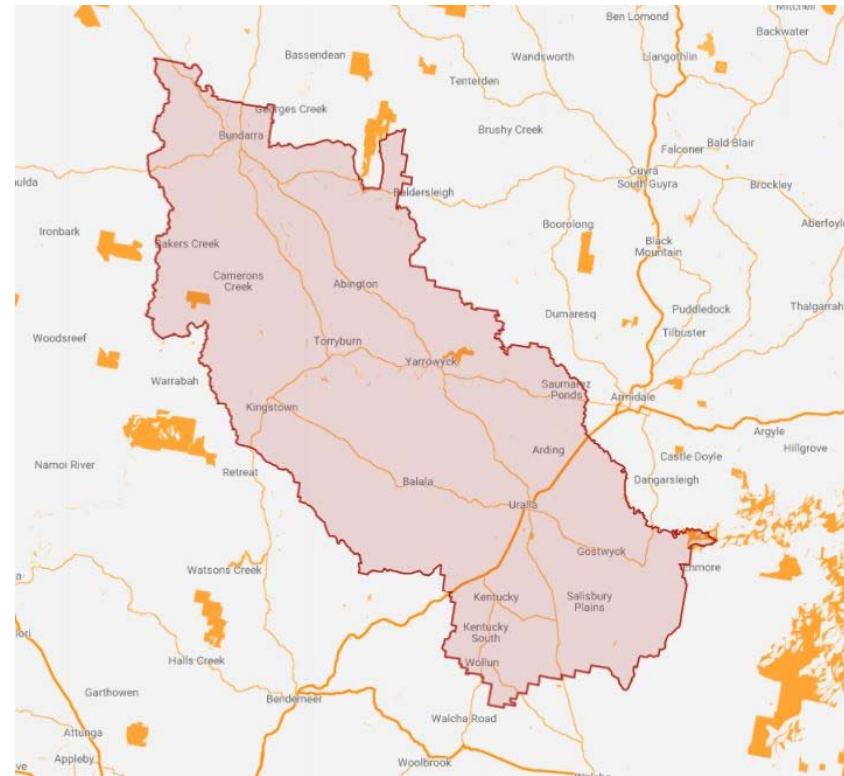
Questions

Slides uploaded to website
Hand-out pack at end

About Uralla Shire

- **Population** — 6,411
- **Area** — 3,226 (square km)
- **Population Density** — 2 per/square km
- **Population (%)**
 - 24 or less — 30.5%
 - 25 to 54 — 35.5%
 - Above 54 — 34%
- **Internet connectivity at home** - 75%
- **5 year Population Growth** — 2.7%
- **Largest Employment Sector**
 - Agriculture, Forestry & Fishing
- **Average Family Size** — 3
- **Unemployment Rate** — 5%
- **Region** — New England
- **State Electorate**
 - Northern Tablelands (Adam Marshall) MP

**Data from 2016 Census*



Why nominate for Council?

- Represent and serve community
- Participate in the responsible management of Council's assets worth over \$250 million
- Improve outcomes for community
- Contribute to long term planning of Shire
- Be an effective leader of your community
- Contribute to the decision making of legacy projects and programs for our community



Tech-Savvy Seniors Program
Uralla Library

Why nominate for Council? – some recent infrastructure improvements delivered by the Current Council with grant funding



Upgrades to Uralla pool

Bundarra multi-purpose courts and skate park



Drainage works
Hawthorne Drive
Arding

Elections

- Nine councilors across two wards
- Popularly elected Mayor
- NSW Electoral Commission conduct the elections on behalf of council

Key dates

- Council staff assistance is limited
- Enquiries should be directed to the Returning Officer (once announced) and/or the NSW Electoral Commission:

<https://www.elections.nsw.gov.au/>

Election Helpdesk 1300 135 736

Legislative Framework

- Local Government Act 1993 and regulations
 - Section 232 – The role of a councilor (*see handout*)
- More than 150 pieces of legislation
- Guidelines
- Codes of practice, including:
 - Code of conduct
 - Code of meeting practice
- Council Policies

Roles

See handout:

- Councillor (s232)
- Mayor (s226)
- General Manager (s335)

5 Key things every councillor needs to know

See Office of Local Government handout:

- Leadership
- Open decision making
- Conduct
- Accountability
- Learning

Council and Committee Meetings (ch 12 pt 2)

- In accordance with legislation and:
 - Code of Meeting Practice
 - Code of Conduct
- Business Papers - *NextCloud (online)*
- All matters dealt with at meetings must be on the Agenda
- Late items by resolution of Council
- Closed session items (s10)
- All resolutions passed by Council are public (including the closed session items)
- Planning matters are division decisions (s375A)

Strategic Planning (Integrated Planning and Reporting) (ch 13 pt 2)

- Council must revise its **10+ year Community Strategic Plan (CSP)** within 9 months of the election.
- Council must review its year **Delivery Program (DP)** which runs for the term of the Council.
- The **Operational Plan (OP)** is prepared annually.
- Resourcing Strategy:
 - Long Term Financial Plan (LTFP)
 - Workforce Management Plan (WMP)
 - Asset Management Plans (AMP)
- **Community Engagement Strategy**

Strategic Planning (Integrated Planning and Reporting)



Financial Sustainability

- Key Financial Ratios

| Ratio | Result | Benchmark |
|-------------------------------------------------------------------|-----------|-----------|
| Operating performance ratio | -8.82% | >0.00% |
| Own source operating revenue ratio | 60.12% | >60.00% |
| Unrestricted current ratio | 1.48x | >1.5x |
| Debt service cover ratio | 9.36x | >2.00x |
| Rates, annual charges, interest & extra charges outstanding ratio | 7.15% | <10.00% |
| Cash expense cover ratio | 5.55 mths | >3 mths |
| Building & infrastructure renewals ratio | 74.29% | >100.00% |

- *Note:* these results are reviewed quarterly and some are more appropriately considered on a three year rolling average e.g. building and infrastructure renewal ratio.

What can you expect...

- 1st Ordinary meeting of Council
 - Oath of Office
 - Photographs
 - Election of Deputy Mayor
 - Review Committees and appoint Representatives
 - Set meeting dates
 - Appoint delegates to regional bodies
 - Prepare and lodge Pecuniary Interest Returns
 - Initial business
- Within 2 months
 - Review the Policy on Payment of Fees and Provision of Facilities for Councillors

What can you expect...

- In the first 9 months
 - Prepare, consult and adopt the integrated planning & reporting documents
- In the first 12 months
 - Review and adopt the Council Publication Guide for Government Information
 - Undertake Councillor training

What can you expect...

- Generally:
 - Weekly – Councillor Bulletin
 - Monthly GM Workshops and Briefings for Councillors
 - Monthly – Council Ordinary meeting
 - Ongoing – communication with residents
 - As required
 - Committee meetings
 - Extraordinary meetings
 - Significant reading

When elected...

- Councillors elect meeting with General Manager and Executive
- IT device and Councillor email address set-up
- Induction program – indicative:
 - 2 full week days
 - Plus additional in-house training spread out over several months
 - Annual training – external and internal

- Meeting dates and times – at least 1 meeting per month, 10 months per year – set by Council
- Community access to Councillors – usually phone and email address on public website.

When elected...Councillor time commitment

- Weekly – Councillor Bulletin – Friday afternoon via email
- Monthly GM Workshops and Briefings for Councillors – afternoon of second Tuesday of the month
 - Occasionally pre-reading
 - Often post-reading / feedback request
- Monthly – Council Ordinary meeting
 - Pre-reading in the 4 days prior – approx. 4-6 hours
 - Meeting – 4-6 hours
 - Post-meeting – consideration of Notices of Motion – 4-6 hours depending on research required; liaison with GM and relevant Directors
- Ongoing – communication with residents
 - Proactive participation in community engagement sessions
 - Proactive – own activities
 - Reactive – community requests
- ON AVERAGE:
 - 2-4 days per month for Councillor, can be more if you choose
 - Approximately half-time job for Mayor

Key sources of information

- Uralla Shire Council <https://www.uralla.nsw.gov.au/Home>
- Local Government of NSW <https://www.lgnsw.org.au/>
- Office of Local Government <https://www.olg.nsw.gov.au/>
 - OLG – Councillors <https://www.olg.nsw.gov.au/councils/councillors/>
- NSW Legislation <http://www.austlii.edu.au/au/nsw/>
- NSW Electoral Commission <https://www.elections.nsw.gov.au/>
- Australian Local Government Women's Association <https://www.algwa.net.au/>

Questions



Tarana Curve,
Thunderbolts Way South



New Kingstown playground

Hand-out pack



Autumn in Hampden Park



Wooldridge Fossicking Reserve