



URALLA SHIRE COUNCIL BUSINESS PAPER

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, commencing at 12:30pm.

ORDINARY COUNCIL MEETING

22 October 2019

David Aber
ACTING GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 22 October 2019

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- BUSINESS AGENDA -
Ordinary Meeting of Council
22 October 2019 at 12:30pm

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Apologies and Requests for Leave of Absence by Councillors**
- 5. Disclosures & Declaration of Interests**
- 6. Confirmation of Minutes**
- 7. Urgent, Supplementary & Late Items of Business**
- 8. Written Reports from Delegates**
- 9. Mayoral Minute**
- 10. Reports of Committees**
 - Report 1 - Recommendations of Uralla Township and Environs Committee August and September 2019 meetings
- 11. Reports to Council**
 - Report 1 - Cash at Bank and Investments
 - Report 2 - Annual Financial Statements 2018/19
 - Report 3 - 2019-20 Operational Plan Progress Report at 30 September 2019
 - Report 4 - Model Code of Conduct Consultation - Gifts and Benefits
 - Report 5 - Tabling of Interest Disclosure Returns
 - Report 6 - Monthly Report - Library
 - Report 7 - Monthly Report - Visitor Information Centre
 - Report 8 - Schedule of Actions as at 22 October 2019
 - Report 9 - Heritage Advisory Services Summary for October 2019
 - Report 10 - Works Progress Report as at 30 September 2019
 - Report 11 - Development Approvals and Refusals for September 2019
 - Report 12 - DIVISION DECISION - Development Application 60/2019 - Dwelling - 36 Uralla Street, Uralla
- 12. Motions on Notice/Questions with Notice**

Notice of Motion 1 – Electricity and telecommunications supply to rural residential Subdivision/Development
- 13. Confidential Matters**
- 14. Communication of Council Decisions**
- 15. Conclusion of the meeting**

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1. OPENING & WELCOME

2. PRAYER

3. ACKNOWLEDGEMENT OF COUNTRY

4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

5. DISCLOSURES & DECLARATIONS OF INTEREST

To be tabled at the Meeting.

6. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 22 October 2019 Meeting of Council:

- Ordinary Meeting of Council held 24 September 2019 (copy enclosed)
- Extraordinary Meeting of Council held 8 October 2019 (copy enclosed)

Minutes to be received and noted at the 22 October 2019 Meeting of Council:

- Friends of McMaugh Gardens Meeting held 9 September 2019 (copy enclosed)
- Australia Day Committee Meeting held 14 January 2019 (copy enclosed)



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
24 September 2019

ROLL CALL

Councillors:

Cr M Pearce (Mayor)
Cr R Crouch (Deputy Mayor)
Cr R Bell
Cr M Dusting
Cr N Ledger
Cr T O'Connor
Cr L Sampson
Cr I Strutt
Cr T Toomey

Staff:

Mr D Aber, Acting General Manager
Mr T Seymour, Director Infrastructure & Development
Ms S Glasson, Executive Manager Corporate Services
Mr S Paul, Chief Financial Officer
Minute Clerk

MINUTES

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 September 2019

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**Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 September 2019**

Resolution
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ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, M Dusting, N Ledger, T O'Connor, L Sampson, I Strutt, T Toomey, Acting General Manager (Mr D Aber), Director Infrastructure and Development (Mr T Seymour), Executive Manager Corporate Services (Ms S Glasson), Chief Financial Officer (Mr S Paul), Minute Clerk (G Stratton).

1. OPENING & WELCOME

The Chair declared the meeting opened at 12:30pm.

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT TO COUNTRY

The Uralla Shire Council recognises the traditional custodians of the land on which this meeting is being held and acknowledge Aboriginal Elders past and present and we pay respect to them and their heritage.

4. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

The Chair advised there were no apologies received.

The Chair advised there were no requests for Leave of Absence.

5. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 24 September 2019 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
Cr M Dusting	Report 11	Non-pecuniary	DA-56-2019 – I own a home in John Street

6. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 24 September 2019 Meeting:

- Minutes of Ordinary Meeting held 27 August 2019 (to be confirmed)

AMENDMENTS

The Chair referred Councillors to the Minutes and called for any amendments.

There were no amendments requested by Councillors.

MOTION (Crs I Strutt / R Crouch)

That;

Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 27 August 2019.

01.09/19 CARRIED

Minutes to be received and noted at the 24 September 2019 Meeting:

- New England Joint Organisation Board Meeting held 26 August 2019

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Minutes of the Uralla Shire Council at an Ordinary Meeting
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MOTION (Crs I Strutt / M Dusting)

That;

Council receive and note the Minutes of the New England Joint Organisation Board Meeting held 26 August 2019.

02.09/19 CARRIED

7. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS

The Chair advised there were no urgent, supplementary or late items of business.

8. WRITTEN REPORTS FROM DELEGATES (Reports to Council)

Submitted by: Cr Isabel Strutt
Reference/Subject: Written Delegate Report 1 – Central Northern Regional Libraries (CNRL)
Meeting held on 4 September 2019

COUNCILLOR'S RECOMMENDATION:
That Council receive and note the report.

MOTION (Crs I Strutt / L Sampson)

That Council receive and note the report.

03.09/19 CARRIED

8. WRITTEN REPORTS FROM DELEGATES (Activity Summaries)

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

COUNCILLOR NAME:		Mark Dusting
COUNCIL MEETING DATE:		24 September 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
23/7/2019	Local Government NSW Visit	Uralla
23/7/2019	Ordinary Council Meeting	Uralla
13/8/2019	Northern Tablelands Regional Weeds Committee	Glen Innes
20/8/2019	New England Weeds Authority	Armidale
26/8/2019 to 29/8/2019	Weeds Conference	Newcastle
10/9/2019	Budget Review and Finance Committee Meeting	Uralla
10/9/2019	Councillor Strategic Planning Workshop	Uralla
23/9/2019	Weeds County Council	Armidale

COUNCILLOR NAME:		Robert Crouch
COUNCIL MEETING DATE:		24 September 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1/9/2019	Alma Park Official Playground Equipment Opening	Uralla
10/9/2019	Budget Review and Finance Committee Meeting	Uralla
10/9/2019	Councillor Strategic Planning Workshop	Uralla
10/9/2019	Uralla Township and Environs Committee	Uralla
24/9/2019	Ordinary Meeting of Council	Uralla

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COUNCILLOR NAME:		Levi Sampson
COUNCIL MEETING DATE:		24 September 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/9/2019	Budget Review and Finance Committee Meeting	Uralla
10/9/2019	Councillor Strategic Planning Workshop	Uralla
10/9/2019	Uralla Township and Environs Committee Meeting	Uralla
24/9/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Natasha Ledger
COUNCIL MEETING DATE:		24 September 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1/9/2019	Alma Park Official Opening	Uralla
3/9/2019	Bundarra School of Arts Hall Committee	Bundarra
4/9/2019	Arding AGM	Uralla
5/9/2019	Uralla Business Chamber Meeting	Uralla
7/9/2019	Saumarez Ponds/Mundays Lane Community Meeting	Uralla
10/9/2019	Budget Review and Finance Committee Meeting	Uralla
10/9/2019	Councillor Strategic Planning Workshop	Uralla
17/9/2019	CWA Sconversation	Uralla
22/9/2019	Arding Landcare Group AGM and Sausage Sizzle	Uralla
24/9/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Tara Toomey
COUNCIL MEETING DATE:		24 September 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1/9/2019	Alma Park Official Opening	Uralla
10/9/2019	Budget Review and Finance Committee Meeting	Uralla
10/9/2019	Councillor Strategic Planning Workshop	Uralla
24/9/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Robert Bell
COUNCIL MEETING DATE:		24 September 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
10/9/2019	Budget Review and Finance Committee Meeting	Uralla
10/9/2019	Councillor Strategic Planning Workshop	Uralla
10/9/2019	Community Grants Assessment Panel	Uralla
24/9/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Tom O'Connor
COUNCIL MEETING DATE:		24 September 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1/9/2019	Alma Park Official Opening	Uralla
10/9/2019	Budget Review and Finance Committee Meeting	Uralla
10/9/2019	Councillor Strategic Planning Workshop	Uralla
10/9/2019	Community Grants Assessment Panel	Uralla
24/9/2019	Ordinary Meeting of Council	Uralla

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COUNCILLOR NAME:		Isabel Strutt
COUNCIL MEETING DATE:		24 September 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
1/9/2019	Alma Park Official Playground Equipment Opening	Uralla
4/9/2019	Central Northern Regional Library Meeting	Uralla
10/9/2019	Budget Review and Finance Committee Meeting	Uralla
10/9/2019	Councillor Strategic Planning Workshop	Uralla
10/9/2019	Uralla Township and Environs Committee Meeting	Uralla
24/9/2019	Ordinary Meeting of Council	Uralla

COUNCILLOR NAME:		Michael Pearce
COUNCIL MEETING DATE:		24 September 2019
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28/8/2019	Mayor's Office – Admin	Uralla
29/8/2019	Mayor's Office – Admin	Uralla
29/8/2019	Uralla RSL sub-branch meeting	Uralla
30/8/2019	UNE Graduation	Armidale
31/8/2019	UNE Graduation	Armidale
1/9/2019	Alma Park Official Playground Equipment Opening	Uralla
2/9/2019	Mayor's Office – Admin	Uralla
3/9/2019	Mayor's Office – Admin	Uralla
4/9/2019	Mayor's Office – Admin 2AD radio interview	Uralla
4/9/2019	Local Emergency Management Committee	Armidale
5/9/2019	Mayor's Office – Admin	Uralla
9/9/2019	Mayor's Office – Admin	Uralla
10/9/2019	Mayor's Office – Admin	Uralla
10/9/2019	Budget Review and Finance Committee Meeting	Uralla
10/9/2019	Councillor Strategic Planning Workshop	Uralla
11/9/2019	Mayor's Office – Admin	Uralla
12/9/2019	Mayor's Office – Admin	Uralla
16/9/2019	Mayor's Office – Admin	Uralla
17/9/2019	Mayor's Office – Admin	Uralla
17/9/2019	CWA Sconeversation – Library	Uralla
18/9/2019	Mayor's Office – Admin 2AD radio interview	Uralla
18/9/2019	Presentation to Links to Learning group – School students, Uralla Central	Uralla
19/9/2019	Mayor's Office – Admin	Uralla
23/9/2019	Mayor's Office – Admin	Uralla
24/9/2019	Mayor's Office – Admin	Uralla
24/9/2019	September Ordinary Council Meeting	Uralla

9. MAYORAL MINUTE

There was no Mayoral Minute to the 24 September Meeting.

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10. REPORTS OF COMMITTEES

Committee: **Community Grants Panel**
Submitted by: *Acting General Manager*
Reference/Subject: Committee Report 1 – Community Grants Program 2019-20 - Round One

COMMITTEE'S RECOMMENDATION:

That Council adopt the following Committee Recommendation, to:

- 1) approve Community Grants, Round One 2018-19 funding allocations, to the following applicant in accordance with the General Grant Conditions and special conditions identified in Table 3 of this report:
 - Bundarra Men's Shed
 - Council on the Ageing NSW
- 2) Correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee, at Table 4 Unsuccessful Applicants of this Report.

PROCEDURAL MOTION (Crs I Strutt / N Ledger)
To move to Committee of the Whole

04.09/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr R Bell left the meeting at 12:51pm.

Cr R Bell returned to the meeting at 12:51pm.

PROCEDURAL MOTION (Crs M Dusting / L Sampson)
To resume Standing Orders

05.09/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs N Ledger / R Bell)

That Council adopt the following Committee Recommendation, to:

- 1) Approve the Bundarra Men's Shed's application in accordance with the General Grant Conditions and special conditions identified in Table 3 of this report;
- 2) Approve the Council on the Ageing NSW application on the condition that the training occur in Uralla; and
- 3) Correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee, at Table 4 Unsuccessful Applicants of this Report.

06.09/19 CARRIED

11. REPORTS TO COUNCIL (Scheduled Reports)

Department: **Organisational Services – Finance**
Submitted by: *Chief Financial Officer*
Reference/Subject: Report 1 – Cash at Bank and Investments

OFFICER'S RECOMMENDATION:

That;

1. Council note the cash position as at 31 August, 2019 consisting of cash and overnight funds of \$2,882,065, term deposits of \$14,500,000 totalling \$17,382,065 of readily convertible funds.
2. Council note the loan position as at 31 August, 2019 totalling \$2,374,999.

Minutes of the Uralla Shire Council at an Ordinary Meeting
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MOTION (Crs T O'Connor / M Dusing)

That;

1. Council note the cash position as at 31 August, 2019 consisting of cash and overnight funds of \$2,882,065, term deposits of \$14,500,000 totalling \$17,382,065 of readily convertible funds.
2. Council note the loan position as at 31 August, 2019 totalling \$2,374,999.

07.09/19 CARRIED

Department: **General Manager's Office**
Submitted by: *Acting Senior Executive Officer*
Reference/Subject: Report 2 – Election of Deputy Mayor

OFFICER'S RECOMMENDATION:

1. That Council elect a Deputy Mayor for the period from 24 September 2019 until the Local Government Election to be held in September 2020;
2. That the method of election of the Deputy Mayor be by way of preferential ballot; and
3. That the nominations and voting remain secret and that the nomination forms and voting ballot papers be destroyed at the conclusion of this Ordinary Meeting.

MOTION (Crs I Strutt / L Sampson)

1. That Council elect a Deputy Mayor for the period from 24 September 2019 until the Local Government Election to be held in September 2020;
2. That the method of election of the Deputy Mayor be by way of preferential ballot; and
3. That the nominations and voting remain secret and that the nomination forms and voting ballot papers be destroyed at the conclusion of this Ordinary Meeting.

08.09/19 CARRIED

Nominations for the position of Deputy Mayor were received for:

- *Cr R Crouch*
- *Cr N Ledger*
- *Cr L Sampson*

All nominees accepted their nominations in writing.

The vote was conducted. The Acting General Manager and Executive Manager Corporate Services counted the votes and the Acting General Manager announced that Cr R Crouch was the successful candidate. Cr R Crouch accepted.

The Chair congratulated Cr R Crouch on his re-election as Deputy Mayor.

Department: **General Manager's Office**
Submitted by: *Acting Senior Executive Officer*
Reference/Subject: Report 3 – Schedule of Ordinary Meetings 2019-20

OFFICER'S RECOMMENDATION:

That Council:

1. Adopt the Schedule of Meetings for 2019-20 (contained at Attachment A) in accordance with clause 3.1 of the Uralla Shire Council Code of Meeting Practice; and
2. Place a Public Notice on council's website, social media platform, council newsletter and in local print media detailing the date, commencement time and venue of each Ordinary Meeting scheduled for the 2019-20 period, in accordance with clauses 3.4-3.6 of the Uralla Shire Council Code of Meeting Practice.

**Minutes of the Uralla Shire Council at an Ordinary Meeting
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MOTION (Crs T O'Connor / I Strutt)

That Council:

1. Adopt the Schedule of Meetings for 2019-20 (contained at Attachment A) in accordance with clause 3.1 of the Uralla Shire Council Code of Meeting Practice; and
2. Place a Public Notice on council's website, social media platform, council newsletter and in local print media detailing the date, commencement time and venue of each Ordinary Meeting scheduled for the 2019-20 period, in accordance with clauses 3.4-3.6 of the Uralla Shire Council Code of Meeting Practice.

09.09/19 CARRIED

Department: **General Manager's Office**
Submitted by: *Acting Senior Executive Officer*
Reference/Subject: Report 4 – Councillor Committee Representation 2019-20

OFFICER'S RECOMMENDATION:

That Council:

1. Review the Committees Register, contained at Attachment A, and resolve to appoint Councillor delegates to each of the committees and external bodies for the 2019-20 year.
2. Appoint as Council's representatives to the committees and external bodies for 2019-20 year:

Specific Purpose Committees/Panels	Councillor Representatives
Audit, Risk and Improvement Committee	1. Cr 2. Cr
Australia Day Committee	1. Cr 2. Cr
Community Grants Panel	1. Cr 2. Cr 3. Cr
External Boards, Committees and Organisations	Councillor Delegate(s)
Arts North West	1. Cr (Advisory Council) 2. Cr (Delegate Alternate)
Central Northern Regional Library	1. Cr
Community Safety Precinct Committee	1. Cr M Pearce
Country Mayors Association	1. Cr M Pearce
District Emergency Management Committee	1. Cr M Pearce
Local Traffic Committee	1. Cr (Member) 2. Cr (Alternate)
Mid North Weight of Loads	1. Cr
New England Bushfire Management Committee	1. Cr
New England Joint Organisation	1. Cr M Pearce
New England Weeds Authority	1. Cr
Northern Inland Regional Waste	1. Cr
Northern Joint Regional Planning Panel	1. Cr (Panel Member) 2. General Manager (Panel Member) 3. Cr (Alternate)
Section 355 Committees	Councillor Delegate(s)
Bundarra School of Arts Hall Committee	1. Cr
Uralla Township and Environs Committee	1. Cr 2. Cr

and;

3. Write to each committee and external body on which Council is represented and advise of their Councillor delegate/s for the 2019-20 year.

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**PROCEDURAL MOTION (Crs T O'Connor / I Strutt)
To move to Committee of the Whole**

10.09/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

**PROCEDURAL MOTION (Crs I Strutt / T O'Connor)
To resume Standing Orders**

11.09/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs L Sampson / R Crouch)

That Council:

1. Review the Committees Register, contained at Attachment A, and resolve to appoint Councillor delegates to each of the committees and external bodies for the 2019-20 year.
2. Appoint as Council's representatives to the committees and external bodies for 2019-20 year:

Specific Purpose Committees/Panels	Councillor Representatives
Audit, Risk and Improvement Committee	1. Cr T Toomey 2. Cr R Crouch
Australia Day Committee	1. Cr L Sampson 2. Cr N Ledger
Community Grants Panel	1. Cr R Bell 2. Cr T Toomey 3. Cr T O'Connor
External Boards, Committees and Organisations	Councillor Delegate(s)
Arts North West	1. Cr N Ledger (Advisory Council) 2. Cr I Strutt (Delegate Alternate)
Central Northern Regional Library	1. Cr I Strutt
Community Safety Precinct Committee	1. Cr M Pearce
Country Mayors Association	1. Cr M Pearce
District Emergency Management Committee	1. Cr M Pearce
Local Traffic Committee	1. Cr R Bell (Member) 2. Cr N Ledger (Alternate)
Mid North Weight of Loads	1. Cr R Bell
New England Bushfire Management Committee	1. Cr M Pearce
New England Joint Organisation	1. Cr M Pearce
New England Weeds Authority	1. Cr M Dusting (to end of term)
Northern Inland Regional Waste	1. Cr M Pearce
Northern Joint Regional Planning Panel	1. Cr R Bell (Panel Member) 2. General Manager (Panel Member) 3. Cr I Strutt (Alternate)
Section 355 Committees	Councillor Delegate(s)
Bundarra School of Arts Hall Committee	1. Cr N Ledger
Uralla Township and Environs Committee	1. Cr I Strutt 2. Cr L Sampson

and;

3. Write to each committee and external body on which Council is represented and advise of their Councillor delegate/s for the 2019-20 year.

12.09/19 CARRIED

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Department: **Corporate Services**
Submitted by: *Acting Coordinator Governance and Risk*
Reference/Subject: Report 5 – Code of Conduct Annual Statistical Report 2018-19

OFFICER'S RECOMMENDATION:

That Council:

- a) Receive and note this report; and
- b) Provide the Office of Local Government with the Code of Conduct Annual Statistical Report for the period 1 September 2018 to 31 August 2019, by 31 December 2019.

MOTION (Crs I Strutt / M Dusting)

That Council:

- a) Receive and note this report; and
- b) Provide the Office of Local Government with the Code of Conduct Annual Statistical Report for the period 1 September 2018 to 31 August 2019, by 31 December 2019.

13.09/19 CARRIED

Department: **Corporate Services**
Submitted by: *Acting Coordinator Governance and Risk*
Reference/Subject: Report 6 – Administration of 2020 Ordinary Council Elections

OFFICER'S RECOMMENDATION:

The Uralla Shire Council ("the Council") resolves:

1. Pursuant to s. 296(2), (3) and (5A) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.
4. That the NSW Electoral Commissioner (NSWEC) be notified of Council's resolution.
5. That provision be made in council's budget for associated costs.

MOTION (Crs R Bell / T O'Connor)

The Uralla Shire Council ("the Council") resolves:

1. Pursuant to s. 296(2), (3) and (5A) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
2. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
3. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.
4. That the NSW Electoral Commissioner (NSWEC) be notified of Council's resolution.
5. That provision be made in council's budget for associated costs.

14.09/19 CARRIED

Minutes of the Uralla Shire Council at an Ordinary Meeting
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Department: **General Manager's Office**
Submitted by: *Acting Senior Executive Officer*
Reference/Subject: Report 7 – Schedule of Actions as at 24 September 2019

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 24 September 2019.

PROCEDURAL MOTION (Crs T Toomey / L Sampson)

To move to Committee of the Whole

15.09/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr L Sampson left the meeting at 1:25pm.

Cr L Sampson returned to the meeting at 1:28pm.

PROCEDURAL MOTION (Crs T O'Connor / R Bell)

To resume Standing Orders

16.09/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs T Toomey / M Dusting)

That:

1. Council receive and note the Schedule of Actions as at 24 September 2019;
2. The General Manager write a letter to the Member for the Northern Tablelands indicating the community support for the Return and Earn facility in Uralla; and
3. That the Acting General Manager be authorised to have a Special Meeting to discuss the recruitment for the General Manager.

17.09/19 CARRIED

Department: **Corporate Services**
Submitted by: *Acting Senior Executive Officer*
Reference/Subject: Report 8 – Monthly Report - Library

OFFICER'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs I Strutt / T O'Connor)

That the report be received and noted.

18.09/19 CARRIED

Department: **Corporate Services**
Submitted by: *Tourism Promotions and Operations Officer*
Reference/Subject: Report 9 – Monthly Report - Visitor Information Centre

OFFICER'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs T Toomey / N Ledger)

That the report be received and noted.

19.09/19 CARRIED

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 September 2019

Resolution
Number

Department: **General Manager's Office**
Submitted by: *Acting Senior Executive Officer*
Reference/Subject: Report 10 – Recommendation to fill the vacancy on the Bundarra School of Arts Hall Committee

OFFICER'S RECOMMENDATION:

That Council appoint Mr Angus Cooke to the Bundarra School of the Arts Hall Committee for the term of this Council and in accordance with the Bundarra School of the Arts Hall Committee Constitution.

MOTION (Crs N Ledger / R Crouch)

That Council appoint Mr Angus Cooke to the Bundarra School of the Arts Hall Committee for the term of this Council and in accordance with the Bundarra School of the Arts Hall Committee Constitution.

20.09/19 CARRIED

Department: **Infrastructure & Development**
Submitted by: *Director of Infrastructure & Development*
Reference/Subject: Report 11 – Development Approvals and Refusals for August 2019

Cr M Dusting, having previously declared a conflict of interest, left the meeting at 1:43pm.

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for August 2019.

MOTION (Crs R Crouch / L Sampson)

That Council receive and note the development approvals and refusals for August 2019.

21.09/19 CARRIED

Cr M Dusting was absent at the time of voting.

Cr M Dusting returned to the meeting at 1:45pm.

Department: **Infrastructure & Development**
Submitted by: *Director Infrastructure & Development*
Reference/Subject: Report 12 – Heritage Advisory Services Summary for September 2019

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for September 2019 be received and noted by Council.

MOTION (Crs T O'Connor / N Ledger)

That the Heritage Advisory Services Summary for September 2019 be received and noted by Council.

22.09/19 CARRIED

Department: **Infrastructure & Development**
Submitted by: *Manager of Development and Planning*
Reference/Subject: Report 13 – Uralla Development Control Plan 2011 Amendment No 5

OFFICER'S RECOMMENDATION:

That Council:

1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a period of not less than 28 days; and
2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment.

Minutes of the Uralla Shire Council at an Ordinary Meeting
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PROCEDURAL MOTION (Crs T O'Connor / R Bell)
To move to Committee of the Whole

23.09/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs R Crouch / T Toomey)
To resume Standing Orders

24.09/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs I Strutt / R Crouch)

That Council:

1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a period of not less than 28 days; and
2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment.

25.09/19 CARRIED

Department: **Infrastructure & Development**
Submitted by: *Environmental Management Co-ordinator*
Reference/Subject: Report 14 – Reclassification of Council Managed Crown Lands to Operational Land

Cr T O'Connor left the meeting at 1:55pm.

OFFICER'S RECOMMENDATION:

That Council make a written application to the Minister for Department of Industry - Crown Lands to request reclassification of the following Crown land reserves from Community to Operational:

Property	Legal Description	Locality
Bundarra Urban Reserve (Bundarra Caravan Park)	Lot 7014 DP 93182, Lot 12 Section 17 DP 758181 Parish Bundarra County Hardinge	BUNDARRA
Kingstown Rubbish Depot	Lot 96 DP 42118 Parish Baldwin County Hardinge	KINGSTOWN
Uralla Landfill	Lot 172 DP 755846 Parish Uralla County Sandon	URALLA
Bundarra Landfill	Lot 100 DP 753656 Parish Darbysleigh County Hardinge	BUNDARRA

Cr T O'Connor returned to the meeting at 1:56pm.

MOTION (Crs R Bell / N Ledger)

That Council make a written application to the Minister for Department of Industry - Crown Lands to request reclassification of the following Crown land reserves from Community to Operational:

Property	Legal Description	Locality
Bundarra Urban Reserve (Bundarra Caravan Park)	Lot 7014 DP 93182, Lot 12 Section 17 DP 758181 Parish Bundarra County Hardinge	BUNDARRA
Kingstown Rubbish Depot	Lot 96 DP 42118 Parish Baldwin County Hardinge	KINGSTOWN
Uralla Landfill	Lot 172 DP 755846 Parish Uralla County Sandon	URALLA
Bundarra Landfill	Lot 100 DP 753656 Parish Darbysleigh County Hardinge	BUNDARRA

26.09/19 CARRIED

Minutes of the Uralla Shire Council at an Ordinary Meeting
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Number

Department: **Infrastructure & Development**
Submitted by: *Director Infrastructure & Development*
Reference/Subject: Report 15 – Projects for Nomination for Stronger Country Communities Round
3 - September 2019

OFFICER'S RECOMMENDATION:

That Council:

Apply for grant funding under the Stronger Country Communities Round Three for the following projects in order of preference:

1. Upgrade to toilet block and canteen at the Uralla swimming pool including disabled and family change rooms and toilets at \$190,000
2. Bundarra multipurpose courts at \$265,000
3. Library improvements – Uralla and Bundarra – including building works and equipment (High Technology Hub) and study spaces at \$200,000
4. McMaugh Gardens improvements at \$100,000 including generator, insulation improvements and provision for shortfall (if required) for ensuite upgrade project
5. Digital Community including visual electronic displays and Free WiFi in the Uralla CBD – at \$50,000
6. Memorial Hall additional works including painting and windows at \$125,000
7. Woolridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables, etc at \$65,000

PROCEDURAL MOTION (Crs T O'Connor / I Strutt)
To move to Committee of the Whole

27.09/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr N Ledger left the meeting at 2:19pm.

Cr N Ledger returned to the meeting at 2:20pm.

Cr L Sampson left the meeting at 2:22pm.

Cr L Sampson returned to the meeting at 2:25pm.

PROCEDURAL MOTION (Crs T Toomey / I Strutt)
To resume Standing Orders

28.09/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs I Strutt / M Dusting)

That Council:

Apply for grant funding under the Stronger Country Communities Round Three for the following projects in order of preference:

For Youth-Focussed Programs

1. Upgrade to toilet block and canteen at the Uralla swimming pool including: disabled and family change rooms and toilets, and installation of a disabled access lift at \$205,000
2. Bundarra multipurpose courts at \$265,000
3. Library improvements – Uralla and Bundarra – including building works and equipment (High Technology Hub) and study spaces at \$200,000

For Community-Focussed Programs

1. McMaugh Gardens improvements at \$100,000 including generator, insulation improvements and provision for shortfall (if required) for ensuite upgrade project

Minutes of the Uralla Shire Council at an Ordinary Meeting
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2. Digital Community including visual electronic displays and Free WiFi in the Uralla CBD – at \$50,000
3. Memorial Hall additional works including painting and windows at \$125,000
4. Woolridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables, etc at \$65,000

29.09/19 CARRIED

12. MOTIONS ON NOTICE / QUESTIONS WITH NOTICE

There were no Notices of Motion or Questions with Notice addressed to the 24 September Meeting.

13. CONFIDENTIAL MATTERS

PROCEDURAL MOTION (Crs R Crouch / T Toomey)

To move into Closed Session of Council

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 24 September 2019 meeting are received by Council under Section 10A (2)(d)(i) of the Local Government Act (NSW) 1993.

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:

- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or

30.09/19 CARRIED

REPORTS TO CLOSED SESSION

Department: **Infrastructure & Development**
Submitted by: *Assets Manager*
Reference/Subject: Confidential Report 1 – Tender for upgrade of Uralla Tennis Courts

OFFICER'S RECOMMENDATION:

That Council:-

Resolve to accept the tender from Preferred Tenderer for the upgrade of the tennis courts at the Uralla Sporting Complex and award the contract for the lump sum price of \$162,020 (inc. GST).

MOTION (Crs R Bell / I Strutt)

That Council:-

Resolve to accept the tender from Power Court Pty Ltd for the upgrade of the tennis courts at the Uralla Sporting Complex and award the contract for the lump sum price of \$162,020 (inc. GST).

31.09/19 CARRIED

MOVE TO OPEN SESSION

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 24 September 2019

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PROCEDURAL MOTION (Crs R Crouch / I Strutt)
To return to Open Session of Council.

32.09/19 CARRIED

PROCEDURAL MOTION (Crs M Dusing / I Strutt)
That;
The resolutions of Closed Session of Council become the resolutions of Open Session of Council.

33.09/19 CARRIED

CLOSURE OF MEETING

The meeting was closed at: 2:33pm

COUNCIL MINUTES CONFIRMED BY:

RESOLUTION NUMBER:	
DATE:	
MAYOR:	



EXTRAORDINARY MEETING OF COUNCIL

Held at 12:30pm
8 October 2019

ROLL CALL

Councillors:

Cr M Pearce (Mayor)
Cr R Crouch (Deputy Mayor)
Cr R Bell
Cr M Dusting
Cr N Ledger
Cr T O'Connor
Cr L Sampson
Cr I Strutt
Cr T Toomey

Staff:

Mr D Aber, Acting General Manager
Mr T Seymour, Director Infrastructure & Development
Ms S Glasson, Executive Manager Corporate Services
Mr S Paul, Chief Financial Officer
Minute Clerk

MINUTES

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UNCONFIRMED

Minutes of the Uralla Shire Council at an Extraordinary Meeting
held at 12:30pm on 8 October 2019

Resolution
Number

ATTENDANCE

Present were the Chairperson Cr M Pearce (Mayor), Cr R Crouch (Deputy Mayor), and Councillors, R Bell, M Dusting, T O'Connor, L Sampson, I Strutt, and T Toomey, Acting General Manager (Mr D Aber), Director Infrastructure and Development (Mr T Seymour), Executive Manager Corporate Services (Ms S Glasson), and Chief Financial Officer (Mr S Paul).

APOLOGY

Councillor N Ledger

1. OPENING OF EXTRAORDINARY MEETING

The Chair declared the meeting opened at 12:30pm

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT OF COUNTRY

The Uralla Shire Council recognises the traditional custodians of the land on which this meeting is being held and acknowledge Aboriginal Elders past and present and we pay respect to them and their heritage.

4. APOLOGIES

The Chair advised receipt of an apology from Cr Ledger that she would be late in attending the meeting.

5. DISCLOSURES & DECLARATION OF INTERESTS

The Chair advised there were no disclosures or declarations made.

6. REPORTS TO COUNCIL

Department: **General Manager's Office**
Submitted by: *Acting General Manager*
Reference/Subject: **Report 1 – Appointment of New General Manager**

OFFICER'S RECOMMENDATION:

That;

- i. The Council appoint a selection committee for the recruitment of the General Manager comprising the Mayor, Deputy Mayor two Councillors or one councillor and a suitably qualified person independent of the Council.
- ii. A date be selected for the preliminary screening of the applicants by the Committee facilitated by Christian Morris from Local Government Management Solutions.
- iii. A proposed date be selected for the final interview of the most meritorious applicant(s).

PROCEDURAL MOTION (Crs T O'Connor / R Crouch)

To move to Committee of the Whole

X01.10/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs M Dusting / T O'Connor)

To resume Standing Orders

X02.10/19 CARRIED

The Chair outlined details of the discussion held in committee.

Minutes of the Uralla Shire Council at an Extraordinary Meeting
held at 12:30pm on 8 October 2019

Resolution
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MOTION (Crs T O'Connor / M Dusting)

That;

The Council appoint a selection committee for the recruitment of the General Manager comprising the Mayor, Deputy Mayor, Councillor Toomey, and Councillor Strutt.

X03.10/19 CARRIED

Cr N Ledger was absent at the time of voting.

PROCEDURAL MOTION (Crs T O'Connor / R Crouch)

To move to Committee of the Whole to discuss the applications and process with LGNSW.

X04.10/19 CARRIED

Councillors held a detailed discussion in committee regarding the application process.

PROCEDURAL MOTION (Crs M Dusting / T O'Connor)

To resume Standing Orders

X05.10/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Bell / R Crouch)

That:

- i. The screening of the applicants by the Committee facilitated by Christian Morris from Local Government Management Solutions be held at 10:00am on 10th October 2019;
- ii. The first interviews commence at 9:00am on Monday, 21st October 2019; and
- iii. The final interviews of the most meritorious applicant(s) be held at 9:00am on the 12th November 2019.

X06.10/19 CARRIED

Cr N Ledger was absent at the time of voting.

CLOSURE OF MEETING

The meeting was closed at: 1:15pm

COUNCIL MINUTES CONFIRMED BY:

RESOLUTION NUMBER:	
DATE:	
MAYOR:	

FRIENDS OF McMAUGH GARDENDS INC.

MINUTES OF General Monthly Meeting September 2019

On arrival Members of Friends were invited to afternoon tea where Acting General Manager of Council David Aber and Executive Manager of Corporate Services Susan Glasson thanked both Christine (Manger of McMaugh Gardens) and members of Friends for their continual support, great work and job well done for McMaugh Gardens Aged Care Centre.

Meeting was opened by Chairperson Sue Wilkinson at 2.30pm

Present: As per attached document.

Apologies: As per attached document.

Moved: Erica **Seconded:** Marj

Minutes: Minutes of April 2019 meeting have been distributed to members.

Moved: Daphne **Seconded:** Gail that minutes were verified.

Updates of happenings since last meeting

- Winter Luncheon was attended well by members and enjoyed by all. Thanks to Gaye for assisting to organise this outing.
- Shed is completed. Looks terrific. Key is in office and Sue Wilkinson has the other one.
- Community Funding Program, Sue sent a letter of thanks to Council for adding us to the list for support. Thirty Four Air conditioners have been installed, also one in respite and meeting room.
- Letter to go to Council thanking them for the erection of the shed.
- We sadly lost one of our great members Pam Simmonds. Thanks to all members that helped with food. Card and flowers were sent.
- 3 x Donations were received -
 1. \$1,500.00 from the Op Shop
 2. \$3,853.12 from Regional Bank
 3. \$2,500 from Adam Hone (Rodeo Committee)

Business Arising from the Meeting Minutes of April 2019:

- Ruth resigned as Publicity Officer and Gaye has now taken over this position. Thank you, Gaye, and thank you Ruth for job well done.
- 5 Volunteers have now been inducted for the Community Visitors Scheme.
- Plaques have been erected.

Correspondence:

- **In** – Thank you card from Simmonds Family
Thank you card from the Ward family
Thank you card from the Residents.
- **Out** - Letter to Council re Thanks for supporting us in the Community Funding Program.
Letter of thanks to Rodeo Committee Adam Hone
Letter of thanks to Regional Bank
Letter of thanks to Uralla Op Shop

Moved: Rosemary **Seconded:** Shirley

Barbara Glock: Cards sent: Pam Simmonds family, Ward family.

Reports:

Treasurers' Report: See Attached

Moved: Erica **Seconded:** Rosemary

Manager's Report: Sue welcomed Christine to give her report

- 2020 will be 30 years of McMaughs being operational. Christine is planning celebrations.
- Care Chairs. Christine gave us some details on a new style of Care Chair which is very improved to the original one we viewed. \$4,000 each. These chairs have removable cushions and adjustable seating up and down and width ways. Would need two of these chairs.
- Gift Bags were purchased for Father's Day.
- Require a better system for weighing bariatric residents. There is a ramp system costing \$3,146.00. This would be a much safer and accurate system.
- Joy has requested a steam cleaner to do curtains and furnishings. A price of \$1,045 + GST for this cleaner.
- McMaughs have a Pets for Therapy Dog, Suzanne, Cue (Daphne's dog) now has a friend. Chris asked if Friends would sponsor Suzanne by assisting with her care costs. This was agreed upon and requested that Christine refer all accounts to us.
- Have not purchased pedal machines, car canes, or weight blankets.

- McMaugh's have been very fortunate with not having many residents having the flu. Two residents with symptoms were put in isolation. One of these was transferred from hospital with symptoms.
- Refurbishment of bathrooms – grant has been received, tenders are closed and negotiating costing. There is a shortfall of \$60,000 for this upgrade in the grant received, so we are hoping to receive funds from a grant under the Stronger Country Community Scheme Round 3.

Sue thanked Christine for afternoon tea.

Following items were approved to be purchased.

Moved: Daphne **Seconded:** Erica

- 2 x Care Chairs
- 2 x weighted blankets
- Purchase of Father's Day Gifts
- Bariatrics Scales
- Steam Cleaner
- Dog Sponsorship

General Business:

- Street Stall next week. Prizes Artwork and Load of Wood. Artwork was donated by Artist Fay Porter.

1st Prize – Artwork

2nd Prize – Load of Wood.

A photo is to be taken of the Artwork and displayed at the stall. Roster is full. Members can offer to sell tickets at Alternate Route during this week for the Artwork.

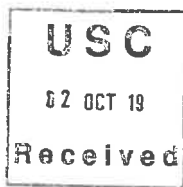
- Kevin Wards and Eileen Elks plaques have been erected out on front wall. Sue asked members if we should make a rule of how long of a term should a member be before a plaque is given. It was decided 20 years and to be gifted after death.
- AGM has been advertised in the Wordsworth.
- Rodeo – most probably will not be held this year because of the drought conditions.
- Sue has purchased 2 plastic containers for storage of the Baine Marie.
- Look into getting shelving for the shed. Marj has received a quote. Moved by the committee to purchase one set of shelving.
- Sue to check with Christine re purchase of Air Mattresses.

- Thunderbolt Festival 26th October – Theme is Knights and Maidens. Sue will be organiser with helpers.
- Rosemary discussed possibility of holding a Movie session as a fundraiser. She will find out more information.
- Rosemary asked all members to put their thinking caps on re auction and other aspects of the Bowls Day. We are needing to make a few changes and freshen it up.
- AGM 14th October

Accounts Paid: Nil

Moved: Seconded:

Meeting Closed 4.00pm



MINUTES OF AUSTRALIA DAY COMMITTEE MEETING

HELD ON 14TH. JANUARY, 2019

PRESENT – Chris Pyros, Cr. Natasha Ledger, Leanne Doran, Tobie Redmond, Ben Pascoe, Cr. Levi Sampson and Bev Niland.

APOLOGIES – Peter Phillips. Moved C. Pyros, seconded N. Ledger, that the apologies be accepted. Carried.

MINUTES OF PREVIOUS MEETING – Moved . Pyros, seconded N. Ledger, that the minutes of the meeting held on 12th. December, 2018, be adopted. Carried.

MATTERS ARISING FROM THE MINUTES

Face Painting – Leanne – T.G.'s to get back to her.

Aboriginal Dancers – Ben waiting to hear back.

Thunder Graphics – Gumboot Throwing trophies – O.K.

Ute Decorating – Friday, 25th. at 10.00 a.m.

Colouring-In Competition – Not possible this year.

Fire Truck – If registered O.K. – ask Police.

Belly Dancers – If unavailable, it was decided to try to get Aboriginal Dancers.

P.A. System – R.S.L. don't have one – try Neil Cooper, and Leanne will check with the Bowling Club.

Les Townsend – Leanne.

Hooks – Leanne

Bunting – It was agreed to purchase two more lengths.

FINANCIAL REPORT

Amount brought forward		1,394.98
Less – Stamp	45.00	
Paper for Certificates	6.00	
Postage 6/12	6.00	
Poster Competition Prize Money	525.00	
Merchandise	234.09	
	-----	816.09

Plus – Uralla Rotary Club		\$578.89
		100.00

		<u>\$678.89</u>

Moved B. Niland, seconded L. Doran that the report be adopted.

CORRESPONDENCE – In

Moved L. Doran, seconded B. Pascoe, that the correspondence be dealt with as read. Carried.

1. Australia Day Council of S.A. – Merchandise order.
2. Uralla Shire Council – Confirming street stall date.
3. Uralla Shire Council – Parade – road closure.
4. Friends of McMaugh Gardens – Certificate of Currency.

5. C.W.A. – O.K.

CORRESPONDENCE – Out

1. Rotary Club of Uralla – Barbeque.
2. C.W.A.- Catering – damper, tea and coffee.
3. Friends of McMaugh's - Sandwiches etc. and morning tea catering.
4. Volunteer Fire Brigade, Rural Fire Brigades & S.E.S. – Procession invitations.
5. N.E. Hotrods & Customs, Classic & Specialist Cazr Club, N.E. Lapidary & Fossicking Club & N.E. Antique Machinery – Procession invitation.
6. Uralla Shire Council – Ad for Newsletter.
7. Wordsworth – Ad.

GENERAL BUSINESS

Armidale Pipe Band – O.K.

Barnaby Joyce, M.P. – Apology.

Ambassador – No-one yet.

Citizenship – There will be three people to receive Australian Citizenship.

National Anthem – Use Council's C.D.

Marque and Chairs – Chris.

Diggings Fire Brigade – O.K. to have a recruiting tent.

Street Stall Roster – Organised.

Ambassador's Dinner – Friday at the Top Pub – 6.30 for 7.00 p.m.

AWARDS

Citizen of the Year – Kevin Ward. Moved B. Pascoe, seconded L. Sampson. Carried.

Moved N. Ledger, seconded L. Sampson that other awards be presented as follows:

Achievement Certificates – Gae Baker
Carol Barnden
Phil Irvine
Mary Ann Munsie

Young Citizen of the Year – Keiren McGrath

NEXT MEETING – To be advised.

The meeting closed at 8.56 p.m.

7. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

8. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.

9. MAYORAL MINUTE

There is no Mayoral Minute for the 22 October meeting.

10. REPORTS OF COMMITTEES



REPORT OF COMMITTEE

Department:	Infrastructure and Development
Submitted by:	Manager Development and Planning
Reference/Subject:	Report of Committee 1 – Recommendations of Uralla Township and Environs Committee August and September 2019 meetings

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.1	A proud, unique and inviting community
Strategy:	1.1.2	Embellish our community with parks, paths, cycleways, facilities and meeting places
Activity:	1.1.2.1	Prepare open space strategy
Action:	1.1.2.1.1	Engage with the community and key stakeholders in developing the Open Spaces Strategy

OFFICER'S RECOMMENDATION:

That Council resolve to:

- 1. Receive and note the minutes of the 13th August and 10th September 2019 meetings of the Uralla Township and Environs Committee, and**
- 2. Endorse the officer's recommendations that:**
 - a) Council take no further action regarding the war memorials in Alma Park;**
 - b) UTEC recommendations regarding the Bridge Street High Pedestrian Activity Concept Plan be considered in the development of the detailed design;**
 - c) That the existing established conifers in Hill Street be retained;**
 - d) Council supply and install a suitably worded plaque acknowledging the work of Reg Rutten; and**
 - e) That the current design for the tower for the Visitor Information Centre Upgrade be should be considered as part of the project review.**

BACKGROUND:

Uralla Township and Environs Committee (UTEC) have provided Council with recommendations for tourism and recreation areas from their August and September 2019 meetings minutes.

REPORT:

- UTEC met on the 13 August 2019. A copy of the minutes is attached.
- UTEC met on the 10 September 2019. A copy of the minutes is attached.

KEY ISSUES:

RECOMMENDATIONS ANALYSIS:

Meeting of 13 August 2019

- Alma Park Update - Recommendation: *UTEC be involved in collaboration with the RSL and USC in the process of relocation of the Korean and Vietnam War Memorials. Acting General Manager, David Aber to follow up with where the Plan is up to.*

Officer's analysis: Council has liaised with the RSL and provided a mounting stone for an additional Korean War Memorial in close proximity to the Vietnam War Memorial, as requested. The RSL is to provide a plaque for the new memorial. No further actions are proposed by the RSL.

Officer's recommendation: Council take no further action regarding the war memorials in Alma Park.

- Bridge Street Upgrade Plan - Recommendations:
 1. *In line with the previous (general) recommendation that the streets not be widened – it is recommended that the current crossing on the corner of Bridge and Hill Streets remain in situ.*
 2. *That the refuge be retained in Salisbury Street outside the Council offices.*
 3. *That the crossing on Bridge Street, (in line with RMS Regulations) have a one-piece railing; that it be incorporated into the blisters; that the lights close, be repaired.*
 4. *That the lighting be approved.*
 5. *That the conifers in Hill Street be removed and replaced by a more suitable species.*
 6. *That more of the original design street furniture be installed on both sides of Bridge Street and in Hill and Salisbury Streets.*
 7. *That signage at all Bridge Street intersections be rationalised as per the original CVC design*
 8. *That the possibility of mosaic inlays in the footpath on Bridge Street be investigated.*

Officer's analysis: It is appropriate that most of the recommendations be considered should the upgrade proceed beyond concept phase. The conifers in Hill Street are well established and no rationale was provided to support the proposed replacement.

Officer's recommendation: UTEC recommendations regarding the Bridge Street High Pedestrian Activity Concept Plan be considered in the development of the detailed design. In regard to the conifers it is recommended that the existing established conifers in Hill Street be retained.

Meeting of 10 September 2019

Letter from Council requesting input about the placement and wording for a plaque acknowledging the work of Reg Rutten - It was moved by Annie Mayo, that UTEC recommend that Council proceed with the plaque, using the wording suggested in the Agenda.

Officer's analysis: The email requesting recognition of Reg Rutten is attached. The recommendation from the UTEC is considered appropriate.

Officer's recommendation: Council supply and install a suitably worded plaque acknowledging the work of Reg Rutten.

- Alma Park Update – Recommendation: That something be written by Council (in the Wordsworth) to support and inform the public of these matters (*possible relocation of war memorials*).

Officer's analysis: Council has previously liaised with the RSL and provided an additional Korean War Memorial as requested. No further actions are proposed by the RSL.

Officer's recommendation: Council take no further action regarding the war memorials in Alma Park.

- Visitor Information Centre – Recommendations:
 1. UTEC supports the upgrade of the Visitor Information Centre;
 2. UTEC supports the refreshing of the signage;
 3. UTEC recommends that the design for the 'Tower' be revisited, including the size of the footprint.

Officer's analysis: The tower is a key component of the proposed Visitor Information Centre Upgrade and the design and size is appropriate to attract travellers along the New England Highway.

Officer's recommendation: That the design for the tower for the Visitor Information Centre Upgrade should be considered as part of the project review.

- Uralla Logo – Recommendations: That Council readopt the "Find Yourself in Uralla" logo and permanent flags be installed with the slogan as mentioned above, when not in use for other events.

Officer's analysis: This was addressed in the September 2018 report to Council. Council resolved to:

1. Consider readoption of the lapsed slogan, "Find Yourself In Uralla", and the stylised copperplate "Uralla" logo, in the context of the development of a Destination Marketing Plan;
2. Consider installation of "Find Yourself" street banners in Uralla should the slogan be readopted through the future development of a Destination Marketing Plan.

Officer's recommendation: No additional resolution is required as these matters have been addressed previously.

CONCLUSION:

It is appropriate that Council consider the recommendations of the Uralla Township and Environs Committee in the development of the Open Spaces Strategy and the management of open spaces generally.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Nil
3. **Financial (LTFP)**
Nil
4. **Asset Management (AMS)**
Nil
5. **Workforce (WMS)**
Nil
6. **Legal and Risk Management**
Nil
7. **Performance Measures**
Nil
8. **Project Management**
Nil

Prepared by staff member:	Manager Development and Planning
TRIM Reference Number:	UINT/19/5876
Approved/Reviewed by Manager:	Director Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	1 - UTEC minutes – 13 August 2019 2 - UTEC minutes – 10 September 2019 3 - UTEC - Shaun Risk - Acknowledgment for Reg Rutten's art

UTEC minutes

Meeting Title – UTEC COMMITTEE		
Date –13 August 2019	Meeting Time – 6pm	Meeting Location – Council Meeting Room
Type of meeting	Monthly	
Chairperson	Kent Mayo	
Secretary	Kath Corcoran	
Attendees	Kent Mayo, Bob Anderson, Annie Mayo, Kath Corcoran, Carol Higginbottom, Noelene Porter; Louis van Ekert. Phil Smith; Col Hull. Council Representatives: Cr Isobel Strutt, Cr Levi Sampson; Observers: Cr Natasha Ledger; Cr Tara Toomey; David Aber (A/GM)	
Apologies	After the meeting James Sinclair and Sonia Repin contacted regarding their absence from the meeting	
Correspondence	<ol style="list-style-type: none"> 1. Recommendations from UTEC for the Stronger Country Communities Fund 2. Letter to Council re Shaun Platford's resignation 3. Proposal for future UTEC Workshop – Kath Corcoran <p>Moved: Kath Corcoran Seconded: Noelene Porter</p>	
Agenda Topic 1 - Alma Park Update		
Discussion	<p>After discussion it was proposed that UTEC be involved in collaboration with the RSL and USC in the process of relocation of the Korean and Vietnam War Memorials. Acting General Manager, David Aber to follow up with where the Plan is up to.</p> <p>Moved: Kent Mayo Seconded: Noelene P Carried unanimously</p>	
Agenda Topic 2 – ‘Louis’ List‘		
Discussion	<p>The meeting decided that this list would be used as a basis for a number of the discussion items on the Proposed</p>	

UTEAC minutes

	Strategy meeting – date yet to be set
Agenda Topic 3 – Bridge St Upgrade Plan	
Discussion	<p>Two of the Recommendations were discussed and changes made to a number of items.</p> <p>Key discussion points:</p> <p><u>(PEDESTRIAN CROSSINGS)</u></p> <ul style="list-style-type: none">• In line with the previous (general) recommendation that the streets not be widened – it is recommended that the current crossing on the corner of Bridge and Hill Sts remain in situ Moved – Phil S Seconded – Bob A• That the refuge be retained in Salisbury St outside the Council offices Moved – Col H• That the crossing on Bridge St, (in line with RMS Regulations) have a one-piece railing; that it be incorporated into the blisters; that the lights close, be repaired Moved – Phil S Seconded – Noelene P• That the lighting be approved – suggested by David Aber (Acting General Manager) <p><u>(MISCELLEANOUS)</u></p> <ul style="list-style-type: none">• That the conifers in Hill St be removed and replaced by a more suitable species Moved: Louis van E Seconded: Bob A• That more of the original design street furniture be installed on both sides of Bridge St and in Hill and Salisbury Sts Moved: Bob A Seconded: Annie M• That signage at all Bridge Street intersections be rationalised as per the original CVC design Moved: Kent M Seconded: Louis van E• That the possibility of mosaic inlays in the footpath on Bridge St be investigated Moved: Kath C Seconded: Louis van E

UTEAC minutes

	<p>(All these recommendations were passed unanimously)</p> <ul style="list-style-type: none">• That the Heritage buildings design theme be placed on all litter bins <p>Moved: Kent M Seconded: Annie M This Proposal was lost</p>	
Agenda Topic 4	Visitor Information Centre	
Discussion	<p>The Chairperson invited all members to have a look at the Plans on the USC website ready for further discussion at the next meeting.</p> <p>We were also reminded that our remit is only for the appearance of the building</p>	
	<p>The meeting closed at 7pm Next Meeting to be held on Tuesday 10 September at the Council Meeting Room at 6pm</p>	

UTEC minutes

Meeting Title – UTEC COMMITTEE		
Date –10 September 2019	Meeting Time – 6pm	Meeting Location – Council Meeting Room
Type of meeting	Monthly	
Chairperson	Kent Mayo	
Secretary	Kath Corcoran	
Attendees	Kent Mayo, Bob Anderson, Annie Mayo, Kath Corcoran, Carol Higginbottom, Noelene Porter; Louis van Ekert. Phil Smith; Col Hull; James Sinclair. Council Representatives: Cr Isobel Strutt, Cr Levi Sampson; Observers: Cr Bob Crouch; David Aber (A/GM)	
Apologies	Cr Natasha Ledger - Accepted	
Correspondence	<ol style="list-style-type: none"> 1. Letter from Council confirming the appointment of Kent Mayo as Chair of UTEC for a further 12 months 2. Letter from Council requesting input about the placement and wording for a plaque acknowledging the work of Reg Rutten 	
Business Arising	<p>It was moved by Annie Mayo, that UTEC recommend that Council proceed with the plaque, using the wording suggested in the Agenda</p> <p>Moved: Annie Mayo Seconded: Carol Higginbottom</p> <p>Carried unanimously</p>	
Visitor	<p>Helen Repin (Uralla Gardening Club) attended the meeting to discuss the club's recommendations for planting in the Bridge St blisters....the submission was handed to the Secretary. Helen was invited back to the next meeting at which decisions will be made.</p> <p>Helen was thanked for her attendance and input, by Chairperson Kent Mayo</p>	
Agenda Topic 1 - Alma Park Update		
Discussion	<p>Kent Mayo informed the meeting that the Department of Veterans' Affairs have up to \$10,000 available for Memorials. The funding applications close on Armistice Day. A discussion was then had regarding the moving of the Vietnam Memorial to the area around the gates to Alma Park.</p>	

UTEAC minutes

	<p>Kent Mayo advised that he had spoken to Doug and Daphne McMillan who told him they approved the relocation and would contact the rest of the McMillan family and the original proposers of the Memorial to seek their approval. Kent also clarified for the meeting that there are no remains buried in or near the current site of the Memorial.</p> <p>Acting General Manager, David Aber spoke to the meeting and said the Council is currently in discussion with the RSL regarding moving the Korean and Vietnam Memorials.</p> <p><u>Recommendation</u> was made that something be written by Council (in the Wordsworth) to support and inform the public of these matters.</p> <p>Moved: Louis van Ekert Seconded: Sonia Repin Carried unanimously</p>
--	--

Agenda Topic 2 – VISITOR INFORMATION CENTRE

Discussion	<p>As the discussion re recommended changes to the Plan, Acting General Manager, David Aber spoke to the meeting. David said that the Council had moved from design into construction phase and that he was not sure of the timing of the recommendations that would come from UTEC. He also spoke about the benefit of UTEC deciding with Council on a ‘character’ wording for Uralla. This had been mentioned at the Council Meeting.</p> <p>Chairperson Kent Mayo, spoke of the need to proceed with our recommendations.</p> <p>After a lengthy and productive discussion it was decided to make a <u>Recommendation</u>, consisting of the following:</p> <ul style="list-style-type: none">• UTEC supports the upgrade of the Visitor Information centre• UTEC supports the refreshing of the signage• UTEC recommends that the design for the ‘Tower’ be revisited, including the size of the footprint <p>Moved: Annie Mayo Seconded: Noelene Porter Carried unanimously</p>
------------	---

UTEC minutes

Agenda Topic 3 – URALLA LOGO		
Discussion	<p>The issue of a Uralla logo was again discussed. The meeting decided that it would be beneficial to have a consistent message on a Logo that would be used on all marketing and visitor information etc.</p> <p><u>Recommendation:</u> That Council readopt the “Find Yourself in Uralla” logo.</p> <p>Moved: Jim Sinclair Seconded: Kent Mayo</p>	
Agenda Topic 4	FLAGPOLES	
Discussion	<p>Concern was raised in the meeting that there is a proliferation of flagpoles and that are not be used.</p> <p>Recommendation:</p> <p>That permanent flags be installed with the slogan as mentioned above, when not in use for other events.</p> <p>Moved: Jim Sinclair Seconded: Phil Smith</p>	
	<p>The meeting closed at 7.10pm</p> <p>Next Meeting to be held on Tuesday 8 October at the Council Meeting Room at 6pm</p>	

From: [Mayor](#)
To: [Gabrielle Stratton](#)
Subject: FW: acknowledgement for Reg Rutten's art
Date: Tuesday, 27 August 2019 9:43:25 AM
Attachments: [61133236_327913688111427_1602325841415503872_n.png](#)
[61243503_312335813021184_839825312215728128_n.png](#)
[61701550_2306925096189022_4495458916292886528_n.png](#)

From: Shaun Risk
Sent: Wednesday, 5 June 2019 6:07 PM
To: Mayor
Subject: acknowledgement for Reg Rutten's art

Dear Michael

I am Writing to you in the hope we could do some kind of Plaque or memorial for a dear friend Reginald Frances Rutten (Reg) who was an amazing artists and sculpture maker and kind man. Reg in 1998 – 1999 Designed and constructed in his home in Armidale the turtle feature in the main street of uralla which is still iconic in uralla's individuality and creativity. More people should know who the creator of this art work was with either a plaque or memorial in Reg's honour near this artwork, Reg has since passed away (2014) it would mean a lot to his Family , friends and community for his hard work and love of uralla. Please find attached photos of Reg constructing the turtles in his home then assembling them in uralla. i have info about Reginald and a contact email of his son James who has a lot more photos of Reg's art works and information about his dad. i really hope something can be done to honour him.

Thankyou

11. REPORTS TO COUNCIL



REPORT TO COUNCIL

Department:	Organisational Services - Finance
Submitted by:	<i>Chief Financial Officer</i>
Subject:	Report 1 - Cash at Bank and Investments

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	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 sustainability
Action:	Maintain cash flow and maximise return on investment within risk parameters provided by the Office of Local Government

SUMMARY:

Attached is a summary of bank accounts, term deposits, cash management account and investments in structured credit instruments. The investments have been made in accordance with the Act, the Regulations and Council's Investment Policy.

OFFICER'S RECOMMENDATION:

That:

- 1. Council note the cash position as at 30 September, 2019 consisting of cash and overnight funds of \$2,203,675, term deposits of \$14,500,000 totalling \$16,703,675 of readily convertible funds.**
- 2. Council note the loan position as at 30 September, 2019 totalling \$2,358,713.**

BACKGROUND:

In accordance with Regulation 212 of the Local Government (General) Regulations 2005, the following report is prepared about monies not currently required for use by Council and invested in forms of investment approved by Order of the Minister.

REPORT:

Current term deposits of \$14,500,000 spread over the next twelve months will receive a range of interest from 1.8% to 2.75% with an average rate of 2.48%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 30 September, 2019.

KEY ISSUES:

Interest rates have been cut again this month with the RBA indicating that further rate cuts are likely. The current budgeted interest rate (reduced by 0.5%) will therefore not be reflective of future earnings. The current low interest rates will continue to result in reduced investment returns over the coming year.

COUNCIL

1. Community Engagement/ Communication (per engagement strategy)

N/A

2. Policy and Regulation

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

3. Financial (LTFP)

Current interest rates affect Council's ability to meet projected investment returns therefore reducing forecast revenue in the long term.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

Risk management involves ensuring compliance with the Minister's Orders regarding approved type of investments thus reducing risk of future losses on investments made.

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Simon Paul
TRIM Reference Number:	U18/167
Approved/Reviewed by Manager:	Chief Financial Officer
Department:	Organisational Services - Finance
Attachments:	Council's Investments as 30 September, 2019 Diary of Investment Maturity Dates and Amounts

Uralla Shire Council
Council Business Paper – 22 October 2019

Uralla Shire Council			
Investments at 30 September, 2019			
Cash at Bank – Operating Accounts:			
Institution	Account	Bank Statement	
National Australia Bank	Main Account	-\$17,414.24	
National Australia Bank	Trust Account	\$31,226.33	
Community Mutual	Bundarra RTC	\$25,361.83	
Total		\$39,173.92	
Business Investment (Cash Management) Account			
Institution	Interest rate	Balance	
Professional Funds	0.15% above RBA cash rate	\$2,164,501.42	
Total		\$2,164,501.42	
Term Deposits:			
Institution	Interest rate	Maturity	Balance
Bank of Queensland	2.60%	8/10/2019	\$800,000.00
Bank of Queensland	2.60%	8/10/2019	\$500,000.00
ANZ	2.70%	10/10/2019	\$400,000.00
National Australia Bank	2.75%	15/10/2019	\$500,000.00
Westpac Banking Corporation	2.71%	18/10/2019	\$1,300,000.00
National Australia Bank	2.75%	21/11/2019	\$300,000.00
ANZ	2.70%	26/11/2019	\$800,000.00
Commonwealth Bank	2.32%	2/01/2020	\$1,200,000.00
National Australia Bank	2.75%	16/01/2020	\$700,000.00
Westpac Banking Corporation	2.15%	25/01/2020	\$600,000.00
ANZ	2.70%	30/01/2020	\$500,000.00
Westpac Banking Corporation	1.82%	25/02/2020	\$250,000.00
Westpac Banking Corporation	2.27%	5/03/2020	\$500,000.00
Bank of Queensland	2.20%	12/03/2020	\$800,000.00
National Australia Bank	2.50%	1/04/2020	\$600,000.00
National Australia Bank	2.50%	10/04/2020	\$500,000.00
Commonwealth Bank	1.80%	30/04/2020	\$500,000.00
National Australia Bank	2.34%	6/05/2020	\$600,000.00
National Australia Bank	2.70%	22/05/2020	\$1,000,000.00
Westpac Banking Corporation	2.22%	19/06/2020	\$1,350,000.00
Commonwealth Bank	2.71%	24/08/2020	\$800,000.00
Total			\$14,500,000.00

Uralla Shire Council
Council Business Paper – 22 October 2019

Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$47,822.48
168	Community Centre	\$32,877.20
176	Library Extensions	\$160,685.73
177	Grace Munro Centre	\$128,575.82
181	Creative Village Works	\$3,251.73
186	Public Toilets Pioneer Park	\$5,621.03
187	Undergrounding Power and Main Street Upgrade	\$134,877.13
188	Paving and Power Undergrounding	\$33,906.40
189	Bridge Construction	\$206,894.27
190	Bridge construction & industrial land development	\$1,604,200.97
Total		\$2,358,712.76



REPORT TO COUNCIL

Department:	Finance
Submitted by:	<i>Chief Financial Officer</i>
Reference/Subject:	Report 2 – Annual Financial Statements 2018/19

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.7	Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance
Activity:	4.2.7.1	Improve the corporate governance framework
Action:	4.2.7.1.4	Complete and lodge annual Financial Statements in accordance with statutory requirements

SUMMARY:

The purpose of this report is to present the Audited Financial Statements of Council for the financial year ended 30 June 2019 and to resolve to sign the two Statements by Councillors and Management. The Financial Statements have been presented to the Audit Risk and Improvement Committee who have recommended that they be adopted by Council and signed as required.

OFFICER'S RECOMMENDATION:

1. That Council adopt the Financial Statements for the year ended 30 June 2019 incorporating the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules;
2. That Council approve the signing of the Statement by Councillors and Management included in the General Purpose Financial Statements as required under section 413 (2) (c) of the Local Government Act;
3. That Council approve the signing of the Statement by Councillors and Management included in the Special Purpose Financial Statements as required by the Local Government Code of Accounting Practice and Financial Reporting;
4. That Council exhibit the Financial Statements and Auditor's Report and call for public submissions on those documents with submissions closing on 3 December 2019 in accordance with section 420 of the Local Government Act 1993; and
5. That the Audited Financial Statements and Auditor's Report be presented to the public at the Ordinary Meeting of Council scheduled for 26 November 2019 in accordance with Section 418(1) of the Local Government Act 1993.

BACKGROUND:

Council is required to prepare financial reports for each year, and refer them for audit as soon as practicable after the end of that year. The Council's financial reports must include a general purpose financial report, any other matter prescribed by the regulations, and a statement in the approved form by the council as to its opinion on the general purpose financial report.

Council has four months from the end of financial year to prepare and have financial reports audited in accordance with S416 (1) of the Local Government Act.

REPORT:

Section 413(1) of the Local Government Act, 1993, requires Council to prepare financial reports for each year, and must refer them for audit as soon as practicable after the end of the year.

Once the abovementioned Statements have been signed, the Auditor's Reports required under Section 417 of the Local Government Act 1993 will be included in the attached Financial Reports.

The Audited Financial Statements, including Special Schedules, will then be sent to the Office of Local Government and the Australian Bureau of Statistics.

The Engagement Closing Report from the Audit Office has also been included as an attachment to this report together with the draft Report on the Conduct of the Audit.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

2. Policy and Regulation

- Local Government Act 1993;
- Local Government Regulations (General) 2005;
- Local Government Code of Accounting Practice and Financial Reporting; and
- Australian Accounting Standards.

3. Financial (LTFP)

Statements cover financial position and performance for the prior financial year.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

Nil

7. Performance Measures

N/A

8. Project Management

N/A

Prepared by staff member:	Simon Paul, Chief Financial Officer
TRIM Reference Number:	UINT/19/5487
Approved/Reviewed by Manager:	David Aber, Acting General Manager
Department:	General Manager's Office
Attachments	A. Audited 2018/19 Financial Statements B. Audit Office Draft Report on Conduct of Audit

Uralla Shire Council

ANNUAL FINANCIAL STATEMENTS
for the year ended 30 June 2019



Uralla Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2019



Uralla Shire Council

General Purpose Financial Statements

for the year ended 30 June 2019

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Overview

Uralla Shire Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

32 Salisbury Street
Uralla NSW 2358

Council's guiding principles are detailed in Chapter 3 of the LGA and includes:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note 2(b).

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: www.uralla.nsw.gov.au.

Uralla Shire Council

General Purpose Financial Statements

for the year ended 30 June 2019

Understanding Council's Financial Statements

Introduction

Each year, individual Local Governments across NSW are required to present a set of audited financial statements to their council and community.

What you will find in the Statements

The financial statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2019.

The format of the financial statements is standard across all NSW Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and requirements as set down by the Office of Local Government.

About the Councillor/Management Statement

The financial statements must be certified by senior staff as 'presenting fairly' the Council's financial results for the year and are required to be adopted by Council – ensuring both responsibility for and ownership of the financial statements.

About the Primary Financial Statements

The financial statements incorporate five "primary" financial statements:

1. The Income Statement

Summarises Council's financial performance for the year, listing all income and expenses. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

2. The Statement of Comprehensive Income

Primarily records changes in the fair value of Council's Infrastructure, property, plant and equipment.

3. The Statement of Financial Position

A 30 June snapshot of Council's financial position indicating its assets, liabilities and "net wealth".

4. The Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "net wealth".

5. The Statement of Cash Flows

Indicates where Council's cash came from and where it was spent. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

About the Notes to the Financial Statements

The Notes to the Financial Statements provide greater detail and additional information on the five primary financial statements.

About the Auditor's Reports

Council's financial statements are required to be audited by the NSW Audit Office.

In NSW the auditor provides 2 audit reports:

1. an opinion on whether the financial statements present fairly the Council's financial performance and position, and
2. their observations on the conduct of the audit, including commentary on the Council's financial performance and financial position.

Who uses the Financial Statements?

The financial statements are publicly available documents and must be presented at a Council meeting between seven days and five weeks after the date of the audit report.

The public can make submissions to Council up to seven days subsequent to the public presentation of the financial statements.

Council is required to forward an audited set of financial statements to the Office of Local Government.

Uralla Shire Council

General Purpose Financial Statements

for the year ended 30 June 2019

Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (NSW) (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993* (NSW) (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the *Local Government Code of Accounting Practice and Financial Reporting*.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 22 October 2019.

Cr Michael Pearce
Mayor
22 October 2019

Cr Robert Crouch
Councillor
22 October 2019

Mr David Aber
Acting General Manager
22 October 2019

Mr Simon Paul
Responsible Accounting Officer
22 October 2019

Uralla Shire Council

Income Statement

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Actual 2018 ¹
Income from continuing operations				
Revenue:				
6,430	Rates and annual charges	3a	6,516	6,279
4,959	User charges and fees	3b	5,058	4,856
312	Interest and investment revenue	3c	408	398
726	Other revenues	3d	612	630
6,539	Grants and contributions provided for operating purposes	3e,3f	7,659	7,641
3,473	Grants and contributions provided for capital purposes	3e,3f	1,531	1,552
22,439	Total income from continuing operations		21,784	21,356
Expenses from continuing operations				
10,012	Employee benefits and on-costs	4a	9,519	9,424
149	Borrowing costs	4b	179	167
4,408	Materials and contracts	4c	4,619	3,892
4,274	Depreciation and amortisation	4d	4,523	4,270
1,712	Other expenses	4e	1,589	1,623
–	Net losses from the disposal of assets	5	1,531	84
20,555	Total expenses from continuing operations		21,960	19,460
1,884	Operating result from continuing operations		(176)	1,896
1,884	Net operating result for the year		(176)	1,896
1,884	Net operating result attributable to council		(176)	1,896
(1,589)	Net operating result for the year before grants and contributions provided for capital purposes		(1,707)	344

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Income Statement should be read in conjunction with the accompanying notes.

Uralla Shire Council

Statement of Comprehensive Income

for the year ended 30 June 2019

\$ '000	Notes	2019	2018 ¹
Net operating result for the year (as per Income Statement)		(176)	1,896
Other comprehensive income:			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of IPP&E	9	341	(2,819)
Total items which will not be reclassified subsequently to the operating result		341	(2,819)
Total other comprehensive income for the year		341	(2,819)
Total comprehensive income for the year		165	(923)
Total comprehensive income attributable to Council		165	(923)

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Uralla Shire Council

Statement of Financial Position

as at 30 June 2019

\$ '000	Notes	2019	2018 ¹
ASSETS			
Current assets			
Cash and cash equivalent assets	6(a)	1,604	1,443
Investments	6(b)	14,900	13,550
Receivables	7	2,136	2,065
Inventories	8a	229	213
Other	8b	59	54
Total current assets		<u>18,928</u>	<u>17,325</u>
Non-current assets			
Infrastructure, property, plant and equipment	9	230,827	231,289
Total non-current assets		<u>230,827</u>	<u>231,289</u>
TOTAL ASSETS		<u>249,755</u>	<u>248,614</u>
LIABILITIES			
Current liabilities			
Payables	10	4,622	3,836
Income received in advance	10	567	475
Borrowings	10	233	221
Provisions	11	2,371	2,351
Total current liabilities		<u>7,793</u>	<u>6,883</u>
Non-current liabilities			
Borrowings	10	2,194	2,423
Provisions	11	2,536	2,241
Total non-current liabilities		<u>4,730</u>	<u>4,664</u>
TOTAL LIABILITIES		<u>12,523</u>	<u>11,547</u>
Net assets		<u>237,232</u>	<u>237,067</u>
EQUITY			
Accumulated surplus	12	72,785	72,961
Revaluation reserves	12	164,447	164,106
Council equity interest		<u>237,232</u>	<u>237,067</u>
Total equity		<u>237,232</u>	<u>237,067</u>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

for the year ended 30 June 2019

\$ '000	Notes	2019			2018 ¹		
		Accumulated surplus	IPP&E revaluation reserve	Total equity	Accumulated surplus	IPP&E revaluation reserve	Total equity
Opening balance		72,961	164,106	237,067	71,065	166,925	237,990
Net operating result for the year		(176)	–	(176)	1,896	–	1,896
Other comprehensive income							
– Gain (loss) on revaluation of IPP&E	9	–	341	341	–	(2,819)	(2,819)
Other comprehensive income		–	341	341	–	(2,819)	(2,819)
Total comprehensive income		(176)	341	165	1,896	(2,819)	(923)
Equity – balance at end of the reporting period		<u>72,785</u>	<u>164,447</u>	<u>237,232</u>	<u>72,961</u>	<u>164,106</u>	<u>237,067</u>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under *AASB 139 Financial Instruments: Recognition and Measurement*

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Uralla Shire Council

Statement of Cash Flows

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Actual 2018
Cash flows from operating activities				
<u>Receipts</u>				
6,430	Rates and annual charges		6,364	6,087
4,959	User charges and fees		5,384	4,995
312	Investment and interest revenue received		374	366
10,012	Grants and contributions		9,259	8,807
726	Other		981	1,369
<u>Payments</u>				
(10,012)	Employee benefits and on-costs		(9,575)	(9,467)
(4,408)	Materials and contracts		(5,356)	(4,347)
(149)	Borrowing costs		(134)	(147)
(1,712)	Other		(1,071)	(1,966)
6,158	Net cash provided (or used in) operating activities	13b	6,226	5,697
Cash flows from investing activities				
<u>Receipts</u>				
3,800	Sale of investment securities		17,650	17,850
–	Sale of infrastructure, property, plant and equipment		208	351
<u>Payments</u>				
–	Purchase of investment securities		(19,000)	(21,750)
(10,681)	Purchase of infrastructure, property, plant and equipment		(5,027)	(4,943)
(6,881)	Net cash provided (or used in) investing activities		(6,169)	(8,492)
Cash flows from financing activities				
<u>Receipts</u>				
–	Proceeds from retirement home contributions		1,190	1,058
<u>Payments</u>				
(223)	Repayment of borrowings and advances		(217)	(202)
–	Repayment of retirement home contributions		(869)	(1,400)
(223)	Net cash flow provided (used in) financing activities		104	(544)
(946)	Net increase/(decrease) in cash and cash equivalents		161	(3,339)
6,584	Plus: cash and cash equivalents – beginning of year	13a	1,443	4,782
5,638	Cash and cash equivalents – end of the year	13a	1,604	1,443
Additional Information:				
1,692	plus: Investments on hand – end of year	6(b)	14,900	13,550
7,330	Total cash, cash equivalents and investments		16,504	14,993

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 1. Basis of preparation

These financial statements were authorised for issue by Council on 22 October 2019. Council has the power to amend and reissue these financial statements.

The principal accounting policies adopted in the preparation of these consolidated financial statements are set out below.

These policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (NSW)* and Regulations, and the Local Government Code of Accounting Practice and Financial Reporting.

Council is a not for-profit entity.

The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Unless otherwise indicated, all amounts disclosed in the financial statements are actual amounts. Specific budgetary amounts have been included for comparative analysis (to actuals) in the following reports and notes:

- Income statement
- Statement of cash flows
- Note 17 – Material budget variations

and are clearly marked.

(a) New and amended standards adopted by Council

During the year, Council adopted all standards which were mandatorily effective for the first time at 30 June 2019.

(b) Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain financial assets and liabilities and certain classes of infrastructure, property, plant and equipment and investment property.

(c) Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future.

The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- (i) estimated fair values of infrastructure, property, plant and equipment – refer Note 9
- (ii) estimated tip remediation provisions – refer Note 11
- (iii) employee benefit provisions – refer Note 11.

Significant judgements in applying the council's accounting policies

- (i) Impairment of receivables

Council has made a significant judgement about the impairment of a number of its receivables – refer Note 7.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 1. Basis of preparation (continued)

Monies and other assets received by Council

(a) The Consolidated Fund

In accordance with the provisions of Section 409(1) of the Local Government Act 1993 (NSW), all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- General purpose operations
- Water service
- Sewerage service
- McMaugh Gardens Aged Care Centre

(b) The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993 (NSW)* (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies.

Trust monies and property subject to Council's control have been included in these reports.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to the taxation authority is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities that are recoverable from, or payable to, the taxation authority are presented as operating cash flows.

New accounting standards and interpretations issued not yet effective

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2019 reporting periods (and which have not been early adopted by Council).

Council's assessment of these new standards and interpretations (where they have been deemed as having a material impact on Council's future financial performance, financial position and cash flows) are set out below:

AASB 16 Leases

AASB 16 will result (for YE 19/20 and beyond) in almost all operating leases being recognised on the balance sheet by Council (alongside existing finance leases) with the distinction between operating and finance leases removed.

Under the new standard, a financial liability (ie. a lease liability) and an asset (ie. a right to use the leased item) will be recognised for nearly all arrangements where Council commits itself to paying a rental fee for the use of a specific asset.

The only exceptions are short-term and low-value leases which are exempt from the accounting (but not disclosure) requirements of AASB 16 - Leases.

Council staff have reviewed all of Council's leasing arrangements over the last 12 months taking into consideration the new lease accounting rules in AASB 16 (applicable from 1/7/19).

AASB 16 will (on the whole) affect Council's accounting for existing operating lease agreements that are in place as at 30 June 2019.

At the end of this reporting period, Council has non-cancellable operating lease commitments of \$29,310 - refer Note 14.

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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 1. Basis of preparation (continued)

Of these commitments, approximately \$7,000 relate to short-term leases with no low value leases.

Both these lease types and amounts will continue to be accounted for as they currently are (being expensed on a straight-line basis within the Income Statement).

For the remaining operating lease commitments, Council anticipates it will recognise lease liabilities (on its balance sheet) of \$93,478 (after adjustments for prepayments and accrued lease payments recognised as at 30 June 2019) and also recognise complimentary right-of-use assets (on its balance sheet) totalling \$93,478 on 1 July 2019.

From a financial position standpoint, as a result of recognising the above lease liabilities and right-of-use assets, Council's net current assets will be \$14,594 lower due to the presentation of a portion of the lease liability as a current liability.

From a financial performance standpoint, Council expects that net operating result will decrease by approximately \$1,288 for the 19/20 financial year as a result of adopting the standard.

Operating cash flows will increase and financing cash flows decrease by approximately \$14,594 as repayment of the principal portion of the lease liabilities will be classified as cash flows from financing activities.

Council's activities as a lessor are not material and hence Council does not expect any significant impact on the financial statements. However, some additional disclosures will be required from next year.

AASB 15 Revenue from Contracts with Customers and associated amending standards.

AASB15 introduces a five-step process for revenue recognition, with the core principle of the new standard being for entities to recognise revenue to depict the transfer of goods or services to customers in amounts that reflect the consideration (that is, payment) to which the entity expects to be entitled in exchange for those goods or services.

The changes in revenue recognition requirements in AASB 15 may cause changes to the timing and amount of revenue recorded in the financial statements as well as additional disclosures.

Based on a comprehensive analysis of council's income streams, the impact of AASB15 is not expected to be material. The majority of income streams subject to the requirements of AASB 15 in the next year will have the same treatment as under the existing AASB 118 *Revenue*.

AASB 1058 Income of NFP Entities

AASB 1058 supersedes all the income recognition requirements relating to councils, previously in AASB 1004 Contributions.

Under AASB 1058 the future timing of income recognition will depend on whether the transaction gives rise to a liability or other performance obligation (a promise to transfer a good or service) related to an asset (such as cash or another asset) received by an entity.

AASB 1058 also applies when a council receives volunteer services or enters into other transactions in which the consideration to acquire an asset is significantly less than the fair value of the asset, and where the council's objective is principally to enable the asset to further the council's objectives.

Upon initial recognition of the asset, this standard requires council to consider whether any other financial statement elements (called 'related amounts') should be recognised in accordance with the applicable accounting standard, such as:

- (a) contributions by owners
- (b) revenue, or a contract liability arising from a contract with a customer
- (c) a lease liability
- (d) a financial instrument, or
- (e) a provision.

If the transaction is a transfer of a financial asset to enable council to acquire or construct a recognisable non-financial asset to be controlled by council (i.e. an in-substance acquisition of a non-financial asset), the council recognises a liability for the excess of the fair value of the transfer over any related amounts recognised. Council will then recognise income as it satisfies its obligations under the transfer similarly to income recognition in relation to performance obligations under AASB 15.

If the transaction does not enable council to acquire or construct a recognisable non-financial asset to be controlled by council, then any excess of the initial carrying amount of the recognised asset over the related amounts is recognised as income

continued on next page ...

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 1. Basis of preparation (continued)

unless there is a contract with a sufficiently specific performance obligation. In the latter case council will have to follow the requirements of AASB 15.

It is expected that the main effect of AASB 1058 will be on specific purpose capital grants.

Following a comprehensive review of all existing and future council income streams, council might normally have to recognise \$732,000 of liability on the transition date (being 1 July 2019). This liability represents the amount of unsatisfied performance obligation as at 30 June 2019 for incomplete grants (contracts), income for which should be accounted for under AASB 1058 with income recognised when the performance obligation is satisfied. This liability would normally be settled through recognition of income once the performance obligation is satisfied in the following years. However, given that this income has already been recognised in the 2018-2019 financial year, Council will not account for the grant income again (as required by OLG guidance) in the 2019-2020 year because it is expected that the performance obligation will have been satisfied by the end of the new financial year.

Notes to the Financial Statements

for the year ended 30 June 2019

Note 2(a). Council functions/activities – financial information

Income, expenses and assets have been directly attributed to the following functions or activities.
Details of those functions or activities are provided in Note 2(b).

\$ '000	Income from continuing operations		Expenses from continuing operations		Operating result from continuing operations		Grants included in income from continuing operations		Total assets held (current and non-current)	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Functions or activities										
Our Society	7,889	6,998	7,603	7,453	286	(455)	810	299	14,327	13,062
Our Economy	3,770	4,698	7,843	6,322	(4,073)	(1,624)	2,532	2,792	193,655	194,705
Our Environment	4,136	3,943	4,256	3,915	(120)	28	245	200	33,926	33,362
Our Leadership	5,989	5,717	2,258	1,770	3,731	3,947	1,684	1,708	7,847	7,485
Total functions and activities	21,784	21,356	21,960	19,460	(176)	1,896	5,271	4,999	249,755	248,614

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 2(b). Council functions/activities - component descriptions

Details relating to the Council's functions/activities as reported in Note 2(a) are as follows:

Our Society

Includes public libraries; sporting grounds and venues; swimming pools; parks; gardens; other sporting, recreational and cultural services; public cemeteries; public conveniences; other community amenities, aged person facilities, services for disabled persons, migrants and Indigenous persons; youth services. Includes Council's fire and emergency services levy, fire protection, emergency services, enforcement of regulations and animal control.

Our Economy

Includes community centres and halls, including public halls and performing arts venues; building control; quarries and pits; urban local, urban regional, sealed and unsealed roads, bridges, footpaths and parking areas; street cleaning; tourism and area promotion; industrial development promotion; real estate development; street lighting and town planning;

Our Environment

Includes noxious plants and insect/vermin control; other environmental protection; solid waste management, including domestic waste; other waste management; other sanitation; drainage and stormwater management.

Our Leadership

Includes costs relating to Council's role as a component of democratic government, including elections, members' fees and expenses, subscriptions to local authority associations, meetings of Council and policymaking committees, public disclosure (e.g. GIPA), and legislative compliance. Also includes all administrative costs such as finance, human resources, information technology, governance and customer support. Also includes camping areas and caravan parks.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3. Income from continuing operations

\$ '000	2019	2018
(a) Rates and annual charges		
Ordinary rates		
Residential	1,647	1,590
Farmland	2,071	2,013
Business	104	101
Less: pensioner rebates (mandatory)	(103)	(108)
Rates levied to ratepayers	3,719	3,596
Pensioner rate subsidies received	54	62
Total ordinary rates	3,773	3,658
Annual charges		
<small>(pursuant to s.496, s.496A, s.496B, s.501 & s.611)</small>		
Domestic waste management services	615	568
Stormwater management services	30	29
Water supply services	447	421
Sewerage services	755	740
Waste management services (non-domestic)	41	40
Environmental	900	867
Less: pensioner rebates (mandatory)	(97)	(102)
Annual charges levied	2,691	2,563
Pensioner subsidies received:		
– Water	17	19
– Sewerage	15	17
– Domestic waste management	20	22
Total annual charges	2,743	2,621
TOTAL RATES AND ANNUAL CHARGES	6,516	6,279

Council has used 2016 year valuations provided by the NSW Valuer General in calculating its rates.

Accounting policy for rates and charges

Rates and annual charges are recognised as revenue when the Council obtains control over the assets comprising these receipts.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area that are not subsidised by the NSW Government.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates.

Control over assets acquired from rates and annual charges is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3. Income from continuing operations (continued)

\$ '000	2019	2018
(b) User charges and fees		
Specific user charges		
<small>(per s.502 - specific 'actual use' charges)</small>		
Water supply services	584	604
Sewerage services	5	5
Waste management services (non-domestic)	162	154
Total specific user charges	751	763
Other user charges and fees		
(i) Fees and charges – statutory and regulatory functions (per s.608)		
Inspection services	35	37
Private works – section 67	34	75
Registration fees	7	10
Section 10.7 certificates (EP&A Act)	17	21
Section 603 certificates	10	12
Town planning	76	85
Total fees and charges – statutory/regulatory	179	240
(ii) Fees and charges – other (incl. general user charges (per s.608))		
Aged care	924	951
Caravan park	80	37
Cemeteries	34	25
Community centres	15	2
Sundry sales	65	52
Swimming centres	20	21
Waste disposal tipping fees	97	56
Water and sewer connection fees	6	8
Kamillaroi aged and disability services – contract service fees	–	110
Scrap metal sales	73	60
Tablelands community support options – client contributions	173	254
Tablelands community support options – contract service fees	2,594	2,267
Tablelands community transport	45	10
Other	2	–
Total fees and charges – other	4,128	3,853
TOTAL USER CHARGES AND FEES	5,058	4,856

Accounting policy for user charges and fees

User charges and fees are recognised as revenue when the service has been provided.

(c) Interest and investment revenue (including losses)**Interest on financial assets measured at amortised cost**

– Overdue rates and annual charges (incl. special purpose rates)	33	50
– Cash and investments	375	348
TOTAL INTEREST AND INVESTMENT REVENUE	408	398

Interest revenue is attributable to:**Unrestricted investments/financial assets:**

Overdue rates and annual charges (general fund)	18	37
General Council cash and investments	252	227

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3. Income from continuing operations (continued)

\$ '000	2019	2018
Restricted investments/funds – external:		
Development contributions		
– Section 7.11	16	14
Water fund operations	62	66
Sewerage fund operations	60	54
Total interest and investment revenue	408	398

Accounting policy for interest and investment revenue

Interest income is recognised using the effective interest rate at the date that interest is earned.

Dividends are recognised as income in profit or loss unless the dividend clearly represents a recovery of part of the cost of the investment.

(d) Other revenues

Rental income – other council properties	130	140
Fines	4	6
Legal fees recovery – rates and charges (extra charges)	10	10
Commissions and agency fees	5	9
Diesel rebate	88	85
Insurance claims recoveries	196	93
Recycling income (non-domestic)	34	57
Sales – general	53	46
Donations received	7	4
Other reimbursements	17	80
Other sundry income	44	80
Staff FBT contributions	24	20
TOTAL OTHER REVENUE	612	630

Accounting policy for other revenue

Council recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the Council and specific criteria have been met for each of the Council's activities as described below. Council bases its estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Rental income is accounted for on a straight-line basis over the lease term.

Miscellaneous sales are recognised when physical possession has transferred to the customer which is deemed to be the point of transfer of risks and rewards.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3. Income from continuing operations (continued)

\$ '000	Operating 2019	Operating 2018	Capital 2019	Capital 2018
(e) Grants				
General purpose (untied)				
Current year allocation				
Financial assistance – general component	337	307	–	–
Financial assistance – local roads component	945	910	–	–
Payment in advance - future year allocation				
Financial assistance – general component	1,329	1,251	–	–
Total general purpose	2,611	2,468	–	–
Specific purpose				
Sewerage services	–	–	208	98
Aged care	–	–	370	–
Community care	5	–	–	–
Community centres	–	1	–	–
Drought Communities Assistance Program	666	–	–	–
Employment and training programs	18	13	–	–
Environmental programs	37	–	–	–
Heritage and cultural	15	–	–	–
Innovation Fund	–	75	–	–
Library	35	40	–	–
Street lighting	14	14	–	–
Stronger Country Communities Fund	–	–	400	258
Transport (roads to recovery)	408	864	–	–
Transport (other roads and bridges funding)	41	–	443	1,168
Total specific purpose	1,239	1,007	1,421	1,524
Total grants	3,850	3,475	1,421	1,524
Grant revenue is attributable to:				
– Commonwealth funding	3,019	3,345	1,213	600
– State funding	831	130	208	924
	3,850	3,475	1,421	1,524

continued on next page ...

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3. Income from continuing operations (continued)

\$ '000	Notes	Operating 2019	Operating 2018	Capital 2019	Capital 2018
(f) Contributions					
Developer contributions: (s7.4 & s7.11 - EP&A Act, s64 of the LGA):					
Cash contributions					
S 7.11 – contributions towards amenities/services		22	90	–	–
Total developer contributions – cash		22	90	–	–
Total developer contributions	20	22	90	–	–
Other contributions:					
Cash contributions					
Community services		2	–	–	–
RMS contributions (regional roads, block grant)		1,017	1,287	110	28
McMaugh gardens aged care – subsidies		2,217	2,203	–	–
Tablelands community transport – subsidies		551	586	–	–
Total other contributions – cash		3,787	4,076	110	28
Total other contributions		3,787	4,076	110	28
Total contributions		3,809	4,166	110	28
TOTAL GRANTS AND CONTRIBUTIONS		7,659	7,641	1,531	1,552

Accounting policy for grants and contributions

Control over grants and contributions is normally obtained upon their receipt (or acquittal) and is valued at the fair value of the granted or contributed asset at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner, or used over a particular period, and those conditions were un-discharged at reporting date, the unused grant or contribution is disclosed below.

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979*.

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but the Council may apply contributions according to the priorities established in work schedules

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at reporting date.

continued on next page ...

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 3. Income from continuing operations (continued)

\$ '000	2019	2018
(g) Unspent grants and contributions		
Certain grants and contributions are obtained by Council on condition that they be spent in a specified manner:		
Operating grants		
Unexpended at the close of the previous reporting period	1,514	1,586
Add: operating grants recognised in the current period but not yet spent	13	863
Add: operating grants received for the provision of goods and services in a future period	–	–
Less: operating grants recognised in a previous reporting period now spent	(1,088)	(935)
Unexpended and held as restricted assets (operating grants)	439	1,514
Capital grants		
Unexpended at the close of the previous reporting period	130	292
Add: capital grants recognised in the current period but not yet spent	809	–
Less: capital grants recognised in a previous reporting period now spent	–	(162)
Unexpended and held as restricted assets (capital grants)	939	130
Contributions		
Unexpended at the close of the previous reporting period	616	512
Add: contributions recognised in the current period but not yet spent	38	104
Unexpended and held as restricted assets (contributions)	654	616

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 4. Expenses from continuing operations

\$ '000	2019	2018
(a) Employee benefits and on-costs		
Salaries and wages	7,601	7,540
Travel expenses	28	26
Employee leave entitlements (ELE)	1,412	1,371
Superannuation – defined contribution plans	853	852
Superannuation – defined benefit plans	63	84
Workers' compensation insurance	361	324
Fringe benefit tax (FBT)	15	2
Training costs (other than salaries and wages)	84	77
Other	8	11
Total employee costs	10,425	10,287
Less: capitalised costs	(906)	(863)
TOTAL EMPLOYEE COSTS EXPENSED	9,519	9,424
Number of 'full-time equivalent' employees (FTE) at year end	126	136
Number of 'full-time equivalent' employees (FTE) at year end (incl. vacancies)	130	140

Accounting policy for employee benefits and on-costs

Employee benefit expenses are recorded when the service has been provided by the employee.

Retirement benefit obligations

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Superannuation plans

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note 15 for more information.

\$ '000	Notes	2019	2018
(b) Borrowing costs			
(i) Interest bearing liability costs			
Interest on loans		132	142
Total interest bearing liability costs expensed		132	142
(ii) Other borrowing costs			
Fair value adjustments on recognition of advances and deferred debtors			
– Remediation liabilities	11	47	25
Total other borrowing costs		47	25
TOTAL BORROWING COSTS EXPENSED		179	167

Accounting policy for borrowing costs

Borrowing costs incurred for the construction of any qualifying asset are capitalised during the period of time that is required to complete and prepare the asset for its intended use or sale. Other borrowing costs are expensed.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 4. Expenses from continuing operations (continued)

\$ '000	2019	2018
(c) Materials and contracts		
Raw materials and consumables	6,104	5,261
Contractor and consultancy costs	2,811	2,891
Auditors remuneration ²	76	55
Legal expenses:		
– Legal expenses: debt recovery	10	10
– Legal expenses: other	25	19
Operating leases:		
– Operating lease rentals: minimum lease payments ¹	12	53
Total materials and contracts	<u>9,038</u>	<u>8,289</u>
Less: capitalised costs	(4,419)	(4,397)
TOTAL MATERIALS AND CONTRACTS	<u>4,619</u>	<u>3,892</u>

Accounting policy for operating leases

Leases in which a significant portion of the risks and rewards of ownership are not transferred to Council as lessee are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.

1. Operating lease payments are attributable to:

Buildings	12	53
	<u>12</u>	<u>53</u>

2. Auditor remuneration

During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms

Auditors of the Council - NSW Auditor-General:**(i) Audit and other assurance services**

Audit and review of financial statements	45	53
Remuneration for audit and other assurance services	<u>45</u>	<u>53</u>
Total Auditor-General remuneration	<u>45</u>	<u>53</u>

Non NSW Auditor-General audit firms**(i) Audit and other assurance services**

Other audit and assurance services	31	2
Remuneration for audit and other assurance services	<u>31</u>	<u>2</u>
Total remuneration of non NSW Auditor-General audit firms	<u>31</u>	<u>2</u>
Total Auditor remuneration	<u>76</u>	<u>55</u>

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 4. Expenses from continuing operations (continued)

\$ '000	Notes	2019	2018
(d) Depreciation, amortisation and impairment of intangible assets and IPP&E			
Depreciation and amortisation			
Plant and equipment		545	556
Office equipment		79	73
Furniture and fittings		55	55
Infrastructure:			
– Buildings – non-specialised		554	409
– Other structures		51	44
– Sealed roads structure		1,500	1,428
– Unsealed roads		544	554
– Bridges		317	320
– Footpaths		46	45
– Stormwater drainage		23	24
– Water supply network		439	453
– Sewerage network		216	223
– Swimming pools		14	15
– Other open space/recreational assets		25	28
Other assets:			
– Other		3	4
Reinstatement, rehabilitation and restoration assets:			
– Tip assets	9,11	112	39
Total gross depreciation and amortisation costs		4,523	4,270
Total depreciation and amortisation costs		4,523	4,270
<u>TOTAL DEPRECIATION, AMORTISATION AND IMPAIRMENT / REVALUATION DECREMENT FOR INTANGIBLES AND IPP&E</u>		4,523	4,270

Accounting policy for depreciation, amortisation and impairment expenses of intangibles and IPP&E**Depreciation and amortisation**

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives. Useful lives are included in Note 9 for IPPE assets.

Depreciation is capitalised where in-house assets have contributed to new assets.

Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are no longer required to be tested for impairment under AASB 136. This is because these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Intangible assets that have an indefinite useful life, or are not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired. Other assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units). Non-financial assets that suffered an impairment are reviewed for possible reversal of the impairment at each reporting date.

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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 4. Expenses from continuing operations (continued)

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

\$ '000	2019	2018
(e) Other expenses		
Advertising	9	18
Bad and doubtful debts	3	–
Bank charges	29	27
Computer software charges	–	2
Contributions/levies to other levels of government	–	6
Councillor expenses – mayoral fee	20	19
Councillor expenses – councillors' fees	96	101
Councillors' expenses (incl. mayor) – other (excluding fees above)	14	8
Donations, contributions and assistance to other organisations (Section 356)	392	466
Electricity and heating	214	209
Insurance	317	316
Internet and other communication	25	8
Licences	54	41
Motor vehicle registration fees	44	46
Other fees and charges	16	19
Postage	37	36
Printing and stationery	47	37
Street lighting	62	57
Subscriptions and publications	118	74
Sundry expenses	14	3
Telephone and communications	75	127
Valuation fees	–	2
Volunteer reimbursements	–	1
Other	3	–
<u>TOTAL OTHER EXPENSES</u>	<u>1,589</u>	<u>1,623</u>

Accounting policy for other expenses

Other expenses are recorded on an accruals basis as the Council receives the goods or services.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 5. Gains or losses from the disposal, replacement and de-recognition of assets

\$ '000	Notes	2019	2018
Plant and equipment	9		
Proceeds from disposal – plant and equipment		89	470
Less: carrying amount of plant and equipment assets sold/written off		(50)	(527)
Net gain/(loss) on disposal		<u>39</u>	<u>(57)</u>
Infrastructure	9		
Less: carrying amount of infrastructure assets sold/written off		(1,570)	(27)
Net gain/(loss) on disposal		<u>(1,570)</u>	<u>(27)</u>
Investments	6(b)		
Proceeds from disposal/redemptions/maturities – investments		17,650	17,850
Less: carrying amount of investments sold/redeemed/matured		(17,650)	(17,850)
Net gain/(loss) on disposal		<u>–</u>	<u>–</u>
<u>NET GAIN/(LOSS) ON DISPOSAL OF ASSETS</u>		<u>(1,531)</u>	<u>(84)</u>

Accounting policy for disposal of assets

Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the Income Statement.

The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer and the asset is de-recognised.

The significant losses incurred this year relate to the write-off of road and bridge renewal programs at Munsie bridge/Gostwyck Road, Munsie bridge/Enmore Road, Eastern Avenue, Bundarra Road, Bingara Road and surface work at Park Street and Gilmore Place.

Note 6(a). Cash and cash equivalent assets

\$ '000	2019	2018
Cash and cash equivalents		
Cash on hand and at bank	74	97
Cash-equivalent assets		
– Deposits at call	1,530	1,346
Total cash and cash equivalents	<u>1,604</u>	<u>1,443</u>

Accounting policy for cash and cash equivalents

For Statement of Cash Flow presentation purposes, cash and cash equivalents include: cash on hand; deposits held at call with financial institutions; other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value; and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the Statement of Financial Position.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 6(b). Investments

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
Investments				
a. 'Financial assets at amortised cost' / 'held to maturity' (2018)	14,900	–	13,550	–
Total Investments	<u>14,900</u>	<u>–</u>	<u>13,550</u>	<u>–</u>
TOTAL CASH ASSETS, CASH EQUIVALENTS AND INVESTMENTS	<u>16,504</u>	<u>–</u>	<u>14,993</u>	<u>–</u>
Financial assets at amortised cost / held to maturity (2018)				
Term deposits	14,900	–	13,550	–
Total	<u>14,900</u>	<u>–</u>	<u>13,550</u>	<u>–</u>

Accounting policy for investments**Accounting policy under AASB 9 – applicable from 1 July 2018**

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification

On initial recognition, Council classifies its financial assets into the following categories – those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)
- fair value through other comprehensive income – equity instrument (FVOCI-equity)

Financial assets are not reclassified subsequent to their initial recognition.

Amortised cost

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows, and
- the contractual terms give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Council's financial assets measured at amortised cost comprise trade and other receivables and cash and cash equivalents in the Statement of Financial Position.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

Accounting policy under AASB 139 – applicable for 2018 comparatives only**Classification**

Council classifies its financial assets in the following categories: financial assets at fair value through profit or loss; loans and receivables; held-to-maturity investments; and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 6(b). Investments (continued)

(b) Held to maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that Council's management has the positive intention and ability to hold to maturity. Assets in this category are measured at amortised cost.

(c) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the reporting date which are classified as non-current assets. Loans and receivables are included in other receivables (Note 8) and receivables (Note 7) in the Statement of Financial Position. Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial.

Recognition and de-recognition

Regular purchases and sales of financial assets are recognised on trade-date: the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Investments are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the Income Statement as gains and losses from investment securities.

Impairment of financial assets

Council assesses at the end of each reporting period whether there is objective evidence that a financial asset or group of financial assets is impaired. A financial asset or a group of financial assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 6(c). Restricted cash, cash equivalents and investments – details

\$ '000	2019		2018	
	Current	Non-current	Current	Non-current
Total cash, cash equivalents and investments	16,504	–	14,993	–
attributable to:				
External restrictions	9,613	–	9,051	–
Internal restrictions	5,592	–	4,894	–
Unrestricted	1,299	–	1,048	–
	16,504	–	14,993	–

\$ '000	2019	2018
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Details of restrictions

External restrictions – included in liabilities

Specific purpose unexpended loans – general	525	603
McMaugh gardens resident bonds	2,317	1,870
External restrictions – included in liabilities	2,842	2,473

External restrictions – other

Developer contributions – general	655	617
Specific purpose unexpended grants	1,378	1,644
Water supplies	2,498	2,275
Sewerage services	2,240	2,042
External restrictions – other	6,771	6,578

Total external restrictions

	9,613	9,051
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Internal restrictions

Plant and vehicle replacement	1,746	1,517
Employees leave entitlement	1,068	970
Carry over works	325	619
Reseals	648	–
Strategic development	320	440
FAGS Received in advance	1,329	1,251
Tip Remediation	156	97

Total internal restrictions

	5,592	4,894
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TOTAL RESTRICTIONS

	15,205	13,945
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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 7. Receivables

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
Purpose				
Rates and annual charges	457	–	305	–
Interest and extra charges	44	–	44	–
User charges and fees	205	–	408	–
Private works	7	–	10	–
Capital debtors (being sale of assets)				
– Other asset sales	–	–	119	–
Accrued revenues				
– Interest on investments	184	–	150	–
– Other income accruals	40	–	102	–
Amounts due from other councils	48	–	47	–
Government grants and subsidies	647	–	664	–
Net GST receivable	363	–	159	–
Resident contributions	77	–	105	–
Other debtors	137	–	21	–
Total	2,209	–	2,134	–
Less: provision of impairment				
Other debtors	(73)	–	(69)	–
Total provision for impairment – receivables	(73)	–	(69)	–
TOTAL NET RECEIVABLES	2,136	–	2,065	–
Externally restricted receivables				
Water supply				
– Rates and availability charges	51	–	35	–
– Other	207	–	339	–
Sewerage services				
– Rates and availability charges	79	–	58	–
– Other	3	–	7	–
Total external restrictions	340	–	439	–
Unrestricted receivables	1,796	–	1,626	–
TOTAL NET RECEIVABLES	2,136	–	2,065	–

\$ '000	2019	2018
Movement in provision for impairment of receivables		
Balance at the beginning of the year (calculated in accordance with AASB 139)	69	69
+ new provisions recognised during the year	4	–
Balance at the end of the period	73	69

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 7. Receivables (continued)

Accounting policy for receivables

Recognition and measurement

Receivables are included in current assets, except for those with maturities greater than 12 months after the reporting date which are classified as non-current assets. Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days. Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial.

Impairment

Accounting policy under AASB 9 applicable from 1 July 2018

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When determining whether the credit risk of a financial asset has increased significantly since initial recognition, and when estimating ECL, the Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

When considering the ECL for rates debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rates debtors, Council uses the presumption that an asset which is more than 30 days past due has seen a significant increase in credit risk.

The Council uses the presentation that a financial asset is in default when:

- the other party is unlikely to pay its credit obligations to the Council in full, without recourse by the Council to actions such as realising security (if any is held) or
- the financial assets (for non-rates debtors) are more than 90 days past due.

Credit losses are measured as the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

On initial recognition of the asset, an estimate of the expected credit losses for the next 12 months is recognised. Where the asset has experienced significant increase in credit risk then the lifetime losses are estimated and recognised.

There has been no change in the estimation techniques or significant assumptions made during the current reporting period.

The Council writes off a trade receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

None of the receivables that have been written off are subject to enforcement activity.

Where the Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

Accounting policy under AASB 139 – applicable for 2018 comparatives only

For loans and receivables, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced and the amount of the loss is recognised in profit or loss.

Collectability of receivables is reviewed on an ongoing basis. Debts that are known to be uncollectable are written off by reducing the carrying amount directly. An allowance account (provision for impairment of receivables) is used when there is objective evidence that the Council will not be able to collect all amounts due according to the original terms of the receivables. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments (more than 30 days overdue) are considered indicators that the receivable is impaired. When a receivable for which an impairment allowance had been recognised becomes uncollectable in a subsequent period, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against other expenses in the Income Statement.

Rates and annual charges outstanding are secured against the property.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 8. Inventories and other assets

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
(a) Inventories				
(i) Inventories at cost				
Stores and materials	229	–	213	–
Total inventories at cost	229	–	213	–
<u>TOTAL INVENTORIES</u>	<u>229</u>	<u>–</u>	<u>213</u>	<u>–</u>
(b) Other assets				
Prepayments	59	–	54	–
<u>TOTAL OTHER ASSETS</u>	<u>59</u>	<u>–</u>	<u>54</u>	<u>–</u>

Accounting policy for inventories and other assets**Raw materials and stores, work in progress and finished goods**

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Costs are assigned to individual items of inventory on the basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Notes to the Financial Statements

for the year ended 30 June 2019

Note 9. Infrastructure, property, plant and equipment

\$ '000	as at 30/6/2018			Asset movements during the reporting period						as at 30/6/2019		
	Gross carrying amount	Accumulated depreciation	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation	Net carrying amount
Capital work in progress	1,967	–	1,967	–	–	–	–	(110)	–	1,857	–	1,857
Plant and equipment	7,079	(3,323)	3,756	11	730	(33)	(545)	–	–	7,712	(3,793)	3,919
Office equipment	613	(523)	90	–	90	–	(79)	–	–	703	(602)	101
Furniture and fittings	1,003	(659)	344	24	–	–	(55)	–	–	1,027	(714)	313
Land:												
– Operational land	1,821	–	1,821	–	–	–	–	–	–	1,821	–	1,821
– Community land	3,933	–	3,933	–	16	–	–	–	–	3,949	–	3,949
Land improvements – non-depreciable	17	–	17	–	–	–	–	–	–	17	–	17
Infrastructure:												
– Buildings – non-specialised	25,668	(12,090)	13,578	81	88	–	(554)	–	–	25,837	(12,644)	13,193
– Other structures	1,308	(814)	494	–	–	–	(51)	–	–	1,308	(865)	443
– Sealed roads structure	101,914	(27,758)	74,156	2,055	573	(733)	(1,500)	110	–	103,602	(28,941)	74,661
– Unsealed roads	17,559	(12,312)	5,247	277	–	(67)	(544)	–	–	17,644	(12,731)	4,913
– Bridges	31,933	(11,418)	20,515	812	–	(452)	(317)	–	–	32,019	(11,461)	20,558
– Footpaths	1,888	(314)	1,574	–	–	–	(46)	–	–	1,888	(360)	1,528
– Bulk earthworks (non-depreciable)	77,432	–	77,432	222	–	(335)	–	–	–	77,319	–	77,319
– Stormwater drainage	2,479	(589)	1,890	–	–	–	(23)	–	–	2,479	(612)	1,867
– Water supply network	28,137	(14,377)	13,760	–	–	–	(439)	–	213	28,587	(15,053)	13,534
– Sewerage network	13,682	(5,481)	8,201	–	–	–	(216)	–	128	13,901	(5,788)	8,113
– Swimming pools	750	(595)	155	–	–	–	(14)	–	–	750	(609)	141
– Other open space/recreational assets	668	(200)	468	–	64	–	(25)	–	–	732	(225)	507
Other assets:												
– Heritage collections	90	–	90	–	–	–	–	–	–	90	–	90
– Other	84	(30)	54	7	–	–	(3)	–	–	91	(33)	58
Reinstatement, rehabilitation and restoration assets (refer Note 11):												
– Tip assets	2,006	(259)	1,747	290	–	–	(112)	–	–	2,296	(371)	1,925
Total Infrastructure, property, plant and equipment	322,031	(90,742)	231,289	3,779	1,561	(1,620)	(4,523)	–	341	325,629	(94,802)	230,827

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

Notes to the Financial Statements

for the year ended 30 June 2019

Note 9. Infrastructure, property, plant and equipment (continued)

	as at 30/6/2017			Asset movements during the reporting period							as at 30/6/2018		
	Gross carrying amount	Accumulated depreciation	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	Adjustments and transfers	Revaluation decrements to equity (ARR)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation	Net carrying amount
Capital work in progress	393	–	393	1,574	–	–	–	–	–	–	1,967	–	1,967
Plant and equipment	7,345	(3,256)	4,089	707	43	(527)	(556)	–	–	–	7,079	(3,323)	3,756
Office equipment	561	(450)	111	52	–	–	(73)	–	–	–	613	(523)	90
Furniture and fittings	1,153	(616)	537	28	17	–	(55)	(183)	–	–	1,003	(659)	344
Land:													
– Operational land	1,736	–	1,736	–	36	–	–	–	–	49	1,821	–	1,821
– Community land	3,532	–	3,532	–	–	–	–	–	–	401	3,933	–	3,933
Land improvements – non-depreciable	17	–	17	–	–	–	–	–	–	–	17	–	17
Infrastructure:													
– Buildings – non-specialised	24,026	(7,295)	16,731	70	289	–	(409)	619	(3,722)	–	25,668	(12,090)	13,578
– Other structures	1,308	(770)	538	–	–	–	(44)	–	–	–	1,308	(814)	494
– Bridges	31,916	(11,098)	20,818	16	–	–	(320)	1	–	–	31,933	(11,418)	20,515
– Footpaths	1,791	(269)	1,522	–	96	–	(45)	1	–	–	1,888	(314)	1,574
– Bulk earthworks (non-depreciable)	76,786	–	76,786	648	–	–	–	(2)	–	–	77,432	–	77,432
– Stormwater drainage	2,479	(565)	1,914	–	–	–	(24)	–	–	–	2,479	(589)	1,890
– Water supply network	27,543	(13,629)	13,914	15	–	–	(453)	–	–	284	28,137	(14,377)	13,760
– Sewerage network	13,881	(5,232)	8,649	6	–	–	(223)	(400)	–	169	13,682	(5,481)	8,201
– Swimming pools	750	(580)	170	–	–	–	(15)	–	–	–	750	(595)	155
– Sealed roads structure	100,471	(26,278)	74,193	1,278	140	(27)	(1,428)	–	–	–	101,914	(27,758)	74,156
– Unsealed roads	17,423	(11,817)	5,606	195	–	–	(554)	–	–	–	17,559	(12,312)	5,247
– Other open space/recreational assets	791	(339)	452	18	63	–	(28)	(37)	–	–	668	(200)	468
Other assets:													
– Heritage collections	90	–	90	–	–	–	–	–	–	–	90	–	90
– Other	84	(26)	58	–	–	–	(4)	–	–	–	84	(30)	54
Reinstatement, rehabilitation and restoration assets (refer Note 11):													
– Tip assets	787	(220)	567	–	–	–	(39)	1,219	–	–	2,006	(259)	1,747
Total Infrastructure, property, plant and equipment	314,863	(82,440)	232,423	4,607	684	(554)	(4,270)	1,218	(3,722)	903	322,031	(90,742)	231,289

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 9. Infrastructure, property, plant and equipment (continued)

Accounting policy for infrastructure, property, plant and equipment

Infrastructure, property, plant and equipment are held at fair value. Independent comprehensive valuations are performed at least every five years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Department of Industry (DoI) – Water.

Increases in the carrying amounts arising on revaluation are credited to the revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

When infrastructure, property, plant and equipment are acquired by Council for nil or nominal consideration, the assets are initially recognised at their fair value at acquisition date.

Land is not depreciated. The property, plant and equipment acquired under finance leases is depreciated over the asset's useful life or over the shorter of the asset's useful life and the lease term if there is no reasonable certainty that the Council will obtain ownership at the end of the lease term. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

Plant and equipment	Years	Other equipment	Years
Office equipment	5 to 20	Playground equipment	5 to 15
Office furniture	5 to 20	Benches, seats etc.	10 to 20
Computer equipment	4	Other open space recreational assets	10 to 100
Vehicles, trucks and utilities	5 to 10		
Dozers, graders and rollers	10	Buildings	
Other plant and equipment	10	Buildings: masonry	50 to 100
		Buildings: other	20 to 40
Water and sewer assets		Stormwater assets	
Dams and reservoirs	100	Drains	75 to 125
Water & Sewer Treatment Plants	70 to 100	Culverts	75 to 125
Reticulation pipes: PVC	70 to 115	Flood control structures	75 to 125
Reticulation pipes: other	25 to 75		
Pumps and telemetry	15 to 20		
Meters & Water Plant	10		
Water Mains	80 to 100	Other infrastructure assets	
Sewer Mains	70 to 100	Bulk earthworks	Infinite
Transportation assets		Swimming pools	50
Sealed roads: surface	15 to 20	Other open space/recreational assets	20
Sealed roads: structure	60 to 100	Other infrastructure	20
Unsealed roads	20 to 30		
Bridge: concrete	100		
Bridge: other	80		
Concrete road pavements	60		
Kerb, gutter and footpaths	40		

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 9. Infrastructure, property, plant and equipment (continued)

Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051 Land Under Roads.

Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 Property, Plant and Equipment.

Crown reserves

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

Rural Fire Service assets

Under Section 119 of the *Rural Fire Services Act 1997 (NSW)*, "all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the firefighting equipment has been purchased or constructed".

These Rural Fire Service assets are recognised as assets of the Council in these financial statements.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 10. Payables and borrowings

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
Payables				
Goods and services – operating expenditure	358	–	114	–
Goods and services – capital expenditure	371	–	348	–
Accrued expenses:				
– Borrowings	12	–	14	–
– Salaries and wages	164	–	167	–
– Other expenditure accruals	406	–	751	–
Retirement home contributions	2,317	–	2,000	–
TCS Funding	779	–	397	–
TCT Funding	215	–	45	–
Total payables	4,622	–	3,836	–
Income received in advance				
Payments received in advance	567	–	475	–
Total income received in advance	567	–	475	–
Borrowings				
Loans – secured ¹	233	2,194	221	2,423
Total borrowings	233	2,194	221	2,423
<u>TOTAL PAYABLES AND BORROWINGS</u>	<u>5,422</u>	<u>2,194</u>	<u>4,532</u>	<u>2,423</u>

(1) Loans are secured over the general rating income of Council.

Disclosures on liability interest rate risk exposures, fair value disclosures and security can be found in Note 16.

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
(a) Payables and borrowings relating to restricted assets				
Externally restricted assets				
Resident Bonds	2,317	–	1,870	–
McMaugh garden (interest bearing liabilities)	6	43	5	49
Payables and borrowings relating to externally restricted assets	2,323	43	1,875	49
Total payables and borrowings relating to restricted assets	2,323	43	1,875	49
Total payables and borrowings relating to unrestricted assets	3,099	2,151	2,657	2,374
<u>TOTAL PAYABLES AND BORROWINGS</u>	<u>5,422</u>	<u>2,194</u>	<u>4,532</u>	<u>2,423</u>

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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 10. Payables and borrowings (continued)

\$ '000	2019	2018
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(b) Current payables and borrowings not anticipated to be settled within the next twelve months

The following liabilities, even though classified as current, are not expected to be settled in the next 12 months.

Retirement home contributions	984	785
Total payables and borrowings	984	785

(c) Changes in liabilities arising from financing activities

\$ '000	as at 30/6/2018					as at 30/6/2019	
	Opening Balance	Cash flows	Non-cash acquisitions	Non-cash fair value changes	Other non-cash movements	Closing balance	
Loans – secured	2,644	(217)	–	–	–	2,427	
TOTAL	2,644	(217)	–	–	–	2,427	

\$ '000	as at 30/6/2017					as at 30/6/2018	
	Opening Balance	Cash flows	Non-cash acquisitions	Non-cash fair value changes	Other non-cash movements	Closing balance	
Loans – secured	2,846	(202)	–	–	–	2,644	
TOTAL	2,846	(202)	–	–	–	2,644	

\$ '000	2019	2018
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(d) Financing arrangements**(i) Unrestricted access was available at balance date to the following lines of credit:**

Bank overdraft facilities ¹	100	100
Credit cards/purchase cards	35	35
Total financing arrangements	135	135

Drawn facilities as at balance date:

– Credit cards/purchase cards	10	10
Total drawn financing arrangements	10	10

Undrawn facilities as at balance date:

– Bank overdraft facilities	100	100
– Credit cards/purchase cards	25	25
Total undrawn financing arrangements	125	125

Additional financing arrangements information**Breaches and defaults**

During the current and prior year, there were no defaults or breaches on any of the loans.

continued on next page ...

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 10. Payables and borrowings (continued)

(1) The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.

Payables

These amounts represent liabilities for goods and services provided to the council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

Borrowings

Borrowings are initially recognised at fair value, net of transaction costs incurred. Borrowings are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the Income Statement over the period of the borrowings using the effective-interest method. Fees paid on the establishment of loan facilities are recognised as transaction costs of the loan to the extent that it is probable that some or all of the facility will be drawn down. In this case, the fee is deferred until the drawdown occurs. To the extent that there is no evidence that it is probable that some or all of the facility will be drawn down, the fee is capitalised as a prepayment for liquidity services and amortised over the period of the facility to which it relates.

Borrowings are removed from the Statement of Financial Position when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability that has been extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in other income or finance cost.

Borrowings are classified as current liabilities unless Council has an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

Note 11. Provisions

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
Provisions				
Employee benefits				
Annual leave	730	–	739	–
Sick leave	54	–	71	–
Long service leave	1,523	75	1,492	116
Other leave	64	–	49	–
Sub-total – aggregate employee benefits	2,371	75	2,351	116
Asset remediation/restoration:				
Asset remediation/restoration (future works)	–	2,461	–	2,125
Sub-total – asset remediation/restoration	–	2,461	–	2,125
<u>TOTAL PROVISIONS</u>	<u>2,371</u>	<u>2,536</u>	<u>2,351</u>	<u>2,241</u>

\$ '000	2019	2018
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(a) Current provisions not anticipated to be settled within the next twelve months

The following provisions, even though classified as current, are not expected to be settled in the next 12 months.

Provisions – employees benefits	1,430	1,525
	<u>1,430</u>	<u>1,525</u>

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 11. Provisions (continued)

(b) Description of and movements in provisions

\$ '000	ELE provisions				Total
	Annual leave	Sick leave	Long service leave	Other employee benefits	
2019					
At beginning of year	739	71	1,608	49	2,467
Additional provisions	508	(17)	219	15	725
Amounts used (payments)	(517)	–	(229)	–	(746)
Total ELE provisions at end of period	730	54	1,598	64	2,446
2018					
At beginning of year	708	74	1,581	55	2,418
Additional provisions	518	(3)	144	81	740
Amounts used (payments)	(487)	–	(117)	(87)	(691)
Total ELE provisions at end of period	739	71	1,608	49	2,467

\$ '000	Other provisions	
	Asset remediation	Total
2019		
At beginning of year	2,125	2,125
Changes to provision:		
Revised costs	289	289
Unwinding of discount	47	47
Total other provisions at end of period	2,461	2,461
2018		
At beginning of year	882	882
Revised costs	1,218	1,218
Unwinding of discount	25	25
Total other provisions at end of period	2,125	2,125

Nature and purpose of non-employee benefit provisions

Asset remediation

Council has a legal/public obligation to make, restore, rehabilitate and reinstate the council tip and quarry.

Accounting policy for provisions

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as interest expense.

continued on next page ...

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 11. Provisions (continued)

Employee benefits

Short-term obligations

Liabilities for wages and salaries (including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

On-costs

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation, payroll tax and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

The obligations are presented as current liabilities in the Statement of Financial Position if the Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur.

Provisions for close-down and restoration, and environmental clean-up costs – tips and quarries

Restoration

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs.

Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The costs are estimated on the basis of a closure plan. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

Rehabilitation

Where rehabilitation is conducted systematically over the life of the operation, rather than at the time of closure, provision is made for the estimated outstanding continuous rehabilitation work at each reporting date, and the cost is charged to the Income Statement.

Provision is made for the estimated present value of the costs of environmental clean-up obligations outstanding at the reporting date. These costs are charged to the Income Statement. Movements in the environmental clean-up provisions are presented as an operating cost, except for the unwinding of the discount which is shown as a borrowing cost.

Remediation procedures generally commence soon after the time the damage, remediation process, and estimated remediation costs become known, but may continue for many years depending on the nature of the disturbance and the remediation techniques.

As noted above, the ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 11. Provisions (continued)

or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

Close-down and restoration costs are a normal consequence of tip and quarry operations, and the majority of close-down and restoration expenditure is incurred at the end of the life of the operations. Although the ultimate cost to be incurred is uncertain, Council estimates the respective costs based on feasibility and engineering studies using current restoration standards and techniques.

Note 12. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors

Nature and purpose of reserves

Infrastructure, property, plant and equipment revaluation reserve

The infrastructure, property, plant and equipment revaluation reserve is used to record increments / decrements of non-current asset values due to their revaluation.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 13. Statement of cash flows - additional information

\$ '000	Notes	2019	2018
(a) Reconciliation of cash assets			
Total cash and cash equivalent assets	6(a)	1,604	1,443
Balance as per the Statement of Cash Flows		1,604	1,443
(b) Reconciliation of net operating result to cash provided from operating activities			
Net operating result from Income Statement		(176)	1,896
Adjust for non-cash items:			
Depreciation and amortisation		4,523	4,270
Net losses/(gains) on disposal of assets		1,531	84
Unwinding of discount rates on reinstatement provisions		47	25
+/- Movement in operating assets and liabilities and other cash items:			
Decrease/(increase) in receivables		(194)	(1,010)
Increase/(decrease) in provision for impairment of receivables		4	-
Decrease/(increase) in inventories		(16)	(35)
Decrease/(increase) in other current assets		(5)	21
Increase/(decrease) in payables		244	(220)
Increase/(decrease) in accrued interest payable		(2)	(5)
Increase/(decrease) in other accrued expenses payable		(348)	41
Increase/(decrease) in other liabilities		640	581
Increase/(decrease) in provision for employee benefits		(21)	49
Increase/(decrease) in other provisions		(1)	-
Net cash provided from/(used in) operating activities from the Statement of Cash Flows		6,226	5,697

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 14. Commitments

\$ '000	2019	2018
(a) Capital commitments (exclusive of GST)		
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Property, plant and equipment		
Plant and equipment	239	96
Bundarra Sewer Scheme	289	540
Stronger Country Community Projects	199	15
Other	93	–
Total commitments	820	651
These expenditures are payable as follows:		
Within the next year	820	651
Total payable	820	651
Sources for funding of capital commitments:		
Future grants and contributions	300	540
Unexpended grants	199	–
Externally restricted reserves	46	15
Internally restricted reserves	259	96
Unexpended loans	16	–
Total sources of funding	820	651

(b) Operating lease commitments (non-cancellable)**a. Commitments under non-cancellable operating leases at the reporting date, but not recognised as liabilities are payable:**

Within the next year	13	10
Later than one year and not later than 5 years	16	22
Total non-cancellable operating lease commitments	29	32

b. Non-cancellable operating leases include the following assets:

The operating lease in place is for business premises. The lease agreement does not impose any financial restrictions on Council regarding future debt. A further operating lease relates to rental for two photocopiers.

Conditions relating to finance and operating leases:

- All finance agreements are secured only against the leased asset.
- No lease agreements impose any financial restrictions on Council regarding future debt etc.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 15. Contingencies and other assets/liabilities not recognised

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES NOT RECOGNISED

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme, named The Local Government Superannuation Scheme – Pool B (the Scheme) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB119 Employee Benefits for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formulae and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

Description of the funding arrangements.

Pooled employers are required to pay standard employer contributions and additional lump sum contributions to the fund.

The standard employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current standard employer contribution rates are:

Division B	1.9 times employee contributions
Division C	2.5% salaries
Division D	1.64 times employee contributions

The additional lump sum contribution for each Pooled Employer is a share of the total additional contributions of \$40 million per annum from 1 July 2018 for 3 years to 30 June 2021, apportioned according to each employer's share of the accrued liabilities as at 30 June 2018. These additional lump sum contributions are used to fund the deficit of assets to accrued liabilities as at 30 June 2018.

The adequacy of contributions is assessed at each triennial actuarial investigation and monitored annually between triennials.

Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

The amount of Council employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense for the year ending 30 June 2019 was \$ 130,870.28. The last valuation of the Scheme was performed by Mr Richard Boyfield, FIAA on 31 December 2018, and covers the period ended 30 June 2018.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 15. Contingencies and other assets/liabilities not recognised (continued)

The amount of additional contributions included in the total employer contribution advised above is \$64,000. Council's expected contribution to the plan for the next annual reporting period is \$133,444.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2019 is:

Employer reserves only *	\$millions	Asset Coverage
Assets	1,798.7	
Past Service Liabilities	1,784.2	100.8%
Vested Benefits	1,792.0	100.4%

* excluding member accounts and reserves in both assets and liabilities.

The share of this deficit that is broadly attributed to Council is estimated to be in the order of \$120,800 as at 30 June 2019.

Council's share of that deficiency cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for the deficiency has been recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct the deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	5.75% per annum
Salary inflation *	3.5% per annum
Increase in CPI	2.5% per annum

* Plus promotional increases

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30/6 this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

(iv) Other guarantees

Council has provided no other guarantees other than those listed above.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 15. Contingencies and other assets/liabilities not recognised (continued)

2. Other liabilities

(i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

(ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

ASSETS NOT RECOGNISED

(i) Land under roads

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30/6/08.

(ii) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.

(iii) Central Northern Libraries

The Uralla Shire Council is a member of the Central Northern Libraries Group.

This group operates under the Central Northern Library Regional Library Agreement renewed from 1 July 2010, administered by the Tamworth Regional Council on behalf of the six members.

From 1 July 2012, the Gwydir Shire Council has been admitted as a member of the Central Northern Regional Libraries. The Gwydir Shire Council will not be entitled to share in reserves which existed at 30 June 2012 (Clause 2 of the Variation of Central Northern Regional Library Regional Library Agreement 2012).

Clause 7.1 of the Agreement states: "Tamworth Regional Council shall own the assets acquired from Central Northern Regional Library's budget subject to the 'reimbursement rights' held by each of the Delegating Councils as provided by this clause."

Clause 7.3 states: "Upon the termination of this agreement, a proportion of the assets identified in the asset register shall be distributed to the Delegating Councils. The method for determining the a set distribution to each Delegating Council is specified in Schedule 4 of this Agreement."

Schedule 4 determines that the distribution of the net assets shall be apportioned in the ratio of the contributions made in the three preceding years or the current life of the existing agreement. The net assets of the Central Northern Regional Library at 30 June 2018 were \$1,586,151 with a Surplus from Ordinary Activities of \$321,781 for the 2017/2018 year. The percentage of contribution and share of net assets for the Uralla Shire Council is 7.2%.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 15. Contingencies and other assets/liabilities not recognised (continued)

(iv) Rural Fire Fighting Assets

Council has title to, and is the registered owner of vehicles including category 1 and 2 rural fire appliances and associated rural fire fighting equipment.

These assets are under the control of the Rural Fire Services to enable that authority to provide the bushfire protection defences set out in their Service Level Agreement with Council, and accordingly have been recognised in these reports as assets (Note 10a Accounting policy for infrastructure, property, plant and equipment). In accordance with normal Rural Fire Service funding arrangements, Council continues to contribute to the costs of maintenance of this equipment.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 16. Financial risk management

Risk management

Council's activities expose it to a variety of financial risks including **(1)** price risk, **(2)** credit risk, **(3)** liquidity risk and **(4)** interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's finance section under policies approved by the Council.

The fair value of Council's financial assets and financial liabilities approximates their carrying amount.

\$ '000	Carrying value 2019	Carrying value 2018	Fair value 2019	Fair value 2018
Financial assets				
Measured at amortised cost				
Cash and cash equivalents	1,604	1,443	1,604	1,443
Receivables	2,136	2,065	2,136	2,065
Investments				
– 'Financial assets at amortised cost' / 'held to maturity' (2018)	14,900	13,550	14,900	13,550
Total financial assets	18,640	17,058	18,640	17,058
Financial liabilities				
Payables	4,622	3,836	4,622	3,836
Loans/advances	2,427	2,644	2,427	2,644
Total financial liabilities	7,049	6,480	7,049	6,480

Fair value is determined as follows:

- **Cash and cash equivalents, receivables, payables** – are estimated to be the carrying value that approximates market value.
- **Borrowings and held-to-maturity investments** – are based upon estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles, unless quoted market prices are available.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital.

Council's finance area manages the cash and Investments portfolio.

Council has an investment policy which complies with the Local Government Act 1993 and Minister's investment order 625. This policy is regularly reviewed by Council and it's staff and an investment report is tabled before Council on a monthly basis setting out the portfolio breakup and its performance as required by Local Government regulations.

The risks associated with the investments held are:

- **Price risk** – the risk that the capital value of Investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.
- **Interest rate risk** – the risk that movements in interest rates could affect returns and income.
- **Liquidity risk** – the risk that Council will not be able to pay its debts as and when they fall due.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 16. Financial risk management (continued)

- **Credit risk** – the risk that the investment counterparty will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council – be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

(a) Market risk – price risk and interest rate risk

The impact on results for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.

\$ '000	Increase of values/rates		Decrease of values/rates	
	Profit	Equity	Profit	Equity
2019				
Possible impact of a 1% movement in interest rates	146	146	(146)	(146)
2018				
Possible impact of a 1% movement in interest rates	140	140	(140)	(140)

(b) Credit risk

Council's major receivables comprise (i) rates and annual charges and (ii) user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures. Council also encourages ratepayers to pay their rates by the due date through incentives.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

Credit risk profile

Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to secure a charge over the land relating to the debts – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages the payment of debt.

\$ '000	Not yet overdue	< 1 year overdue	1 - 2 years overdue	2 - 5 years overdue	> 5 years overdue	Total
2019						
Gross carrying amount	413	7	7	30	–	457
2018						
Gross carrying amount	275	5	5	20	–	305

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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 16. Financial risk management (continued)

Receivables - non-rates and annual charges

Council applies the simplified approach for non-rates and annual charges debtors to provide for expected credit losses prescribed by AASB 9, which permits the use of the lifetime expected loss provision. To measure the expected credit losses, non-rates and annual charges debtors have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision as at 30 June 2019 is determined as follows. The expected credit losses incorporate forward-looking information.

\$ '000	Not yet overdue	0 - 30 days overdue	31 - 60 days overdue	61 - 90 days overdue	> 91 days overdue	Total
2019						
Gross carrying amount	2	1,387	18	1	344	1,752
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	21.20%	4.16%
ECL provision	–	–	–	–	73	73
2018						
Gross carrying amount	1,573	–	–	–	256	1,829
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
ECL provision	–	–	–	–	–	–

(c) Liquidity risk

Payables and borrowings are both subject to liquidity risk – the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended and overdraft facilities utilised as required.

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs and debt servicing requirements. Council manages this risk through diversification of borrowing types, maturities and interest rate structures. The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows and therefore the balances in the table may not equal the balances in the statement of financial position due to the effect of discounting.

\$ '000	Weighted average interest rate	Subject to no maturity	payable in:			Total cash outflows	Actual carrying values
			≤ 1 Year	1 - 5 Years	> 5 Years		
2019							
Trade/other payables	0.00%	2,317	2,306	–	–	4,623	4,622
Loans and advances	5.06%	–	347	1,496	1,234	3,077	2,427
Total financial liabilities		2,317	2,653	1,496	1,234	7,700	7,049
2018							
Trade/other payables	0.00%	2,000	1,836	–	–	3,836	3,836
Loans and advances	4.92%	–	352	1,305	1,465	3,122	2,644
Total financial liabilities		2,000	2,188	1,305	1,465	6,958	6,480

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 17. Material budget variations

Council's original financial budget for 18/19 was adopted by the Council on 26/06/2018 and is unaudited.

While the Income Statement included in this General Purpose Financial Statements must disclose the original budget adopted by Council, the Local Government Act 1993 requires Council to review its financial budget on a quarterly basis, so that it is able to manage the various variations between actuals versus budget that invariably occur throughout the year.

This note sets out the details of **material variations** between Council's original budget and its actual results for the year as per the Income Statement – even though such variations may have been adjusted for during each quarterly budget review.

Material variations represent those variances between the original budget figure and the actual result that amount to **10%** or more.

Variation Key: **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2019 Budget	2019 Actual	2019 ----- Variance -----	
REVENUES				
Rates and annual charges	6,430	6,516	86	1% F
User charges and fees	4,959	5,058	99	2% F
Interest and investment revenue	312	408	96	31% F
The budget had expected a significant reduction in cash and investments as a result of the capital expenditure program. However, this did not eventuate due to staffing restrictions and a number of major government initiatives which reassigned staff to other projects not expected to be undertaken in the financial year.				
Other revenues	726	612	(114)	(16)% U
The budget had anticipated the receipt of the balance of the Innovation Fund program (\$75,000) which will not be received until 2019-20.				
Operating grants and contributions	6,539	7,659	1,120	17% F
Council received a number of additional grants that were not expected to be received in the financial year including \$667,000 from the Drought Communities Assistance Program and \$37,000 for Crown Land management changes.				
Capital grants and contributions	3,473	1,531	(1,942)	(56)% U
Council had anticipated the near completion of the Bundarra Sewer project with an expected capital grant of \$1.849 million. Due to issues associated with this project, only \$208,000 was received during the year.				

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 17. Material budget variations

\$ '000	2019 Budget	2019 Actual	2019 ----- Variance -----	
EXPENSES				
Employee benefits and on-costs	10,012	9,519	493	5% F
Borrowing costs	149	179	(30)	(20)% U
The budget did not include remediation costs of \$49,000 as a borrowing cost which has resulted in this variation.				
Materials and contracts	4,408	4,619	(211)	(5)% U
Depreciation and amortisation	4,274	4,523	(249)	(6)% U
The original budget was prepared prior to the update of asset values associated with revaluations in the 2018 year which lead to an under estimate of depreciation for the 2019 year.				
Other expenses	1,712	1,589	123	7% F
Net losses from disposal of assets	-	1,531	(1,531)	∞ U
The original budget did not allow for the write-off of assets that were replaced or remediated during the year.				

STATEMENT OF CASH FLOWS

Net cash provided from (used in) investing activities	(6,881)	(6,169)	712	(10)% F
The budget anticipated a significant spend on infrastructure, property, plant and equipment that did not arise due to staffing restrictions and a number of major government initiatives which reassigned staff to other projects not expected to be undertaken in the financial year. Consequently, the funds were partially reassigned to the purchase of additional investment securities.				
Net cash provided from (used in) financing activities	(223)	104	327	(147)% F
The budget did not provide for additional retirement home contributions which form part of the actual financing activities this year.				

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18. Fair Value Measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

– Infrastructure, property, plant and equipment

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

(1) Assets and liabilities that have been measured and recognised at fair values

2019	Notes	Fair value measurement hierarchy				Total
		Date of latest valuation	Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
Recurring fair value measurements						
Infrastructure, property, plant and equipment						
	9					
Plant and equipment		30/06/19	–	–	3,919	3,919
Office equipment		30/06/19	–	–	101	101
Furniture and fittings		30/06/19	–	–	313	313
Operational land		30/06/18	–	–	1,821	1,821
Community land		30/06/18	–	–	3,949	3,949
Land improvements – non-depreciable		30/06/16	–	–	17	17
Buildings – non-specialised		30/06/18	–	–	13,193	13,193
Other structures		30/06/16	–	–	443	443
Sealed road structure		30/06/15	–	–	74,661	74,661
Unsealed roads		30/06/15	–	–	4,913	4,913
Bridges		30/06/15	–	–	20,453	20,453
Footpaths		30/06/15	–	–	1,528	1,528
Bulk earthworks		30/06/15	–	–	77,319	77,319
Stormwater drainage		30/06/15	–	–	1,867	1,867
Water supply network		30/06/19	–	–	13,534	13,534
Sewerage network		30/06/19	–	–	8,113	8,113
Heritage collection		30/06/14	–	–	90	90
Other assets		30/06/16	–	–	58	58
Other open space / recreational assets		30/06/16	–	–	507	507
Swimming pools		30/06/16	–	–	141	141
Total infrastructure, property, plant and equipment			–	–	226,940	226,940

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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18. Fair Value Measurement (continued)

2018	Notes	Date of latest valuation	Fair value measurement hierarchy			Total
			Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
Recurring fair value measurements						
Infrastructure, property, plant and equipment						
	9					
Plant and equipment		30/06/18	–	–	3,756	3,756
Office equipment		30/06/18	–	–	90	90
Furniture and fittings		30/06/18	–	–	344	344
Operational land		30/06/18	–	–	1,821	1,821
Community land		30/06/18	–	–	3,933	3,933
Land improvements – non-depreciable		30/06/14	–	–	17	17
Buildings – non-specialised		30/06/18	–	–	13,578	13,578
Other structures		30/06/14	–	–	494	494
Sealed road structure		30/06/15	–	–	74,156	74,156
Unsealed roads		30/06/15	–	–	5,247	5,247
Bridges		30/06/15	–	–	20,515	20,515
Footpaths		30/06/15	–	–	1,574	1,574
Bulk earthworks		30/06/15	–	–	77,432	77,432
Stormwater drainage		30/06/15	–	–	1,890	1,890
Water supply network		30/06/18	–	–	13,760	13,760
Sewerage network		30/06/18	–	–	8,201	8,201
Heritage collection		30/06/14	–	–	90	90
Other assets		30/06/14	–	–	54	54
Other open space / recreational assets		30/06/14	–	–	468	468
Swimming pools		30/06/14	–	–	155	155
Total infrastructure, property, plant and equipment			–	–	227,575	227,575

Note that capital WIP is not included above since it is carried at cost.

(2) Valuation techniques used to derive level 2 and level 3 fair values

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

Infrastructure, property, plant and equipment (IPP&E)

Councils Plant & Equipment, Furniture and Fittings incorporates:

Major Plant - trucks, tractors, graders, rollers and excavators
 Fleet Vehicles - cars, vans, utes etc.
 Minor Plant - chainsaw, brush cutters, mowers, concrete mixers.
 Furniture and Fittings - desks, chairs, display system.
 Office Equipment - computers, monitors, projectors, laptops

Plant equipment, office equipment and furniture & fittings are valued at cost but are disclosed at fair value in the notes. The carrying amount reflects the fair value of the asset due to the nature of the items as shown above

The unobservable Level 3 inputs used include:

Pattern of Consumption
 Useful Life
 Asset Condition
 Residual Value

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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18. Fair Value Measurement (continued)

Gross Replacement Cost

There has been no change to the valuation process during the reporting period.

Land - Operational Land

Council's "Operational" land by definition has no special restriction other than those that may apply to any parcel of land. Fair value for operational land is obtained from an external valuer every 5 years.

Last valuation was conducted in 2018 using Level 3 Inputs

Generally, fair value is the most advantageous price reasonably obtained by the seller and the most advantageous price reasonably obtained by buyer. This is not necessarily the market selling price of the asset rather, the maximum value that Council would rationally pay to acquire the asset, taking into account quoted market price in an active and liquid market, current market price of similar asset, cost of replacing an asset.

Criteria for this include: Land description and dimensions, planning and other constraints on development and the potential for alternative use (Valued by AssetVal in March 2018).

The unobservable Level 3 inputs used include:

Rates per Square Metre
Description of Land

The 'Market Approach' is used to value operational land. There has been no change to the valuation process during the reporting period.

Land Improvements

Land Improvement are repairs to the dam located at The Glen on New England Highway and a small piece of land at the Sewerage Works. Values are determined based on actual cost of construction and maintenance.

Any infrastructure constructed on improved land is separately valued.

Council carries fair value of land reserves using Level 3 Inputs

The unobservable Level 3 inputs used include:

Useful Life
Asset Condition
Asset Condition

The cost approach is used to value the land improvements. There has been no change to the valuation process during the reporting period.

Land - Community Land

Council's "Community" Land (including owned by Council, The Crown and various other Government Agencies that is managed by Council) by definition is land intended for public access and use or where other restrictions applying to the land create some obligation to maintain public access (such as a trust deed or dedication under section 94 of the EPA Act 1979). This gives rise to the restriction in the Act, intended to preserve the qualities of the land. Community land is valued at Valuer General unimproved capital value (UCV) which takes into account highest and best use values. This land was revalued in 2018.

Community Land:

Cannot be sold

Cannot be leased, licensed, or any other estate granted over the land for more than 21 years

Must have a plan of management for it.

Buildings - Non Specialised

Council buildings includes Libraries, Public Amenities, Sporting Club, Kiosks and Amenities, Depot Building and Workshops, McMaugh's Aged Care Centre, Community Centre, Visitor Information Centre, Pre School, SES Shelter and others. Council

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18. Fair Value Measurement (continued)

carries fair value buildings using level 3 inputs. Valuations were carried out by external valuers - AssetVAL in March 2018 using the cost approach.

This approach estimates the replacement cost for each building by componentising the building into significant parts with different useful life and taking into account a range of factors.

Buildings are valued by applying a unit rate to a structure or a square metre rate to a building, based on its current replacement cost. These rates are derived from substantial analysis of construction costs by Council's valuer (Valued by AssetVal in March 2018). Each building is assigned a residual value. Further improvements could be achieved by componentising buildings.

The unobservable Level 3 inputs used include:

Pattern of Consumption	Future Economic Benefit
Useful Life	Residual Value
Asset Condition	Remaining useful life

The cost approach is used to value the Buildings. There has been no change to the valuation process during the reporting period.

Infrastructure - Roads

This asset class comprises the Road Carriageway, Bus Shelter, Car Parks, Guardrails, Kerb and Gutter, Suburb Markers, and Traffic Facilities.

The road carriageway is defined as the trafficable portion of a road, between but not including the kerb and gutter and would include any paved markers parking places along roadside.

Council's Asset Management System include condition assessment data for a 5 year cycle on sealed roads and routine inspections of unsealed roads. An asset condition assessment was carried out by council staff during 2015.

To determine the unit cost of seals, Council has researched actual costs for a range of sealing works on different road types carried out in 2013/14 and 2014/15. These costs were then averaged on a per square metre basis. The average costs were then indexed by 3% per annum in order to estimate current unit rates. For the costs of both sealed and unsealed pavement works, separate estimates have been prepared from first principles using actual 2015 plant and labour rates and applying appropriate contingency factors. The rates were calculated on a volume basis by taking into account the pavement thickness and then compared to recently completed works as a final check. Roads are componentised into road pavement and road seal assets, with pavements split into sealed and unsealed road pavements. A distinction is also made between road pavements on various soil types. Council has increased significantly the amount of available information on its road network but still lacks some historical information such as rehabilitation dates for components such as road seals and pavements. Other information that is currently being sourced includes traffic volumes, more accurate dimensions and topography information, and better information on soil types.

Council fair values road infrastructure assets using Level 3 inputs at a component level.

The Cost Approach is used to value roads by componentising the assets into significant parts and then rolling up these component values to provide an overall road valuation (for each road segment) within Council Asset System.

The unobservable Level 3 inputs used include:

Pattern of Consumption	Asset Condition	Remaining useful life
Useful Life and Residual Value	Gross Replacement Cost	

The cost approach is used to value the Roads (Sealed and Unsealed). There has been no change in valuation technique from prior year.

Infrastructure- Footpaths

A footpath is defined as all footways (including those shared with a cycleway) sealed or non-sealed. Council has specification for dimensions of cycleway and pathways. A full assessment was conducted in 2015 by council staff.

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Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18. Fair Value Measurement (continued)

These inspections were carried out to comply with insurance protocols and to provide data for the revaluation that occurred this year. Current replacement costs are based on recent works in King and Bridge Streets, Uralla and Bendemeer Street, Bundarra.

Councils fair values, footpaths, (non componentised) using Level 3 inputs

Pattern of Consumption
Useful Life
Asset Condition
Future Economic Benefit
Remaining useful life

The cost approach is used to value the Footpaths. There has been no change to the valuation process during the reporting period.

Infrastructure - Stormwater Drainage

Council's Drainage Assets comprises pits, culverts, open channels, headwalls and various type of water quality devices used to collect, store and remove stormwater. The 'Cost Approach' estimated the replacement cost for each asset by componentising the assets into significant parts with different useful lives and taking into account a range of factors. Council has adopted useful life of between 75 and 125 years for its stormwater drainage assets.

Condition assessment for all stormwater drainage was carried out in 2015, additionally physical inspection of one of council's major lines in Plane Avenue, Uralla was carried out in 2015 by the Bridge/Culvert work gang. All systems have been assessed as being satisfactory or better. Council carries fair value drainage assets (non-componentised) using Level 3 inputs.

The unobservable Level 3 inputs used include:

Pattern of Consumption
Useful Life and Residual Value
Asset Condition
Gross Replacement Cost
Remaining useful life

The cost approach is used to value the Stormwater Drainage. There has been no change in valuation technique from prior year.

Infrastructure-Sewerage Network

Council's Sewerage Network consist of Sewer pipes, pump stations, treatment plant, telemetry system, manholes. Council carries fair values Sewerage Network Assets (non - componentised) using Level 3 inputs.

Current replacement costs for sewer assets have been derived by utilizing Rawlinson Rates and NSW Office of Water Revenue rates, unit costs and lump sums. Council engaged a highly qualified and experienced engineer to undertake a revaluation of its sewer assets in 2017. 100% of above ground infrastructure was inspected.

Council identifies 10 critical mains section each year for inspection; selection is based on the log of overflows, leakages or complaints. Data limitations therefore exist based upon sampling of inspections, lack of historical maintenance and complaint data. All asset components were assigned a residual value, useful life and remaining useful life, and were conditioned rated at time of valuation, with the condition rating determining the remaining useful life. A physical inspection of ground level assets was conducted and photographic evidence, including use of video, was collected of manholes and mains to support condition assessments.

The unobservable Level 3 inputs used include:

Useful Life
Asset Condition
Future Economic Benefit
Remaining useful life

The cost approach is used to value the Sewerage Network. There has been no change to the valuation process during the reporting period.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18. Fair Value Measurement (continued)

Other Assets

Council's other assets comprise of Heritage Collections - Thunderbolts Painting and other miscellaneous assets. A valuation of the collection of Thunderbolts paintings was undertaken by A.N.G Art Consulting in August 2011 providing a reasonable estimate of the replacement value of each work based on current market prices for similar works by the same artist. Other infrastructure assets were revalued during 2016 including the swimming pool which has now been recognised separately in note 9a. Council carries fair values of other assets using level 3 inputs.

The unobservable Level 3 inputs used include:

Pattern of Consumption
Useful Life and Residual Value
Asset Condition
Gross Replacement Cost
Remaining useful life

The cost approach is used to value the Other Assets. There has been no change in valuation technique from prior year.

Infrastructure- Bridges

Council has 50 bridges/major culverts on local roads and 30 bridges/major culverts on regional roads. Of these, two bridges were replaced in 2017/18 with some additional work finalised in 2018/19.

All Council bridges are inspected by Council's qualified inspectors on a biannual program.

Council engaged an independent company to assess HML capacity on selected bridges in 2018-19.

The replacement costs have been upgraded utilising unit costs from the replacement of Abington and Emu Crossing bridges.

Bridges are componentised into bridges and major culverts, and culverts and drainage assets include both pits and pipes. All asset components are assigned residual values at the time of valuation conducted by AST roads assessment in 2014.

The unobservable Level 3 inputs used include:

Pattern of Consumption
Useful Life and Residual Value

The cost approach is used to value the Bridges. There has been no change in valuation technique from previous years.

Infrastructure- Bulk Earthworks

Council Bulk Earthworks consists of cuttings, fill and levelling of earth and rocks.
Last valuation conducted by council staff.
Currently using unit rate estimated from first principles using current internal rates.

The unobservable Level 3 inputs used include Unit Rates & Asset Condition.

The cost approach is used to value the Bulk Earthworks. There has been no change in valuation technique from prior years.

Infrastructure- Water Supply Network

Council's Water Network consist of Water pipes, pump stations, treatment plant, telemetry system and reservoirs
Council carries fair value Water Supply Network Assets (non-componentised) using Level 3 inputs.

Current replacement costs for water assets have been derived by utilizing Rawlinson Rates and NSW Office of Water references rates, unit costs and lump sum. Council engaged an engineer to undertake a revaluation of water assets in 2017. Physical inspections were carried out with photographic evidence collected to support condition ratings. 100% of above ground infrastructure was inspected. Council identifies 10 critical mains sections each year for inspection; selection is based on the log of overflows, leakages or complaints. Data limitations therefore exist due to lack of records of historical maintenance and inspection and sampling of inspections. All asset components are assigned a residual value, useful life and remaining useful life, and were conditioned rated at time of revaluation, with the condition rating determining the useful life.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18. Fair Value Measurement (continued)

The unobservable Level 3 inputs used include:

Pattern of Consumption

Useful Life

The cost approach is used to value the Water Network. There has been no change in valuation technique from prior years.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18. Fair Value Measurement (continued)

(3) Fair value measurements using significant unobservable inputs (level 3)

a. The following tables present the changes in level 3 fair value asset classes.

\$ '000	Operational Land	Community Land	Land improvements	Buildings and other infrastructure	Sealed roads
2018					
Opening balance	1,736	3,532	17	17,721	74,193
Transfers from/(to) another asset class	–	–	–	582	–
Purchases (GBV)	36	–	–	440	1,418
Disposals (WDV)	–	–	–	–	(27)
Depreciation and impairment	–	–	–	(481)	(1,428)
FV gains – other comprehensive income	49	401	–	(3,722)	–
Closing balance	1,821	3,933	17	14,540	74,156
2019					
Opening balance	1,821	3,933	17	14,540	74,156
Purchases (GBV)	–	16	–	233	2,725
Disposals (WDV)	–	–	–	–	(720)
Depreciation and impairment	–	–	–	(630)	(1,500)
Closing balance	1,821	3,949	17	14,143	74,661

\$ '000	Unsealed roads	Bridges	Footpaths	Bulk earthworks (non-depreciable)	Stormwater drainage
2018					
Opening balance	5,606	20,818	1,522	76,786	1,914
Transfers from/(to) another asset class	–	1	1	(2)	–
Purchases (GBV)	195	16	96	648	–
Depreciation and impairment	(554)	(320)	(45)	–	(24)
Closing balance	5,247	20,515	1,574	77,432	1,890
2019					
Opening balance	5,247	20,515	1,574	77,432	1,890
Purchases (GBV)	277	812	–	398	–
Disposals (WDV)	(67)	(553)	–	(511)	–
Depreciation and impairment	(544)	(321)	(46)	–	(23)
Closing balance	4,913	20,453	1,528	77,319	1,867

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 18. Fair Value Measurement (continued)

\$ '000	Water supply network	Sewerage network	Other assets	Plant and equipment	Total
2018					
Opening balance	13,914	8,649	318	4,737	231,463
Transfers from/(to) another asset class	–	(400)	–	(183)	(1)
Purchases (GBV)	15	6	–	847	3,717
Disposals (WDV)	–	–	–	(527)	(554)
Depreciation and impairment	(453)	(223)	(19)	(684)	(4,231)
FV gains – other comprehensive income	284	169	–	–	(2,819)
Closing balance	13,760	8,201	299	4,190	227,575
2019					
Opening balance	13,760	8,201	299	4,190	227,575
Purchases (GBV)	–	–	14	858	5,333
Disposals (WDV)	–	–	(7)	(36)	(1,894)
Depreciation and impairment	(439)	(216)	(17)	(679)	(4,415)
FV gains – other comprehensive income	213	128	–	–	341
Closing balance	13,534	8,113	289	4,333	226,940

d. The valuation process for level 3 fair value measurements

The valuation techniques prescribed by AASB 13 can be summarised as:

Cost approach - Valuation technique that reflects the amount what would be required to replace the service capacity of an asset (current replacement cost).

Income approach - Valuation technique that converts future amounts (cash inflow /outflows) to signal the current (i.e. discounted) amount. The fair value measurement is determined on the basis of the value indicated by current market expectations about these future amounts.

Market approach - Valuation technique that uses prices and other relevant information, generated by market transactions involving identical or comparable (similar) assets, liabilities or a group of assets and liabilities such as a business.

For the purpose of level 3 fair value measurement a Cost Approach was used for most assets except Land - Operational and Community where a market approach is required. The inputs used for this technique are:

Pattern of consumption
Residual Value
Asset Condition
Useful Life
Unit Rates

(4) Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

Notes to the Financial Statements

for the year ended 30 June 2019

Note 19. Related Party Transactions

Key management personnel

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

\$ '000	2019	2018
Compensation:		
Short-term benefits	712	729
Post-employment benefits	91	80
Total	803	809

Notes to the Financial Statements

for the year ended 30 June 2019

Note 20. Statement of developer contributions

Under the *Environmental Planning and Assessment Act 1979*, Council has significant obligations to provide Section 7.11 (contributions towards provision or improvement of amenities or services) infrastructure in new release areas.

It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

Summary of contributions and levies

	as at 30/6/2018						as at 30/6/2019	
	Opening Balance	Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	Held as restricted asset	Cumulative internal borrowings due/(payable)
\$ '000		Cash	Non-cash					
Roads	471	20	–	12	–	–	503	–
Traffic facilities	18	–	–	1	–	–	19	–
Community facilities	76	1	–	2	–	–	79	–
Other	52	1	–	1	–	–	54	–
S7.11 contributions – under a plan	617	22	–	16	–	–	655	–
Total S7.11 and S7.12 revenue under plans	617	22	–	16	–	–	655	–
Total contributions	617	22	–	16	–	–	655	–

Notes to the Financial Statements

for the year ended 30 June 2019

Note 20. Statement of developer contributions (continued)

\$ '000	as at 30/6/2018						as at 30/6/2019	
	Opening Balance	Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	Held as restricted asset	Cumulative internal borrowings due/(payable)
		Cash	Non-cash					
S7.11 Contributions – under a plan								
CONTRIBUTION PLAN – RURAL INVERGOWRIE								
Roads	86	2	–	2	–	–	90	–
Traffic facilities	18	–	–	1	–	–	19	–
Community facilities	76	1	–	2	–	–	79	–
Other	47	1	–	1	–	–	49	–
Total	227	4	–	6	–	–	237	–
CONTRIBUTION PLAN – RURAL								
Other	5	–	–	–	–	–	5	–
Total	5	–	–	–	–	–	5	–
CONTRIBUTION PLAN – DCP ROAD MAINTENANCE ROYALTIES								
Roads	385	18	–	10	–	–	413	–
Total	385	18	–	10	–	–	413	–

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 21. Financial result and financial position by fund

\$ '000	General ¹ 2019	Water 2019	Sewer 2019
Income Statement by fund			
Income from continuing operations			
Rates and annual charges	5,375	415	726
User charges and fees	4,466	582	10
Interest and investment revenue	271	73	64
Other revenues	603	9	–
Grants and contributions provided for operating purposes	7,627	17	15
Grants and contributions provided for capital purposes	1,323	–	208
Total income from continuing operations	19,665	1,096	1,023
Expenses from continuing operations			
Employee benefits and on-costs	8,964	370	185
Borrowing costs	179	–	–
Materials and contracts	3,763	599	257
Depreciation and amortisation	3,834	464	225
Other expenses	1,575	5	9
Net losses from the disposal of assets	1,531	–	–
Total expenses from continuing operations	19,846	1,438	676
Operating result from continuing operations	(181)	(342)	347
Net operating result for the year	(181)	(342)	347
Net operating result attributable to each council fund	(181)	(342)	347
Net operating result for the year before grants and contributions provided for capital purposes	(1,504)	(342)	139

NB. All amounts disclosed above are gross – that is, they include internal charges and recoveries made between the funds.

(1) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 21. Financial result and financial position by fund (continued)

\$ '000	General ¹ 2019	Water 2019	Sewer 2019
Statement of Financial Position by fund			
ASSETS			
Current assets			
Cash and cash equivalents	1,066	298	240
Investments	10,700	2,200	2,000
Receivables	1,796	258	82
Inventories	229	–	–
Other	59	–	–
Total current assets	13,850	2,756	2,322
Non-current assets			
Infrastructure, property, plant and equipment	207,265	14,378	9,184
Total non-current assets	207,265	14,378	9,184
TOTAL ASSETS	221,115	17,134	11,506
LIABILITIES			
Current liabilities			
Payables	4,622	–	–
Income received in advance	567	–	–
Borrowings	233	–	–
Provisions	2,371	–	–
Total current liabilities	7,793	–	–
Non-current liabilities			
Borrowings	2,194	–	–
Provisions	2,536	–	–
Total non-current liabilities	4,730	–	–
TOTAL LIABILITIES	12,523	–	–
Net assets	208,592	17,134	11,506
EQUITY			
Accumulated surplus	58,640	8,299	5,846
Revaluation reserves	149,952	8,835	5,660
Council equity interest	208,592	17,134	11,506
Total equity	208,592	17,134	11,506

NB. All amounts disclosed above are gross – that is, they include internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

(1) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 22(a). Statement of performance measures – consolidated results

\$ '000	Amounts 2019	Indicator 2019	Prior periods		Benchmark
			2018	2017	
1. Operating performance ratio					
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	(176)				
Total continuing operating revenue excluding capital grants and contributions ¹	20,253	(0.87)%	2.16%	11.57%	>0.00%
2. Own source operating revenue ratio					
Total continuing operating revenue excluding all grants and contributions ¹	15,256				
Total continuing operating revenue ¹	21,784	70.03%	69.45%	71.30%	>60.00%
3. Unrestricted current ratio					
Current assets less all external restrictions	8,975				
Current liabilities less specific purpose liabilities	4,040	2.22x	2.25x	2.07x	>1.50x
4. Debt service cover ratio					
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	4,526				
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	396	11.43x	13.18x	16.74x	>2.00x
5. Rates, annual charges, interest and extra charges outstanding percentage					
Rates, annual and extra charges outstanding	501				
Rates, annual and extra charges collectible	6,802	7.37%	5.38%	4.33%	<10.00%
6. Cash expense cover ratio					
Current year's cash and cash equivalents plus all term deposits	1,604				
Monthly payments from cash flow of operating and financing activities	1,435	1.12 mths	0.99 mths	10.50 mths	>3.00 mths

(1) Excludes fair value adjustments, reversal of revaluation decrements, net gain on sale of assets, and net loss of interests in joint ventures and associates.

(2) Excludes impairment/revaluation decrements, net loss on sale of assets, and net loss on share of interests in joint ventures and associates

Notes to the Financial Statements
for the year ended 30 June 2019

Note 22(b). Statement of performance measures – by fund

\$ '000	General Indicators ³		Water Indicators		Sewer Indicators		Benchmark
	2019	2018	2019	2018	2019	2018	
1. Operating performance ratio							
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	0.15%	3.18%	(31.20)%	(19.21)%	17.06%	8.26%	>0.00%
Total continuing operating revenue excluding capital grants and contributions ¹							
2. Own source operating revenue ratio							
Total continuing operating revenue excluding capital grants and contributions ¹	68.02%	67.03%	98.45%	98.34%	78.20%	87.12%	>60.00%
Total continuing operating revenue ¹							
3. Unrestricted current ratio							
Current assets less all external restrictions	2.22x	1.84x	∞	∞	∞	∞	>1.50x
Current liabilities less specific purpose liabilities							
4. Debt service cover ratio							
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	10.20x	11.62x	∞	∞	∞	∞	>2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)							
5. Rates, annual charges, interest and extra charges outstanding percentage							
Rates, annual and extra charges outstanding	8.85%	4.75%	0.00%	9.02%	0.00%	8.19%	<10.00%
Rates, annual and extra charges collectible							
6. Cash expense cover ratio							
Current year's cash and cash equivalents plus all term deposits	0.78	0.10	∞	11.48	∞	13.25	>3.00
Payments from cash flow of operating and financing activities	mths	mths		mths		mths	mths

(1) - (2) Refer to Notes at Note 28a above.

(3) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 22(c). Statement of performance measures – consolidated results (graphs)

1. Operating performance ratio



Purpose of operating performance ratio

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

Commentary on 2018/19 result

2018/19 ratio (0.87)%

A positive result was achieved this year despite showing a negative ratio as shown in this graph. The result has been skewed by \$1.5 million in losses from the disposal of assets associated with renewals carried out during the year. However, the result has also been boosted by operating grants from the Drought Communities Assistance Program and one-off capital grants from the Stronger Country Communities Fund, the State Government Roads Drought grant and the McMaugh Gardens ensuite upgrade.

Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

Ratio achieves benchmark
Ratio is outside benchmark

2. Own source operating revenue ratio



Purpose of own source operating revenue ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

Commentary on 2018/19 result

2018/19 ratio 70.03%

Council has maintained a ratio above the benchmark for the past six years reflecting less reliance on other government grants for continuing operations.

Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

Ratio achieves benchmark
Ratio is outside benchmark

3. Unrestricted current ratio



Purpose of unrestricted current ratio

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Commentary on 2018/19 result

2018/19 ratio 2.22x

This result reflects Council's ability to pay debts from reserves not restricted for other purposes. It is supported by the increase in unrestricted cash detailed at note 6(c). Council must continue to build these reserves to provide future fiscal flexibility.

Benchmark: — > 1.50x

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

Ratio achieves benchmark
Ratio is outside benchmark

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 22(c). Statement of performance measures – consolidated results (graphs)

4. Debt service cover ratio



Purpose of debt service cover ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

Commentary on 2018/19 result

2018/19 ratio	11.43x
----------------------	---------------

The high ratios here reflect Council's decision to fund asset replacement, renewal and expansion without the need to borrow for these activities.

Benchmark: — > 2.00x

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

■ Ratio achieves benchmark
 ■ Ratio is outside benchmark

5. Rates, annual charges, interest and extra charges outstanding percentage



Purpose of rates, annual charges, interest and extra charges outstanding

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

Commentary on 2018/19 result

2018/19 ratio	7.37%
----------------------	--------------

Although Council remains below the OLG threshold for outstanding rates, this ratio is rising and is a reflection of the difficult conditions experienced from drought. Council will continue to monitor the outstanding debts to ensure that this ratio does not deteriorate further, through a focus on debt collection.

Benchmark: — < 10.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

■ Ratio achieves benchmark
 ■ Ratio is outside benchmark

6. Cash expense cover ratio



Purpose of cash expense cover ratio

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

Commentary on 2018/19 result

2018/19 ratio	1.12 mths
----------------------	------------------

Council continues to hold sufficient cash to pay for immediate expenses without the need for additional cash inflow.

Benchmark: — > 3.00mths

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

■ Ratio achieves benchmark
 ■ Ratio is outside benchmark

Uralla Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 23. Council information and contact details

Principal place of business:

32 Salisbury Street
Uralla NSW 2358

Contact details**Mailing Address:**

PO Box 106
Uralla NSW 2358

Telephone: 02 6778 6300

Facsimile: 02 6778 6349

Opening hours:

8:30am - 4:30pm
Monday to Friday

Internet: <http://www.uralla.nsw.gov.au/>

Email: council@uralla.nsw.gov.au

Officers**Acting General Manager**

Mr David Aber

Responsible Accounting Officer

Mr Simon Paul

Public Officer

Ms Susan Glasson

Auditors

Audit Office of NSW
Level 19, Darling Park Tower 2,
201 Sussex Street,
Sydney NSW 2000

Elected members**Mayor**

Cr Michael Pearce

Councillors

Cr Robert Crouch
Cr Mark Dusting
Cr Levi Sampson
Cr Natasha Ledger
Cr Isabel Strutt
Cr Tom O'Connor
Cr Robert Bell
Cr Tara Toomey

Other information

ABN: 55 868 272 018

Uralla Shire Council

General Purpose Financial Statements

for the year ended 30 June 2019

Independent Auditor's Report

Please upift Council's Audit Report PDF (opinion) for inclusion in the GPFS report (via the Home screen).

Uralla Shire Council

General Purpose Financial Statements

for the year ended 30 June 2019

Independent Auditor's Report

Please upift Council's Audit Report PDF (commentary) for inclusion in the GPFS report (via the Home screen).

Uralla Shire Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2019



Uralla Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2019

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Background

- i. These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.
- ii. The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.

- iii. For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).

- iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

Uralla Shire Council

Special Purpose Financial Statements

for the year ended 30 June 2019

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- the Division of Local Government Guidelines '*Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 22 October 2019.

Cr Michael Pearce
Mayor
22 October 2019

Cr Robert Crouch
Councillor
22 October 2019

Mr David Aber
Acting General Manager
22 October 2019

Mr Simon Paul
Responsible Accounting Officer
22 October 2019

Uralla Shire Council

Income Statement – Water Supply Business Activity

for the year ended 30 June 2019

\$ '000	2019	2018
Income from continuing operations		
Access charges	415	388
User charges	582	604
Interest	73	66
Grants and contributions provided for non-capital purposes	17	18
Other income	9	7
Total income from continuing operations	1,096	1,083
Expenses from continuing operations		
Employee benefits and on-costs	370	312
Materials and contracts	599	494
Depreciation, amortisation and impairment	464	485
Other expenses	5	–
Total expenses from continuing operations	1,438	1,291
Surplus (deficit) from continuing operations before capital amounts	(342)	(208)
Surplus (deficit) from continuing operations after capital amounts	(342)	(208)
Surplus (deficit) from all operations before tax	(342)	(208)
SURPLUS (DEFICIT) AFTER TAX	(342)	(208)
Plus accumulated surplus	8,641	8,849
Closing accumulated surplus	8,299	8,641
Return on capital %	(2.4)%	(1.4)%
Subsidy from Council	532	592
Calculation of dividend payable:		
Surplus (deficit) after tax	(342)	(208)

Uralla Shire Council

Income Statement – Sewerage Business Activity

for the year ended 30 June 2019

\$ '000	2019	2018
Income from continuing operations		
Access charges	726	708
User charges	10	9
Interest	64	54
Grants and contributions provided for non-capital purposes	15	16
Total income from continuing operations	815	787
Expenses from continuing operations		
Employee benefits and on-costs	185	198
Materials and contracts	257	285
Depreciation, amortisation and impairment	225	235
Other expenses	9	4
Total expenses from continuing operations	676	722
Surplus (deficit) from continuing operations before capital amounts	139	65
Grants and contributions provided for capital purposes	208	98
Surplus (deficit) from continuing operations after capital amounts	347	163
Surplus (deficit) from all operations before tax	347	163
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(38)	(18)
SURPLUS (DEFICIT) AFTER TAX	309	145
Plus accumulated surplus	5,499	5,336
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	38	18
Closing accumulated surplus	5,846	5,499
Return on capital %	1.5%	0.7%
Subsidy from Council	–	170
Calculation of dividend payable:		
Surplus (deficit) after tax	309	145
Less: capital grants and contributions (excluding developer contributions)	(208)	(98)
Surplus for dividend calculation purposes	101	47
Potential dividend calculated from surplus	50	24

Uralla Shire Council

Income Statement – Private works

for the year ended 30 June 2019

\$ '000	2019 Category 2	2018 Category 2
Income from continuing operations		
User charges	34	75
Total income from continuing operations	34	75
Expenses from continuing operations		
Employee benefits and on-costs	27	12
Materials and contracts	33	27
Total expenses from continuing operations	60	39
Surplus (deficit) from continuing operations before capital amounts	(26)	36
Surplus (deficit) from continuing operations after capital amounts	(26)	36
Surplus (deficit) from all operations before tax	(26)	36
Less: corporate taxation equivalent (27.5%) [based on result before capital]	–	(10)
SURPLUS (DEFICIT) AFTER TAX	(26)	26
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	–	10
Less:		
– Dividend paid	–	(36)
Closing accumulated surplus	(26)	–
Subsidy from Council	26	–

Uralla Shire Council

Income Statement – McMaugh Gardens

for the year ended 30 June 2019

\$ '000	2019 Category 2	2018 Category 2
Income from continuing operations		
User charges	920	930
Fees	4	8
Interest	55	57
Grants and contributions provided for non-capital purposes	2,319	2,203
Profit from the sale of assets	–	4
Other income	4	4
Total income from continuing operations	3,302	3,206
Expenses from continuing operations		
Employee benefits and on-costs	2,216	2,105
Borrowing costs	9	11
Materials and contracts	723	743
Depreciation, amortisation and impairment	206	169
Other expenses	50	52
Total expenses from continuing operations	3,204	3,080
Surplus (deficit) from continuing operations before capital amounts	98	126
Grants and contributions provided for capital purposes	370	–
Surplus (deficit) from continuing operations after capital amounts	468	126
Surplus (deficit) from all operations before tax	468	126
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(27)	(35)
SURPLUS (DEFICIT) AFTER TAX	441	91
Plus accumulated surplus	3,026	2,900
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	27	35
Closing accumulated surplus	3,494	3,026
Return on capital %	2.5%	3.2%

Uralla Shire Council

Statement of Financial Position – Water Supply Business Activity

as at 30 June 2019

\$ '000	2019	2018
ASSETS		
Current assets		
Cash and cash equivalents	298	775
Investments	2,200	1,500
Receivables	258	374
Total current assets	2,756	2,649
Non-current assets		
Infrastructure, property, plant and equipment	14,378	14,614
Total non-current assets	14,378	14,614
TOTAL ASSETS	17,134	17,263
NET ASSETS	17,134	17,263
EQUITY		
Accumulated surplus	8,299	8,641
Revaluation reserves	8,835	8,622
TOTAL EQUITY	17,134	17,263

Uralla Shire Council

Statement of Financial Position – Sewerage Business Activity

as at 30 June 2019

\$ '000	2019	2018
ASSETS		
Current assets		
Cash and cash equivalents	240	542
Investments	2,000	1,500
Receivables	82	65
Total current assets	2,322	2,107
Non-current assets		
Infrastructure, property, plant and equipment	9,184	8,924
Total non-current assets	9,184	8,924
TOTAL ASSETS	11,506	11,031
NET ASSETS	11,506	11,031
EQUITY		
Accumulated surplus	5,846	5,499
Revaluation reserves	5,660	5,532
TOTAL EQUITY	11,506	11,031

Uralla Shire Council

Statement of Financial Position – Private works

as at 30 June 2019

\$ '000	2019 Category 2	2018 Category 2
LIABILITIES		
Non-current liabilities		
Payables	26	–
Total non-current liabilities	<u>26</u>	<u>–</u>
TOTAL LIABILITIES	<u>26</u>	<u>–</u>
NET ASSETS	<u>(26)</u>	<u>–</u>
EQUITY		
Accumulated surplus	(26)	–
<u>TOTAL EQUITY</u>	<u>(26)</u>	<u>–</u>

Uralla Shire Council

Statement of Financial Position – McMaugh Gardens

as at 30 June 2019

\$ '000	2019 Category 2	2018 Category 2
ASSETS		
Current assets		
Cash and cash equivalents	43	70
Investments	2,700	1,800
Receivables	77	105
Total current assets	2,820	1,975
Non-current assets		
Infrastructure, property, plant and equipment	4,235	4,300
Total non-current assets	4,235	4,300
TOTAL ASSETS	7,055	6,275
LIABILITIES		
Current liabilities		
Payables	2,323	2,005
Total current liabilities	2,323	2,005
Non-current liabilities		
Payables	43	49
Total non-current liabilities	43	49
TOTAL LIABILITIES	2,366	2,054
NET ASSETS	4,689	4,221
EQUITY		
Accumulated surplus	3,494	3,026
Revaluation reserves	1,195	1,195
TOTAL EQUITY	4,689	4,221

Uralla Shire Council

Notes to the Special Purpose Financial Statements

for the year ended 30 June 2019

Note 1. Significant Accounting Policies

A statement summarising the supplemental accounting policies adopted in the preparation of the Special Purpose Financial Statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these Special Purpose Financial Statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these Special Purpose Financial Statements have been prepared in accordance with the Local Government Act 1993 (NSW), the *Local Government (General) Regulation 2005*, and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current values of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government.

The framework for its application is set out in the June 1996 NSW government policy statement titled 'Application of National Competition Policy to Local Government'.

The *Pricing and Costing for Council Businesses, A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements.

These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, return on investments (rate of return), and dividends paid.

Declared business activities

In accordance with Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality, Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over \$2 million)

(a) McMaugh Gardens Aged Care Centre

Comprising the operations and net assets of the 36 bed aged care facility "McMaugh Gardens Aged Care Centre" in King Street, Uralla.

Category 2

(where gross operating turnover is less than \$2 million)

(b) Uralla Shire Council Combined Water Supplies

Comprising the operations and net assets of the water supply systems servicing the towns of Uralla and Bundarra, each of which were established as separate Special Rate Funds.

(c) Uralla Shire Council Combined Sewerage Fund

Comprising the operations and net assets of the sewerage reticulation and treatment system servicing the town of Uralla and the treatment system that is to be constructed in Bundarra and which was established as a Special Rate Fund.

Uralla Shire Council

Notes to the Special Purpose Financial Statements

for the year ended 30 June 2019

Note 1. Significant Accounting Policies (continued)

(d) Private Works

Comprising the private works operations of the Council which are carried out on behalf of independent third parties.

Monetary amounts

Amounts shown in the financial statements are in Australian dollars and rounded to the nearest one thousand dollars.

(i) Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs.

However, where Council does not pay some taxes which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in Special Purpose Financial Statements.

For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

Notional rate applied (%)

Corporate income tax rate – **27.5%**

Land tax – the first \$692,000 of combined land values attracts **0%**. For the combined land values in excess of \$692,001 up to \$4,321,000 the rate is **1.6% + \$100**. For the remaining combined land value that exceeds \$4,321,000 a premium marginal rate of **2.0%** applies.

Payroll tax – **5.45%** on the value of taxable salaries and wages in excess of \$850,000.

In accordance with the Department of Industry (DoI) – Water guidelines, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the DoI – Water guidelines as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the *Local Government Act, 1993*.

Achievement of substantial compliance to the DoI – Water guidelines is not a prerequisite for the payment of the tax equivalent charges, however the payment must not exceed \$3 per assessment.

Income tax

An income tax equivalent has been applied on the profits of the business activities.

Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested.

Accordingly, the return on capital invested is set at a pre-tax level - gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the corporate income tax rate, currently 27.5%.

Income tax is only applied where a gain/ (loss) from ordinary activities before capital amounts has been achieved.

Since the taxation equivalent is notional – that is, it is payable to Council as the 'owner' of business operations - it represents an internal payment and has no effect on the operations of the Council. Accordingly, there is no need for disclosure of internal charges in the SPFS.

The rate applied of 27.5% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

Uralla Shire Council

Notes to the Special Purpose Financial Statements

for the year ended 30 June 2019

Note 1. Significant Accounting Policies (continued)

Local government rates and charges

A calculation of the equivalent rates and charges payable on all category 1 businesses has been applied to all land assets owned or exclusively used by the business activity.

Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that council business activities face 'true' commercial borrowing costs in line with private sector competitors.

In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

(ii) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed.

Subsidies occur when Council provides services on a less-than-cost-recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations.

Accordingly, 'subsidies disclosed' (in relation to National Competition Policy) represents the difference between revenue generated from 'rate of return' pricing and revenue generated from prices set by Council in any given financial year.

The overall effect of subsidies is contained within the Income Statement of each reported business activity.

(iii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Such funds are subsequently available for meeting commitments or financing future investment strategies.

The actual rate of return achieved by each business activity is disclosed at the foot of each respective Income Statement.

The rate of return is calculated as follows:

Operating result before capital income + interest expense

Written down value of I,PP&E as at 30 June

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 1.32% at 30/6/19.

(iv) Dividends

Council is not required to pay dividends to either itself (as owner of a range of businesses) or to any external entities.

Local government water supply and sewerage businesses are permitted to pay an annual dividend from its water supply or sewerage business surplus.

Each dividend must be calculated and approved in accordance with the Department of Industry – Water guidelines and must not exceed:

- 50% of this surplus in any one year, or
- the number of water supply or sewerage assessments at 30 June 2019 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with the Department of Industry – Water guidelines a Dividend Payment form, Statement of Compliance, Unqualified Independent Financial Audit Report and Compliance Audit Report are required to be submitted to the Department of Industry – Water.

Uralla Shire Council

Special Purpose Financial Statements for the year ended 30 June 2019

Please upift Council's Audit Report PDF (opinion) for inclusion in the SPFS report (via the Home screen).

Uralla Shire Council

SPECIAL SCHEDULES
for the year ended 30 June 2019



Uralla Shire Council

Special Schedules

for the year ended 30 June 2019

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Uralla Shire Council

Permissible income for general rates
for the year ended 30 June 2019

\$ '000		Calculation 2019/20	Calculation 2018/19
Notional general income calculation ¹			
Last year notional general income yield	a	3,821	3,725
Plus or minus adjustments ²	b	6	8
Notional general income	c = a + b	3,827	3,733
Permissible income calculation			
Or rate peg percentage	e	2.70%	2.30%
Or plus rate peg amount	i = e x (c + g)	103	86
Sub-total	k = (c + g + h + i + j)	3,930	3,819
Plus (or minus) last year's carry forward total	l	2	3
Less valuation objections claimed in the previous year	m	(1)	-
Sub-total	n = (l + m)	1	3
Total permissible income	o = k + n	3,931	3,822
Less notional general income yield	p	3,909	3,821
Catch-up or (excess) result	q = o - p	22	1
Plus income lost due to valuation objections claimed ⁴	r	(1)	1
Carry forward to next year ⁶	t = q + r + s	21	2

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the Valuation of Land Act 1916.
- (4) Valuation objections are unexpected changes in land values as a result of land owners successfully objecting to the land value issued by the Valuer-General. Councils can claim the value of the income lost due to valuation objections in any single year.
- (6) Carry forward amounts which are in excess (an amount that exceeds the permissible income) require ministerial approval by order published in the NSW Government Gazette in accordance with section 512 of the Local Government Act 1993. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

Report on Infrastructure Assets

as at 30 June 2019

Asset Class	Asset Category	Estimated cost		2018/19 Required maintenance ^a	2018/19 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		Estimated cost to bring assets to satisfactory standard	to bring to the agreed level of service set by Council					1	2	3	4	5
Buildings	Buildings – non-specialised	990	1,980	1,043	965	13,193	25,837	3.0%	16.0%	73.0%	8.0%	0.0%
	Sub-total	990	1,980	1,043	965	13,193	25,837	3.0%	16.0%	73.0%	8.0%	0.0%
Other structures	Other structures	–	–	–	–	443	1,308	40.0%	37.0%	22.0%	1.0%	0.0%
	Sub-total	–	–	–	–	443	1,308	40.0%	37.0%	22.0%	1.0%	0.0%
Roads	Sealed roads	1,695	2,986	1,047	851	74,661	103,602	38.0%	15.0%	31.0%	12.0%	4.0%
	Unsealed roads	–	–	1,044	1,111	4,913	17,644	10.0%	4.0%	55.0%	31.0%	0.0%
	Bridges	–	–	122	20	20,558	32,019	32.0%	61.0%	7.0%	0.0%	0.0%
	Footpaths	–	–	93	88	1,528	1,888	34.0%	53.0%	12.0%	1.0%	0.0%
	Bulk earthworks	–	–	–	–	77,319	77,319	100.0%	0.0%	0.0%	0.0%	0.0%
	Sub-total	1,695	2,986	2,306	2,070	178,979	232,472	55.6%	15.8%	19.1%	7.7%	1.8%
Water supply network	Water supply network	135	271	624	621	13,534	28,587	6.0%	58.0%	24.0%	10.0%	2.0%
	Sub-total	135	271	624	621	13,534	28,587	6.0%	58.0%	24.0%	10.0%	2.0%
Sewerage network	Sewerage network	81	162	311	218	8,113	13,901	25.0%	59.0%	1.0%	13.0%	2.0%
	Sub-total	81	162	311	218	8,113	13,901	25.0%	59.0%	1.0%	13.0%	2.0%
Stormwater drainage	Stormwater drainage	–	–	19	20	1,867	2,479	78.0%	13.0%	3.0%	6.0%	0.0%
	Sub-total	–	–	19	20	1,867	2,479	78.0%	13.0%	3.0%	6.0%	0.0%
Open space / recreational assets	Swimming pools	–	–	36	35	141	750	13.0%	0.0%	0.0%	87.0%	0.0%
	Other	–	–	20	13	507	732	0.0%	62.0%	38.0%	0.0%	0.0%
	Sub-total	–	–	56	48	648	1,482	6.6%	30.6%	18.8%	44.0%	0.0%
TOTAL - ALL ASSETS		2,901	5,399	4,359	3,942	216,777	306,066	45.0%	21.9%	23.1%	8.3%	1.7%

(a) Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

1 Excellent/very good	No work required (normal maintenance)	4 Poor	Renewal required
2 Good	Only minor maintenance work required	5 Very poor	Urgent renewal/upgrading required
3 Satisfactory	Maintenance work required		

Uralla Shire Council

Report on Infrastructure Assets (continued) as at 30 June 2019

\$ '000	Amounts	Indicator 2019	Prior periods		Benchmark
	2019		2018	2017	
Infrastructure asset performance indicators (consolidated) *					
Buildings and infrastructure renewals ratio ¹					
Asset renewals ²	3,557	95.39%	63.39%	84.00%	>=100.00%
Depreciation, amortisation and impairment	3,729				
Infrastructure backlog ratio ¹					
Estimated cost to bring assets to a satisfactory standard	2,901	2.11%	0.66%	0.60%	<2.00%
Net carrying amount of infrastructure assets	137,203				
Asset maintenance ratio					
Actual asset maintenance	3,942	90.43%	97.99%	96.00%	>100.00%
Required asset maintenance	4,359				
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	5,399	1.76%	0.53%	0.30%	
Gross replacement cost	306,066				

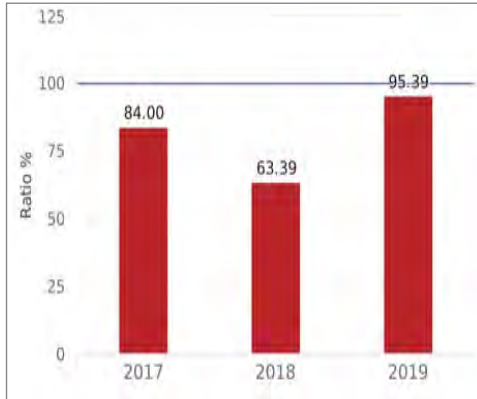
(*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Excludes Work In Progress (WIP)

(2) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Report on Infrastructure Assets (continued)
as at 30 June 2019

Buildings and infrastructure renewals ratio ¹



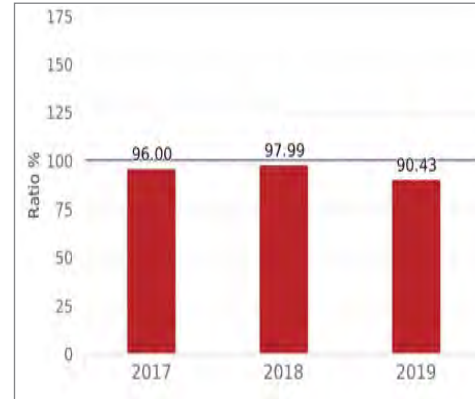
Infrastructure renewals ratio

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

Commentary on result	
18/19 ratio	95.39%
Council has nearly achieved the OLG benchmark for renewals this year partly through special grant funding provided by both levels of government. Over the past five years Council has achieved above 100% average renewals.	

Benchmark: — $\geq 100.00\%$ ■ Ratio achieves benchmark
 Source of benchmark: Code of Accounting Practice and Financial Reporting #27 ■ Ratio is outside benchmark

Asset maintenance ratio



Asset maintenance ratio

Compares actual vs. required annual asset maintenance. A ratio above 100% indicates Council is investing enough funds to stop the infrastructure backlog growing.

Commentary on result	
18/19 ratio	90.43%
Although Council has achieved an average ratio above the OLG benchmark, a better ratio would be actual maintenance against required maintenance (instead of budgeted maintenance).	

Benchmark: — $> 100.00\%$ ■ Ratio achieves benchmark
 Source of benchmark: Code of Accounting Practice and Financial Reporting #27 ■ Ratio is outside benchmark

Infrastructure backlog ratio ¹



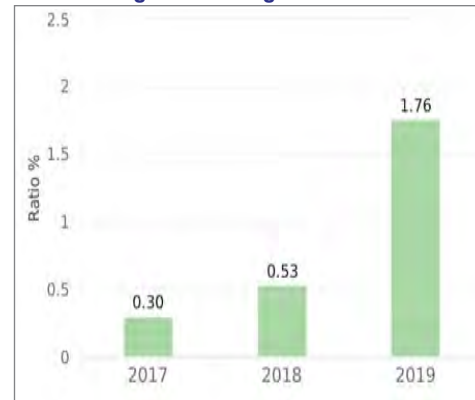
Infrastructure backlog ratio

This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

Commentary on result	
18/19 ratio	2.11%
Based on available information, this ratio shows that Council continues to manage infrastructure in a responsible manner.	

Benchmark: — $< 2.00\%$ ■ Ratio achieves benchmark
 Source of benchmark: Code of Accounting Practice and Financial Reporting #27 ■ Ratio is outside benchmark

Cost to bring assets to agreed service level



Cost to bring assets to agreed service level

This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.

Commentary on result	
18/19 ratio	1.76%
As noted above, this ratio shows that Council continues to manage infrastructure in a responsible manner.	

(1) Excludes Work In Progress (WIP)

Report on Infrastructure Assets (continued)
as at 30 June 2019

\$ '000	General fund		Water fund		Sewer fund		Benchmark
	2019	2018	2019	2018	2019	2018	
Infrastructure asset performance indicators (by fund)							
Buildings and infrastructure renewals ratio ¹							
Asset renewals ²							
Depreciation, amortisation and impairment	115.71%	77.61%	–	3.31%	–	2.69%	>=100.00%
Infrastructure backlog ratio ¹							
Estimated cost to bring assets to a satisfactory standard							
Net carrying amount of infrastructure assets	2.32%	0.73%	1.00%	0.50%	1.00%	–	<2.00%
Asset maintenance ratio							
Actual asset maintenance							
Required asset maintenance	90.63%	96.73%	99.52%	103.51%	70.10%	104.43%	>100.00%
Cost to bring assets to agreed service level							
Estimated cost to bring assets to an agreed service level set by Council							
Gross replacement cost	1.88%	0.57%	0.95%	0.49%	1.17%	–	

(1) Excludes Work In Progress (WIP)

(2) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.



Cr Michael Pearce
Mayor
Uralla Shire Council
PO Box 106
URALLA NSW 2358

Contact: Chris Harper
Phone no: 02 9275 7374
Our ref: D1924037/1798

XX October 2019

Dear Mayor Pearce

**Report on the Conduct of the Audit
for the year ended 30 June 2019
Uralla Shire Council**

I have audited the general purpose financial statements (GPFS) of Uralla Shire Council (the Council) for the year ended 30 June 2019 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2019 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

INCOME STATEMENT

Operating result

	2019	2018	Variance
	\$m	\$m	%
Rates and annual charges revenue	6.5	6.3	↑ 3.2
Grants and contributions revenue	9.2	9.2	↓ 0.0
Operating result for the year	(0.2)	1.9	↓ 111
Net operating result before capital grants and contributions	(1.7)	0.3	↓ 667

Council's operating deficit of \$176,000 (including the effect of depreciation and amortisation expense of \$4.5 million) was \$2.1 million lower than the 2017–18 result. This was mainly due to \$1.5 million in losses from the disposal of assets associated with infrastructure asset renewals carried out in 2018–19.

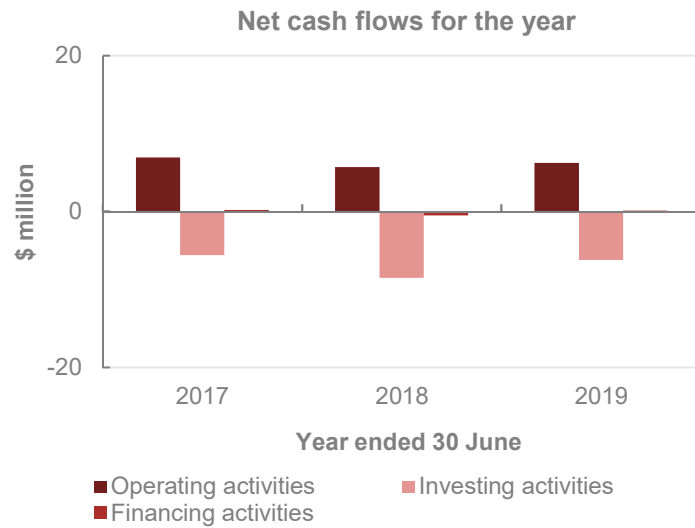
The net operating deficit before capital grants and contributions of \$1.7 million was \$2.0 million lower than the 2017–18 result. This is also mainly due to the net loss on disposal of assets of \$1.5 million mentioned above.

Rates and annual charges revenue of \$6.5 million increased by \$200,000 (3.2 per cent) in 2018–2019. This was due to rate peg increases and higher annual charges to cover growth in underlying costs for water, sewer and domestic waste operations.

Grants and contributions revenue (\$9.2 million) were consistent to the prior year and included Drought Communities Assistance Program and Stronger Country Communities Grants of \$666,000 and \$400,000 respectively.

STATEMENT OF CASH FLOWS

Cash flows from operations was consistent with prior years. Cash flows used in investing activities represented an increase in investments and expenditure on infrastructure, property, plant and equipment.



FINANCIAL POSITION

Cash and investments

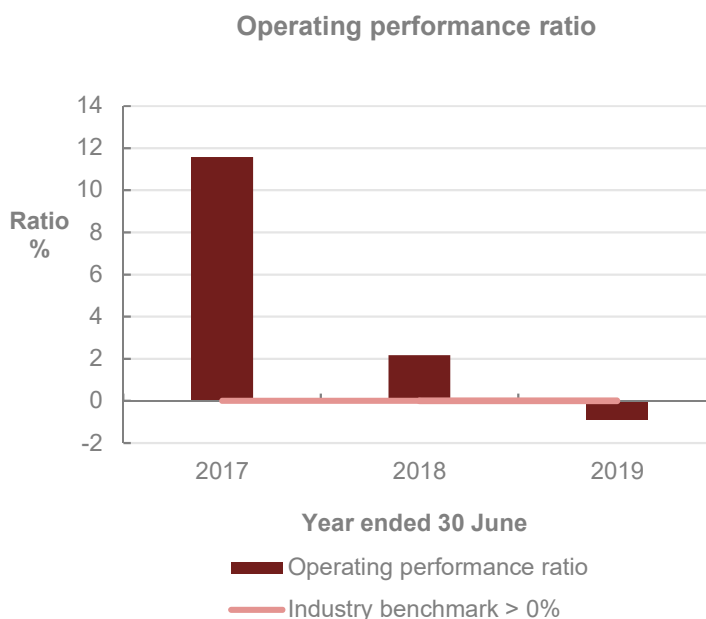
Cash and investments	2019	2018	Commentary
	\$m	\$m	
External restrictions	9.6	9.1	<ul style="list-style-type: none"> Major external cash restrictions include water, sewer, McMaugh gardens resident bonds and developer contributions for specific purposes.
Internal restrictions	5.6	4.9	
Unrestricted	1.3	1.0	<ul style="list-style-type: none"> Major internal restrictions related to reserves to FAGS received in advance, plant replacements and employee leave entitlements. Internal restrictions increased mainly due to the creation of a reseals internal restriction in the current year.
Cash and investments	16.5	15.0	

PERFORMANCE

Operating performance ratio

The operating performance ratio decreased mainly due to a reduction in the operating result. This was mainly due to \$1.5 million in losses from the disposal of assets associated with infrastructure asset renewals carried out in 2018-19.

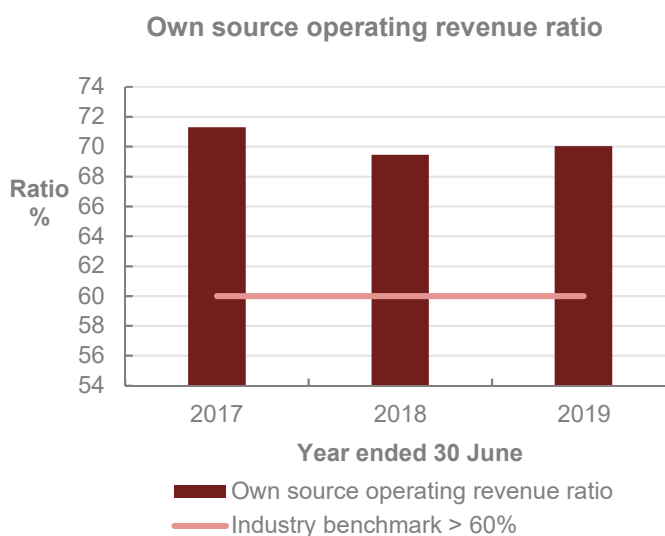
The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by the former Office of Local Government (OLG) is greater than zero per cent.



Own source operating revenue ratio

The own source operating revenue ratio has improved compared to 2017-18 due to increases in rates and annual charges, and user charges and fee revenues.

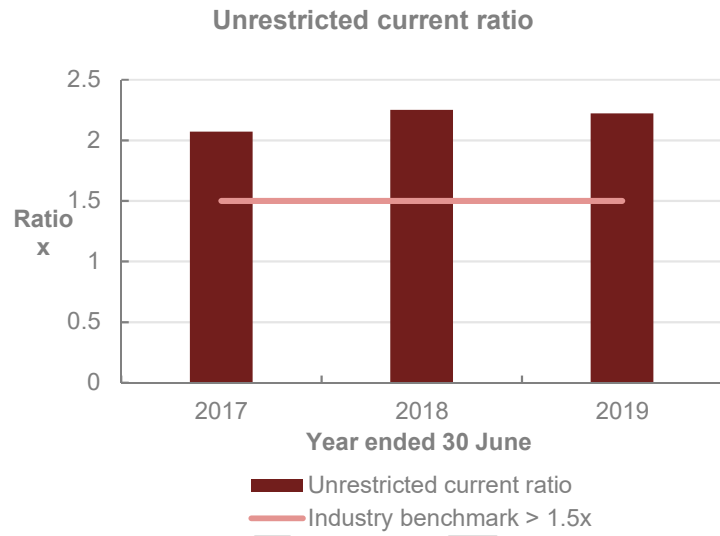
The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by the OLG is greater than 60 per cent.



Unrestricted current ratio

Council continues to remain well above the OLG benchmark.

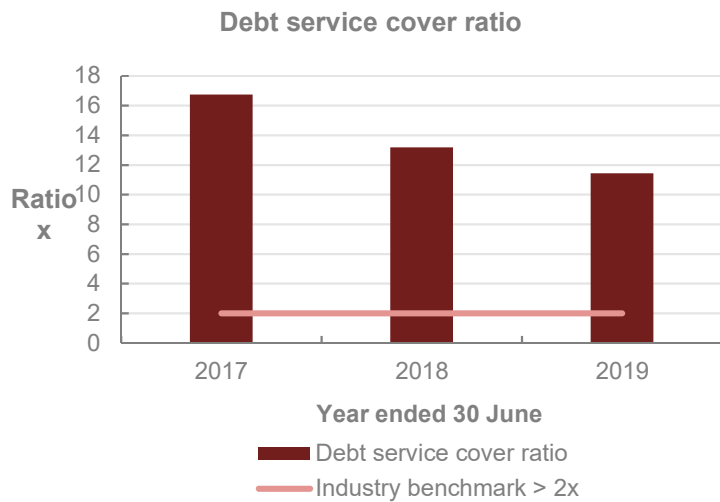
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by the OLG is greater than 1.5 times.



Debt service cover ratio

Council's debt service cover ratio remains well above the OLG benchmark.

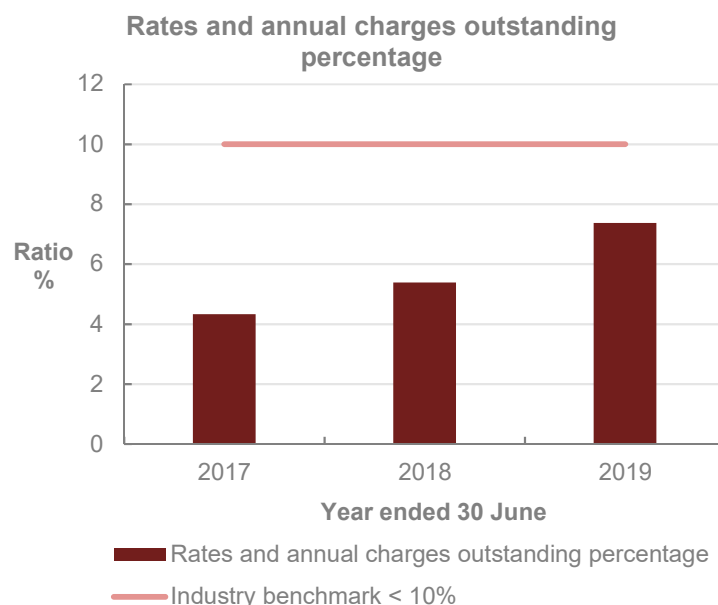
The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by the OLG is greater than two times.



Rates and annual charges outstanding percentage

Council's rates and annual charges outstanding ratio has remained well within the OLG benchmark. The percentage increased due to an increase in outstanding rates.

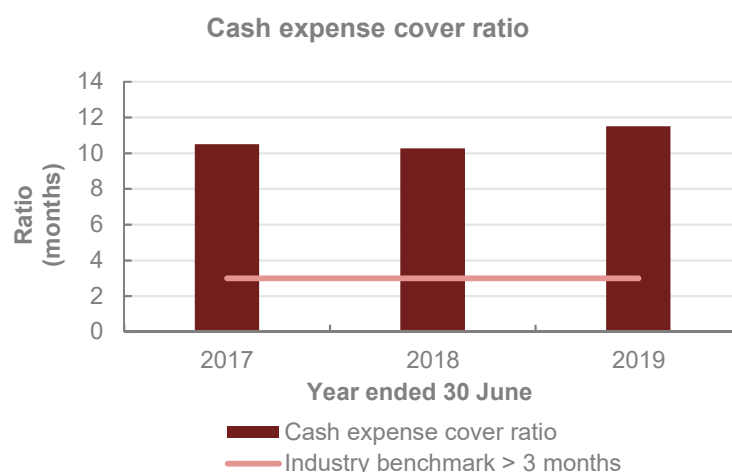
The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by the OLG is less than 10 per cent for regional and rural councils.



Cash expense cover ratio

The cash expense cover ratio has improved compared to 2017-18 due to an increase in cash reserves and remains well above the OLG benchmark.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by the OLG is greater than three months.



Infrastructure, property, plant and equipment renewals

Council's Infrastructure, Property, Plant and Equipment (IPPE) renewal expenditure was \$3.8 million in 2018-19, a \$800,000 decrease compared to 2017-18. Infrastructure renewals were 95.4 per cent in line with the depreciation, amortisation and impairment for the year.

OTHER MATTERS

New accounting standards implemented

Application period	Overview
AASB 9 'Financial Instruments' and revised AASB 7 'Financial Instruments: Disclosures'	
For the year ended 30 June 2019	<p>AASB 9 replaces AASB 139 'Financial Instruments: Recognition and Measurement' and changes the way financial instruments are treated for financial reporting.</p> <p>Key changes include:</p> <ul style="list-style-type: none"> a simplified model for classifying and measuring financial assets

- a new method for calculating impairment
- a new type of hedge accounting that more closely aligns with risk management.

The revised AASB 7 includes new disclosures as a result of AASB 9.

Council's disclosure of the impact of adopting AASB 9 is disclosed in Notes 6 and 7.

Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

Chris Harper
Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

cc: Mr David Aber, Acting General Manager
Mr Michael O'Connor, Chair of the Audit, Risk and Improvement Committee
Mr Jim Betts, Secretary of the Department of Planning, Industry and Environment



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	Executive Manager Corporate Services
Reference/Subject:	Report 3 – 2019-20 Operational Plan Progress Report at 30 September 2019

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
Activity:	4.1.1.1	Deliver integrated strategic planning and reporting requirements
Action:	4.1.1.1.3	Develop and monitor the annual Operational Plan, including Budget.

SUMMARY:

The purpose of this report is to present Council with a summary of the actions delivered from within the 2019-20 Operational Plan and to reflect the progress made toward achieving the four-year Principal Activities contained in Council's 2017-21 Delivery Program.

OFFICER'S RECOMMENDATION:

That Council receive and note the 2019-20 Operational Plan Progress Report at 30 September 2019.

BACKGROUND:

Section 405(5) of the Local Government Act requires that progress reports on Council's Delivery Program are provided to the Council at least every six months.

REPORT:




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 community's goal detailed in the Community Strategic Plan. It is the key accountability mechanism for Council in the delivery of the community's goals and aspirations.

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. The Progress Report as at 30 September 2019 is contained at Attachment A.

A summary of the key Operational Plan actions delivered and progress achieved for the three month period to 30 September 2019 is set out in Table 1 – Action Status Summary, below:

Table 1 – Action Status Summary

Action Status at 30 September 2019		Our Society	Our Economy	Our Environment	Our Leadership	Total	%
	Achieved or on target	48	34	38	76	196	96%
	Not on target, being closely managed	2	4	1	0	7	3%
	Action cancelled or not able to be achieved	2	0	0	0	2	1%
Total		52	38	39	76	205	

Ninety-six per cent (96%) of Council's Operational Plan actions for the three month period ending 30 September 2019 are on target or achieved, with three per cent (3%) being closely managed and one per cent (1%) being cancelled or not able to be achieved.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Community engagement and consultation occurred in the preparation of the combined Delivery Program 2017-21 and Operational Plan 2019-20.

2. Policy and Regulation

- NSW Local Government Act 1993.
- NSW Local Government Regulation (General) 2005.

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

This report outlines the achievement of key actions from within the combined Delivery Program 2017-21 and Operational Plan 2019-20.

8. Project Management

Nil

Prepared by staff member:

Gabrielle Stratton, Acting Senior Executive Officer

TRIM Reference Number:

UIN/19/5746

Approved/Reviewed by Manager:

Susie Glasson, Executive Manager Corporate Services

Department:

Corporate Services

Attachments:

A. 2019-20 Operational Plan Quarterly Progress Report at 30 September 2019



Delivery Program 2017-2021

Operational Plan 2019-2020

First Quarter Progress Report

About this report

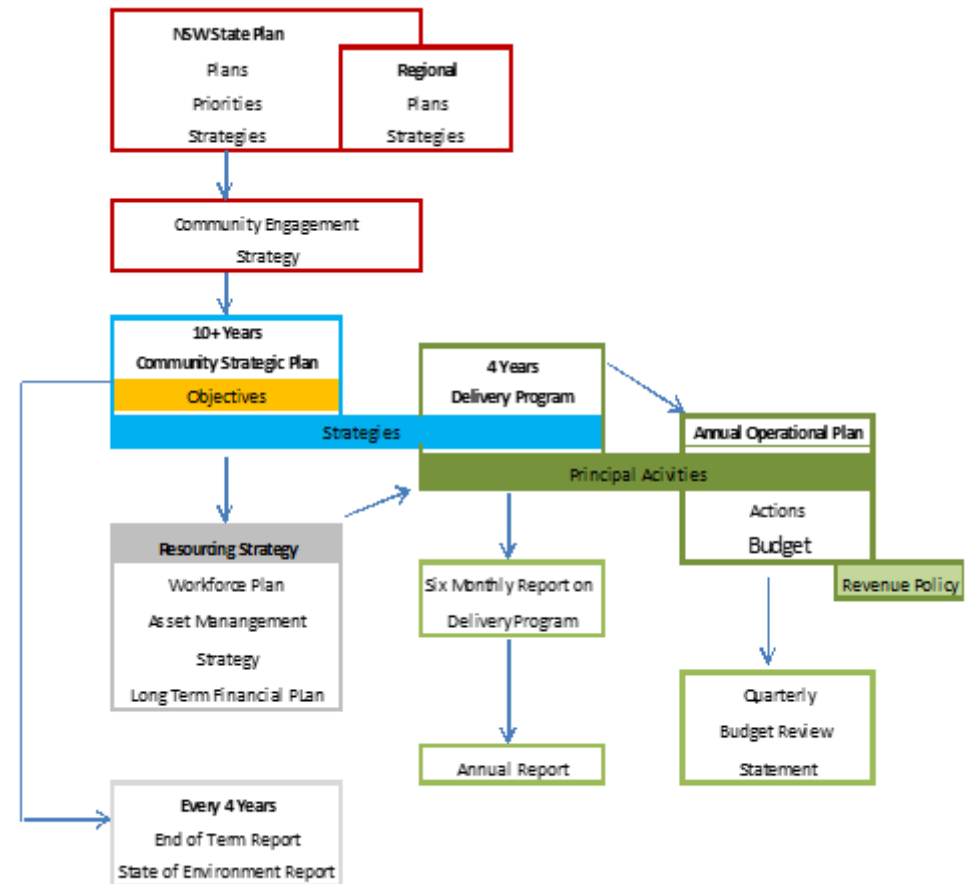
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

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 first quarter of the combined Delivery Program 2017-2021 and Operational Plan 2019-2020 and covers the financial year ending June 2020.



Contents

Measuring our progress.....	4
Organisational Performance.....	5
Detailed Performance Report.....	8

Measuring our progress

Uralla Council's 2017-2027 Community Strategic Plan centres around four major themes:

- Our Society
- Our Economy
- Our Environment
- Our Leadership

In 2019-2020 Council committed to 205 actions focused on achieving the community's vision within these four themes. Those actions are detailed in the combined Delivery Program 2017-2021 and Operational Plan 2019-2020. In this report, our progress in meeting the community's vision within Council's Delivery Program 2017-2021 and Operational Plan 2019-2020 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

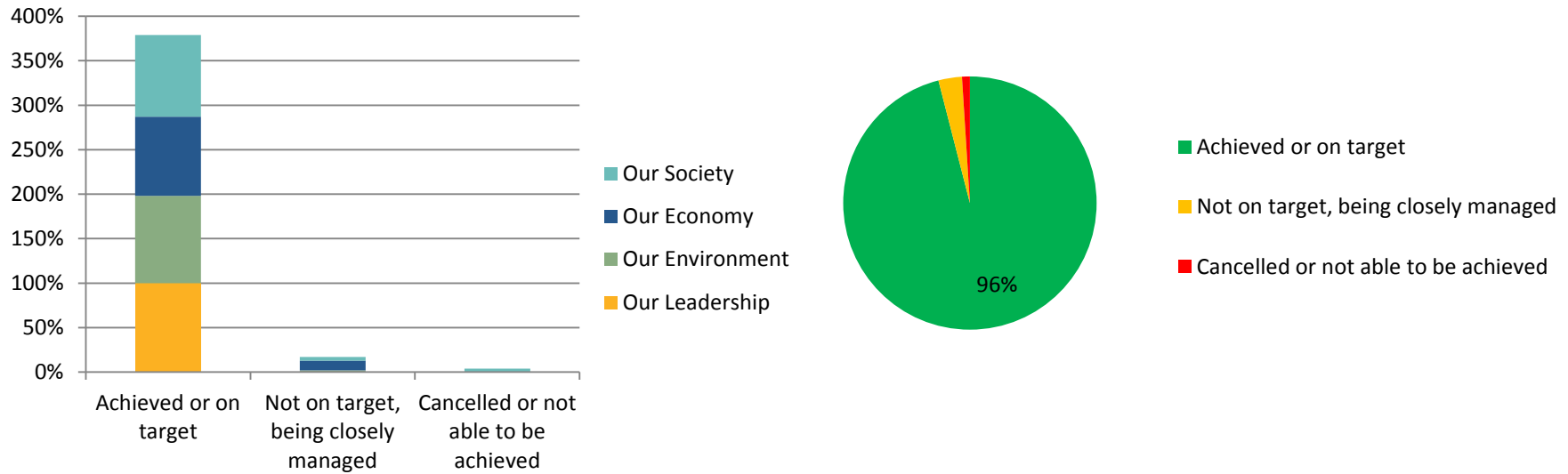
Each of the 205 actions are assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above. The responsibility legend is set out below.

• GM	General Manager	General Manager's Office
• SEO	Senior Executive Officer	General Manager's Office
• CFO	Chief Financial Officer	General Manager's Office
• MHR	Manager Human Resources	General Manager's Office
• DID	Director Infrastructure and Development	Infrastructure and Development
• EMC	Environmental Management Coordinator	Infrastructure and Development
• MWWSS	Manager Waste, Water and Sewerage Services Manager	Infrastructure and Development
• MDP	Development and Planning	Infrastructure and Development
• MCI	Manager Civil Infrastructure	Infrastructure and Development
• EMCS	Executive Manager Corporate Services	Corporate Services
• CCDE	Coordinator Community Development and Engagement	Corporate Services
• CTI	Coordinator Technology and Information Tourism	Corporate Services
• TPOO	Promotion and Operations Officer	Corporate Services
• RMSO	Risk Management and Safety Officer	Corporate Services
• EMACC	Executive Manager Aged and Community Care Manager	Aged and Community Care
• MMG	McMaugh Gardens Aged Care	Aged and Community Care
• MCC	Manager Community Care	Aged and Community Care

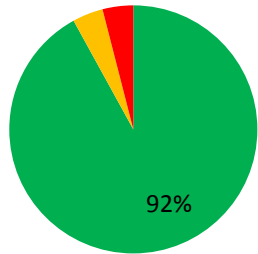
Organisational Performance

Delivery Program – 2019-2020 Annual Action

Strategic Themes	Achieved or on target		Not on target, being closely managed		Cancelled or not able to be achieved	
	No.	%	No.	%	No.	%
Our Society	48	92%	2	4%	2	4%
Our Economy	34	89%	4	11%	0	0%
Our Environment	38	98%	1	2%	0	0%
Our Leadership	76	100%	0	0%	0	0%
Total	196	96%	7	3%	2	1%



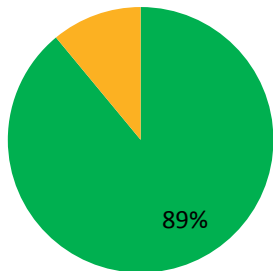
Our Society



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved

The Operational Plan 2019-20 contains 52 actions geared towards reaching the Community Strategic Plan goals for ***Our Society***. In the three months to September 2019, 92 per cent of these actions are achieved or on target.

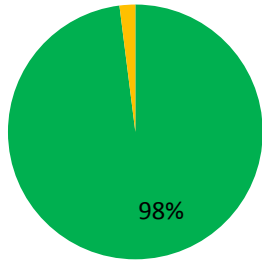
Our Economy



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved

The Operational Plan 2019-20 contains 38 actions geared towards reaching the Community Strategic Plan goals for ***Our Economy***. In the three months to September 2019, 89 per cent of these actions are achieved or on target.

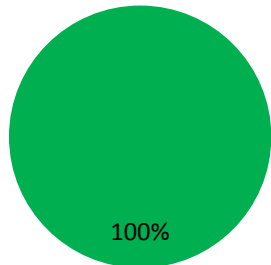
Our Environment



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved

The Operational Plan 2019-20 contains 39 actions geared towards reaching the Community Strategic Plan goals for ***Our Environment***. In the three months to September 2019, 98 per cent of these actions are achieved or on target.

Our Leadership



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved



The Operational Plan 2019-20 contains 76 actions geared towards reaching the Community Strategic Plan goals for ***Our Leadership***. In the three months to September 2019, 100 per cent of these actions are achieved or on target.

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	Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces.	EMC	Volunteer maintenance activities	Increased		Ongoing.
		Undertake annual maintenance program of parks.	MCI	Service levels	Maintained		Ongoing.


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	Engage with the community and key stakeholders in developing the Open Spaces Strategy.	MDP	Engagement program	Implemented		Not funded
		Develop an overarching Open Spaces Strategy with an Action Plan guided by community consultation, and including disability inclusion and access provisions (DIAP 2.5) (2.6) (2.7).	MDP	Strategy and Action Plan	Adopted		Not funded.

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	Undertake annual maintenance program of all cemeteries.	MCI	Service levels	Met		New beam constructed for lawn section.
		Seek heritage funding to carry out restoration work at Uralla's Old Cemetery.	MCI	Heritage funding application	Lodged		No funding identified for this project.
		Provide family history information and interment services.	MCI	Services	Provided		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 including an induction and support program to promote participation that encourages involvement by people with a disability (DIAP 3.2).	CCDE	Strategy	Developed		Yet to commence due to limited resources, on target for Q2.


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	Undertake the necessary maintenance to enable the operation of the Uralla swimming pool.	MCI	Service levels	Maintained		Maintenance and upgrades completed as part of grant funding through Stronger Country Communities Program.
		Upgrade lining to Uralla swimming pool and provide additional shade – through the NSW Stronger Country Communities Fund.	MDP	Upgrades	Completed		Complete
		Maintain and test pool water quality in compliance with Department of Health guidelines.	MCI	Water quality	Compliant		Pending season commencing.
		Implement upgrades to the Uralla Sporting Complex through the Stronger Country Communities Fund.	MDP	Upgrades	Completed		In progress.
		Undertake the annual maintenance program at sporting fields (DIAP 2.7).	MCI	Service levels	Maintained		Ongoing.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.1.2	Provide shared footpaths and cycleways	Develop a shared footpath and cycleway plan including disability access provisions in conjunction with the Pedestrian Access and Mobility Plan, subject to RMS funding approval (DIAP 2.6).	DID	Plan	Completed		PAMP completed. Includes provision for combined footpath cycleway.


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	Liaise with medical practitioners to prepare for participation in the 2019-2020 Bush Bursary/CWA Scholarship program.	CCDE	Liaison with medical practices	Completed		Uralla Clinic, Bridge Street, Uralla have agreed to take on a Medical Student in January 2020.





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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.3.1	Enhance recreational facilities for children	Deliver upgrades to children's recreation facilities throughout the shire through the Stronger Country Communities Fund.	DID	Grant funding	Milestones met		Alma Park playground opening in first quarter.

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	Give support, within Council's area of functional responsibility, to the police, emergency services, and community groups to preserve community safety.	DID	Support	Provided		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	Carry out food premises inspections to ensure compliance with the Food Act.	MDP	Food premises inspected annually	100%		Complete
		Submit annual food premises compliance report.	MDP	Food premises returns submitted	Annually		Complete
		Issue and serve Orders where necessary under relevant legislation.	MDP	Issued orders are compliant with legislation	100%		None required for Q1.
		Register, licence and inspect onsite sewerage treatment systems.	MDP	Number of inspections undertaken as scheduled	90%		In progress.



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Administer companion animal registrations, respond to companion animal noise complaints, and impound animals and stray stock as required.	MDP	Respond to companion animal complaints	100%		Ongoing
		Finalise and implement a trade waste policy.	MDP	Policy	Implemented		Liquid Trade Waste policy complete.

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	Manage the service level agreement with Central Northern Regional Library.	CCDE	Service level agreement	Compliant		Service level agreement managed.
		Attend Central Northern Regional Library committee meetings.	CCDE	Committee meetings	Attended		CNRL meetings attended by Librarian and Councillor Strutt.
		Operate the Uralla library service and programs.	CCDE	Uralla library open	7 days a week		Providing library services and programs and reporting monthly stats/activities to council.
		Operate the Bundarra library service.	CCDE	Bundarra library operating and resources renewed	Quarterly		Bundarra Library operating.

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 and cultural activities	Coordinate the development of a Uralla Shire event toolkit.	TPOO	Toolkit	Completed		The toolkit will be collaboratively developed and draft structure is being completed, to be complemented by relevant forms and timeframes where needed.
		Attend Arts North West regional meetings.	CCDE	Meetings	Attended		Yet to commence due to limited resources, on target for Q2.

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








Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.3.1	Enhance opportunities for community cultural and creative expression	Coordinate and deliver Council's annual community grants and financial assistance programs.	CCDE	Grants program round delivered	=2		Round One of 2019-20 Community Grants program delivered.

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 Aged Care facility in a financially sustainable manner. Identify and plan for impacts of bathroom renovations upon revenues.	MMG	Operating result	Per plan		Ongoing monitoring
		Manage McMaugh Gardens Aged Care facility in a financially sustainable manner. Identify and plan for impacts of bathroom renovations upon revenues.	MMG	Annual average occupancy at benchmark	Per plan		Ongoing monitoring
		Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes.	MMG	Accreditation	Maintained		Full accreditation maintained
		Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes.	MMG	Quality audit outcomes	Satisfactory		Full accreditation maintained
		Undertake ensuite upgrades in accordance with federal government grant.	MMG	Upgrades	Complete		Process for ensuite upgrades on target



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	Manage consumer directed aged and disability services in a financially sustainable manner.	MCC	Net operating surplus	Achieved		Achieved for Q1.
		Manage state and federal funding agreements and grant acquittals for compliance.	MCC	Funding agreements reporting and acquittals	Compliant		Achieved for Q1.
		Maintain accreditation and satisfactory quality audit outcomes.	MCC	Accreditation	Maintained		NDIS Audit programmed for Oct 2019. All staff completed Aged care quality standards training in Sept 2019.
		Maintain accreditation and satisfactory quality audit outcomes.	MCC	Quality audit outcomes	Satisfactory		Achieved for Q1.
1.4.2.2	Provide community transport services	Manage community transport services in a financially sustainable manner.	MCC	Net operating surplus	Achieved		Achieved for Q1.
		Manage NSW State Government funding agreements and grant acquittals for compliance.	MCC	Funding agreements reporting and acquittals	Compliant		KPI reporting submitted.
		Maintain satisfactory service reviews and audit outcomes.	MCC	Audit outcomes	Satisfactory		Achieved for Q1.

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.	CCDE	Program	Delivered		Local Government Week held August 2019. Program held in conjunction with Z-Net.
		Prepare and distribute a regular Council newsletter to residents.	CCDE	Newsletter published	Monthly		Council newsletter prepared and distributed monthly.

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 Uralla Shire community events through Council's website.	TPOO	Events promoted	As requested		Done and ongoing. The events calendar for community events is available via the Uralla.com website and is updated regularly, with reminders sent out in October or November each year seeking the following year's event listings.
		Seek Youth Week funding and facilitate the coordination of the Youth Week program of activities.	CCDE	Youth Week activities	Delivered		Yet to commence - Youth Week to occur in Q4.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Seek Youth Week funding and facilitate the coordination of the Youth Week program of activities.	CCDE	Youth Week activities	Delivered		Yet to commence - Youth Week to occur in Q4.
		Seek National Aboriginal and Islander Day Observance Committee (NAIDOC) funding and coordinate Council's NAIDOC activities in consultation with the Elders.	CCDE	NAIDOC activities	Delivered		NAIDOC activities held July 2019.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.5.1	Enhance transport services	Advocate, when necessary, for continuing access to Mascot airport at peak times.	GM	Advocate	As necessary		No representations have been made yet. Flights continue to be scheduled into Mascot.


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	Incorporate principles of inclusion into Council's asset planning and renewal programs (DIAP).	DID	Principles	Implemented		Ongoing.
		Assess and audit disability parking locations, including ramps and kerb access, as part of the Pedestrian Access and Mobility Plan development, subject to RMS funding (DIAP).	DID	Review	Progressing		PAMP completed.
		Operate the Visitor Information Centre.	TPOO	Visitor Information Centre open	7 days a week		The Visitor Information Centre is operating according to AVIC standards for a level 2 Centre.



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	Finalise costs and timeframes for the Visitor Information Centre improvement project.	TPOO	Estimated project costs and timeframe	Established		The designs have been approved by Council. Construction design and costing estimates are now being finalised.



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	Commence implementation of the Visitor Information Centre improvement project subject to Council resolution.	TPOO	Project implementation	Commenced		Await the next direction from Council after finalising the construction design and construction estimate.
		Partner with neighbouring councils to coordinate delivery of the Regional Economic Development Strategy.	EMCS	Sub-regional working group meetings	Attended		EMCS commenced 9 September 2019 and will manage this going forward.

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 HML capacity.	DID	Number of lobbying activities	Maintained		Ongoing. NEJO New England Network Strategy consultant commissioned.
		Develop a list of priority transport infrastructure projects to capitalise on grant funding opportunities.	DID	Priority list	Compiled		Under development.

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	Assess and determine development, construction, and other regulatory applications.	MDP	Applications determined	=Statutory timeframes		Complete to date
		Construction certificates provided in accordance with legislation.	MDP	Certificates provided	=Statutory timeframes		Complete to date.

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	Monitor and review Council's Local Environment Plan and other strategic and supporting planning documents.	MDP	LEP and DCP	Maintained		LEP amendments finalised.


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	Assess and maintain a sufficient supply of residential, lifestyle, agricultural commercial and industrial zoned land.	MDP	Supply and demand review	Completed		Sufficient land stock available in all zones.
		Determine cost for construction of Stage 1 of the industrial subdivision project in Rowan Avenue, Uralla.	DID	Cost Estimate	Complete		Costings being finalised.
		Commence construction of Stage 1 for the Rowan Avenue, Uralla, subdivision, subject to resolution of Council.	DID	Construction of Stage 1	Commenced		Pending Council approval to progress.

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	Provide consultation with potential new business operators and pre-development application assistance.	MDP	Consultation and assistance activities	Documented		Complete for Q1.

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 with a Uralla Shire focus.	TPOO	Promotional activity	=2		New England High Country now includes Tenterfield and Inverell, as well as the existing councils: Glen Innes Severn, Armidale Regional, Walcha and Uralla Shire. The new website is live. A NEHC group brochure will be developed this year.

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	Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points	MCI	Percentage of program completed	90%		Reseal program developed.
		Seek funding for transport infrastructure expansion projects.	MCI	Number of funding applications	Maintained		Fixing Country Roads application under preparation for December Round.
		Deliver unsealed roads grading program in line with established service levels and intervention points – per Transportation Asset Management Plan.	MCI	Percentage of program completed	90%		Ongoing. Impacted by poor water availability.
		Deliver unsealed roads re-sheeting program in line with established service levels – per Transportation Asset Management Plan.	MCI	Percentage of program completed	90%		Program developed.
		Inspect all bridges and carry out the required maintenance programs.	MCI	Percentage of program completed	90%		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	Deliver sealed roads capital renewal program – per Transportation Asset Management Plan.	MCI	Percentage of program completed/	90%		Ongoing
		Deliver bridge and culvert capital works program – per Transportation Asset Management Plan.	MCI	Percentage of program completed	90%		Ongoing


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 unsealed road network supporting infrastructure replacement program.	MCI	Percentage of program completed	90%		Ongoing.
		Renew and maintain lighting, signs, posts, and guard rail assets as necessary.	MCI	As necessary	Completed		Ongoing


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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.4.1	Deliver town and village streets maintenance services and capital works programs	Deliver town streets maintenance and resealing programs – per Transportation Asset Management Plan.	MCI	Percentage of program completed	90%		Ongoing


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	Inspect footpaths and deliver maintenance and repair program.	MCI	Percentage of program completed	90%		Ongoing


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
2.3.6.1	Expand the Shire's integrated and accessible cycle ways and walkways network	Seek funding from Roads and Maritime Services to extend Maitland Ave shared pedestrian/cycleway.	MCI	Funding applications	Submitted		Pending.

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	Develop Section 64 contribution plans for consideration.	MDP	Plan	Completed		Yet to be scheduled.

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.8.1	Enhance Council's public transport infrastructure	Develop a renewal and maintenance program for Council bus stops.	MCI	Service levels	Developed		Assets inspected and Bus Stop inventory developed.







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	Deliver maintenance and renewal programs for public amenities – per Buildings Asset Management Plan.	DID	Service levels	Maintained		Grant funding has assisted in reducing the backlog.

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	Prepare an overarching asset management policy and strategy.	DID	Draft	Completed		Pending.
		Review and update the Plant Asset Management Plan.	DID	Plan update	Completed		Review and update well progressed.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review and update the Buildings Asset Management Plan, including service levels.	DID	Plan update	Finalised		Pending
		Review and update the Transport Asset Management Plan.	DID	Review	Completed		Under review
		Incorporate Council cemeteries into the Parks and Open Spaces Asset Management Plan.	DID	Plan	Completed		Pending
		Review and update the Sewer Asset Management Plan.	MWWSS	Plan update	Completed		To be scheduled.
		Review and update the Water Supply Asset Management Plan.	MWWSS	Plan update	Completed		To be scheduled.
		Implement the Stormwater Drainage Asset Management Plan.	DID	Plan update	Completed		Pending

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	Connect footpaths and cycle ways.	MCI	Connectivity	Improved		Ongoing in Uralla and Bundarra. Pedestrian Access Mobility Plan completed for Uralla.

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.	MCI	Program delivered	>90%		Ongoing.


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	Target	Performance Measure	Status	Comments
3.1.1.1	Preserve Uralla Shire's heritage	Progressively implement the recommended actions from the Heritage Strategy.	MDP	Implemented	Strategy actions		Progressing subject to resource availability.

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



Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.1.2.1	Provide heritage services and support	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund.	MDP	Maintained	Number of service activities		Heritage Advisory Service provided. No current funding for Local Heritage Assistance Fund.

3.1.3: Protect and maintain a healthy catchment and waterways

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.1.3.1	Maintain compliant catchment and waterways management	Undertake annual maintenance program for Council's gross pollutant traps.	MCI	Maintained	As necessary		Ongoing.
		Continue to Implement the actions for the Wooldridge fossicking area management plan.	EMC	Commenced	Implementaion		Ongoing. Plan and operations to be reviewed.


Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		Review Kentucky Creek Dam Safety Plan.	MWWSS	Reviewed	Plan		Pending
		Maintain compliance with Environmental Protection Licence requirements for the Uralla landfill, sewer and water treatment plants.	MWWSS	Compliant	Testing regime		Ongoing

3.1.4: Raise community awareness of environmental and biodiversity issues


Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.1.4.1	Provide bush generation activities and information	Continue to review and implement the Bush Regeneration Strategy and Action Plan.	EMC	Commenced	Implementation		Ongoing
		Continue to review and Implement the Environmental Sustainability Action Plan priorities.	EMC	Commenced	Implementation of priorities		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	Target	Performance Measure	Status	Comments
3.2.1.1	Preserve sensitive greenbelt lands	Review and monitor vegetation and environmental protection measures for sensitive land.	MDP	Maintained	LEP and DCP		Complete for Q1

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	Target	Performance Measure	Status	Comments
3.2.2.1	Raise community awareness of sustainability practices	Collaborate and partner with the Uralla ZNET.	EMC	Maintained	Number of awareness programs		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	Target	Performance Measure	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.	DID	Maintained	Number of mitigation activities		Ongoing participation on the Local Emergency Management Committee.

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	Target	Performance Measure	Status	Comments
3.3.1.1	Provide waste removal and recycling services within the Shire	Provide general waste collection services to the defined service areas.	MWWSS	Maintained	Service levels	●	Ongoing.
		Provide recycling waste collection services to the defined service areas.	MWWSS	Maintained	Service levels	●	Ongoing
		Continue operations evaluation and begin community consultation regarding future operation of the Bundarra Landfill site.	MWWSS	Progressing	Evaluation	●	Consultant engaged.
		Develop a Waste Services Asset Management Plan	MWWSS	Complete	Plan	●	Pending
		Undertake a review of Council's waste management operating and service delivery environment.	MWWSS	Complete	Review	●	Ongoing


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

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.2.1	Improve community awareness of recycling and waste minimisation	Support the Northern Inland Regional Waste Community Recycling Centre Regional Communication and Education Plan	MWWSS	Delivered	Program		Ongoing
		Offer schools access to Council-supported participation in waste education programs	MWWSS	3	School participants		Via Northern Inland Regional Waste Authority.
		Operate the Uralla Community Recycling Centre	MWWSS	Maintained	Service levels		Ongoing.



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

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.3.1	Promote litter reduction	Continue to participate in the Northern Inland Regional Waste Litter Implementation Plan.	MWWSS	Delivered	Program		Ongoing
		Review the NSW Illegal Dumping Strategy for participation and implementation opportunities.	MWWSS	Reviewed	Strategy		Pending.

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

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.4.1	Minimise water wastage	Review council water consumption for major council facilities against historical records.	DID	Completed	Inspections		Pending

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

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.3.5.1	Reduce Council's environmental footprint	Partner with ZNET to deliver the Elephants in the Woodlands project.	EMC	=4	Participation at meetings		Ongoing
		Update and implement criteria to assess environmental management in infrastructure projects.	EMC	Commenced	Criteria implementation		REFs completed for construction projects.






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	Target	Performance Measure	Status	Comments
3.4.1.1	Provide water supply	Deliver Uralla and Bundarra water supply in compliance with the Drinking Water Quality Management Plan.	MWWSS	Achieved	Compliance		Ongoing

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		Work with landholders to improve protection of Kentucky Creek and Taylors Pond drinking water storages.	MWWSS	Implemented	Improvement initiatives	●	Ongoing.
		Progress the investigations for the augmentations of the Bundarra and Uralla water supplies to increase yield, as identified in the Yield Study.	MWWSS	Completed	Review	●	Pending
		Continue annual water main replacement program.	MWWSS	Continued	Program	●	Pending.
		Renew filter media at the Uralla water treatment plant.	MWWSS	Completed	Renewal	●	Pending
		Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes.	MWWSS	Completed	Improvements	●	Scoping document under preparation.
		Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes.	EMCS	Completed	Improvements	●	This task will be undertaken by the new Risk Management and Safety Officer. Recruitment for this position is underway.

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	Target	Performance Measure	Status	Comments
3.4.2.1	Provide sewerage services	Operate the Uralla sewer treatment plant in an efficient and effective manner.	MWWSS	Met	Licence compliant		Ongoing
		Maintain and renew the sewer infrastructure network in-line with established programs.	MWWSS	Met	Service levels		Ongoing.
		Seek additional government funding to progress Bundarra sewerage scheme.	MWWSS	Secured	Additional funding		Additional funding approved. Deed under review.
		Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	MWWSS	Completed	Improvements		Scoping document under preparation.
		Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	EMCS	Completed	Improvements		This task will be undertaken by the new Risk Management and Safety Officer. Recruitment for this position is underway.

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

Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
3.4.3.1	Provide stormwater and drainage infrastructure	Maintain and renew stormwater and drainage infrastructure.	MCI	Met	Maintenance program		Ongoing.


Code	Principal Activities	Annual Action	Responsible Officer	Target	Performance Measure	Status	Comments
		Develop a stormwater asset management plan for the urban stormwater network.	DID	Complete	Plan	●	Pending
		Undertake stormwater augmentation works to Rowen Ave, near Plane Ave, Uralla.	MCI	Completed	Works	●	Design completed

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	Continue to develop and adjust the Resourcing	DID	Resourcing strategy	Monitored and updated	●	Ongoing
		Strategy in support of the 4-year Delivery Program. The resourcing strategy consists of the: <ul style="list-style-type: none"> • Asset Management Strategy 	CFO	Resourcing strategy	Monitored and updated	●	Budget and Long Term Financial Plan developed, refined and presented to Council for adoption or noting.
		<ul style="list-style-type: none"> • Workforce Management Plan • Long Term Financial Plan 	MHR	Resourcing strategy	Monitored and updated	●	The current Workforce management plan is to be reviewed by the General Manager and Executive in January 2020.
		Develop and monitor the annual Operational Plan, including Budget.	EMCS	Plan adopted	30 June	●	On target.
		Develop and monitor the annual Operational Plan, including Budget.	EMCS	Progress reported	=>6 monthly	●	On target.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Coordinate and produce the Annual Report.	EMCS	Report adopted and provided to the Office of Local Government	30 November		Draft Annual Report 2018-19 underway - due for completion by November.

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	Facilitate the delivery of community presentations to Council.	SEO	Eligible community presentations to Council	Facilitated		All community presentations to council facilitated.
		Conduct Councillors community engagement events.	CCDE	Number of councillor community engagement activities	=3		Yet to commence due to limited resources, on target for Q2.

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	Review and update the agency information guide.	EMCS	Update	Completed		On target.
		Coordinate the publication of identified open access information to the website.	CTI	Identified open access information published	=>50%		GIPA log file established and available for publication on Council's web site when relevant requests are received

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Publish the formal Access to Information disclosure log to the new website.	CTI	Information disclosure log updated and published	every 45 days	●	As at September 30 no GIPA compliant requests had been notified for publication to the Council web site.
		Maintain the register of government contracts over \$20,000 and publish to the website.	EMCS	Register of government contracts published to the website	Every 20 days	●	Current contracts on website.
		Priority statutory and corporate policies and codes reviewed and updated as part of a broader policy register review program.	EMCS	Implementation milestones	Progressing	●	Full review of policies and codes underway.
		Business papers and minutes are distributed to Councillors and published to the community within agreed service levels.	SEO	Three days prior to meeting	Met	●	Service levels and statutory requirements met.
		Council ordinary and extraordinary meetings are conducted and open to the public.	GM	Adopted schedule of meeting	Conducted	●	Meetings have been held in accordance with the schedule and are advertised to the public prior to the meeting in order that they can attend if they wish.

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 through regional joint organisations of council.	GM	As necessary advocacy activities	Maintained		Attended Country Mayors meeting in Sydney on the 2nd August. New England Joint Organisation on the 26th September, Mayor has met with Adam Marshall and Barnaby Joyce to discuss local issues and problems.

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.	EMCS	Registers	Maintained		On target.
		Coordinate Public Interest Disclosures and Code of Conduct complaints in accordance with legislation, policy, and procedures.	EMCS	Reporting	Compliant		On target.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Publish a register of pecuniary and non-pecuniary interests disclosures to council's website in accordance with Government Information (Public Access) Act guidelines.	EMCS	Interests disclosure log updated and published	every 45 days	●	On target.
		Implement the Office of Local Government's Local Government Act reform program.	EMCS	New legislation implementation	Progressing	●	On target.
		Implement the Fraud and Corruption Control Strategy.	EMCS	Implementation milestones	Progressing	●	On target.

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	Complete 2 Infrastructure and Development 'service level' reviews.	DID	2 service level reviews	Completed	●	Pending
		Complete 2 Aged and Community Care 'service level' reviews.	GM	2 service level reviews	Completed	●	No progress during Q1.




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Complete 2 Corporate Services 'service level' reviews.	EMCS	2 service level reviews	Completed		One review commenced. StewartBrown conducted a review of McMaugh Gardens and TCS.

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	Review and revise the 10-year Long Term Financial Plan.	CFO	Reviewed and adopted	Annually		LTFP revised using new system software.
		Subject to resolution of Council, make an application for a special rate variation (SRV) in accordance with the Independent Pricing and Regulatory Tribunal criteria (FFTF).	CFO	Special rate variation application	Lodged		Council is continuing the development of the LTFP to outline what benefits may be obtained from implementing an SRV.
		Complete and report quarterly budget review statements.	CFO	Budget review reported	Quarterly		Quarterly budget review statements continue to be completed on a timely basis.



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Ensure adequate and effective internal controls are in place for all financial management functions and implement procurement and financial control recommendations adopted by the Audit, Risk and Improvement Committee.	CFO	Internal audit actions for financial controls	Implemented		Adequate and effective internal controls maintained or implemented as required.
		Maximise return on investment within the risk parameters provided by the USC Investments Policy 2019.	CFO	Investment returns	Appropriate for risk		Council continues to maximise returns on investment through investing options available under the Investment Policy.
		Model and adopt rate structures to maximize equity across the Council area and between categories.	CFO	Rate structure review	Completed		Rate structures adopted at June 2019 meeting.
		Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts.	CFO	Outstanding debts	=<6.5%		Council continues to implement collection procedures consistently and fairly in accordance with payment requirements.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop a Procurement Policy.	CFO	Policy	Developed		The Executive Committee has reviewed options for improving the draft procurement policy and expects to present a draft policy to Council in the near future.
		Implement a procurement guideline and toolkit.	CFO	Guidelines and toolkit	Implemented		The procurement guidelines have been developed and upon adoption of the procurement policy, a toolkit will be implemented.
		Identify strategies to achieve annual expenditure reduction - (FFTF).	CFO	Expenditure reduction opportunities	Proposed		Council continually reviews options for achieving expenditure reduction wherever possible.
		Review all fees and charges for full cost recovery where appropriate - (FFTF).	CFO	Review	Completed		All fees and charges were reviewed as part of the implementation of the new Fees and Charges software system.




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review asset valuations and depreciation methodology for all asset classes.	CFO	Roads	Completed		Asset valuations and depreciation rates are reviewed annually as part of the completion of financial statements. Council has commenced work on the road and bridge revaluation to be undertaken by March 2020.
		Update Council's borrowing policy and capital expenditure guidelines.	CFO	Review	Completed		A new capital expenditure procedure is being developed by the Finance team. No work has yet commenced on developing a borrowing policy.
		Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF).	CFO	Asset maintenance backlog	Determined		A review of asset maintenance backlog was undertaken as part of the completion of special schedule 7. Council will attempt to integrate asset maintenance information from the roads revaluation into the Civica asset module in the coming months.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF).	DID	Asset maintenance backlog	Determined		Pending
4.2.2.2	Develop and implement business plans for all business areas	Finalise a draft business plan for McMaugh Gardens (PBPR).	GM	Plan	Developed		Stewart Brown report has been presented and reviewed. Discussions are ongoing with the Centre staff regarding the implementation of the plan.
		Finalise a draft business plan for Tablelands Community Support.	GM	Plan	Developed		Stewart Brown report has been presented and reviewed. Discussions are ongoing with the Centre staff regarding the implementation of the plan.
		Finalise a draft business plan for Tablelands Community Transport.	GM	Plan	Developed		Stewart Brown report has been presented and reviewed. Discussions are ongoing with the Centre staff regarding the implementation of the plan.
		Finalise a draft waste management services business plan (FFTF).	MWWSS	Plan	Developed		Under development.


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Finalise a draft water supply business plan (PBPR).	MWWSS	Plan	Developed	●	Under development
		Finalise a draft sewer business plan.	MWWSS	Plan	Developed	●	Under development
		Finalise a draft business plan for caravan parks.	DID	Plan	Developed	●	Pending.
4.2.2.3	Maximise grant and funding partnership opportunities	Identify and seek grant funding opportunities for Infrastructure and Development projects or services.	DID	Number of grant funding opportunities pursued	Maintained	●	Ongoing. SCCF round 3 under preparation.
		Identify and seek grant funding and partnership opportunities for Aged and Community Care projects or services.	GM	Number of grant funding opportunities pursued	Maintained	●	Ongoing grant funding received.
4.2.2.4	Achieve efficiency gains for internal services with a program of continuous improvement	Complete implementation of the Virtuous Circle Project to improve organisational capacity and effectiveness.	EMCS	Project milestones	Complete	●	On target.
		Undertake process reviews of identified Corporate Services priorities.	EMCS	Number of process reviews completed	=1	●	EMCS commenced 9 September 2019 and will manage this going forward.
		Undertake process reviews of identified Infrastructure and Development priorities.	DID	Number of process reviews completed	=1	●	Pending



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Undertake process reviews of identified Finance priorities.	CFO	Number of process reviews completed	=1		A debt collection process review is currently being finalised by the Finance Team.
		Undertake process reviews of identified Aged and Community Care priorities.	GM	Number of process reviews completed	=1		No progress during Q1.

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	Develop long term funding scenarios that explore options to fund asset maintenance and renewal.	CFO	Long term financial plan scenarios	Developed		Asset renewal and maintenance funding options are developed as part of the updating of asset management plans and the development of the LTFP.
		Deliver the asset revaluation program.	DID	Roads	Completed		Roads revaluation scheduled for 2019/20.
		Deliver the asset revaluation program.	CFO	Roads	Completed		The roads and bridges revaluation for 2019-2020 has been commenced.



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	Continue to develop a succession planning program for key positions (WMP 2.1 & 5.2).	MHR	Program	Complete		Executives and managers are to identify key positions to be included in the succession planning program and in accordance with the Staff Management Succession Planning procedure.
		Implement new staff performance review process.	MHR	New process	Implemented		The Pulse Employee Performance Management system implemented. Staff recruitment and training continues to be a key priority area. Training budgeted is allocated; training needs are identified through Council's performance management system annually.



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Proactively manage the return to work and workers compensation processes (WMP 1.2).	MHR	Number of absentee days	Maintained or reducing		Council continues to work closely with its workers compensation insurers and rehabilitation providers in managing recovery at work processes of injured workers wherever possible.
		Formalise and implement a staff training and health and wellbeing program.	MHR	Program	Operational		Staff training is an ongoing priority. Council offers an employee assistance program to all staff members and direct family members as well as an annual flu vax program.



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.	CCDE	Charter review	Draft		Yet to commence due to limited resources, on target for Q2.
		Implement Council's customer satisfaction and community wellbeing surveys.	CCDE	Survey development	Commenced		Yet to commence due to limited resources, on target for Q2.




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Improve customer service skills and knowledge, including responding to people with a disability – including those with a language or literacy difficulty (DIAP).	CCDE	Staff training	Commenced		Yet to commence due to limited resources, on target for Q2.
		Manage customer complaints in accordance with the USC Complaints Management Policy 2019.	CCDE	Complaint management	Compliance with policy		Yet to commence due to limited resources, on target for Q2.

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	Develop a workplace safety system.	EMCS	Workplace Health and Safety System	Progressing		This task will be undertaken by the new Risk Management and Safety Officer. Recruitment for this position is underway.
		Finalise development of an enterprise wide risk management framework.	EMCS	Risk management framework	Progressing		This task will be undertaken by the new Risk Management and Safety Officer. Recruitment for this position is underway.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Facilitate regular meetings of the Audit, Risk and Improvement Committee.	EMCS	Committee meetings held	=>3		Meeting held 6 August 2019. Next meeting 15 October 2019.
		Facilitate an annual internal audit program.	EMCS	Audit program completed	=>1		Internal Audit is being investigated via a shared service arrangement with Armidale and Glen Innes.


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	Establish and implement the Corporate Governance Improvement Action Plan.	EMCS	Action Implementation milestones	Progressing		The EMCS commenced 9 September 2019 and will manage this going forward.
		Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive.	EMCS	Compliance status reports	Quarterly		On target.
		Maintain the Gifts and Benefits Register.	EMCS	Register	Maintained		On target.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Complete and lodge annual Financial Statements in accordance with statutory requirements.	CFO	Statutory requirements	Met	●	The annual Financial Statements were drafted one month earlier than in previous years and are expected to be lodged within statutory deadlines.
		Complete all taxation returns and grant acquittals as required by external bodies	CFO	Returns and acquittals	Provided	●	All taxation and current grant acquittals are lodged on a timely basis.
		Organise and manage the external audit of Council and address any management letter recommendations.	CFO	External audit	Completed	●	The external audit has commenced and no significant matters have been reported to date.
		Organise and manage the external audit of Council and address any management letter recommendations.	CFO			●	Management letter issues are addressed on a timely basis.

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	Review organisation structure to enable delivery of agreed services levels and projects.	GM	Structure	Reviewed		Deferred to the new General Manager for review and implementation.



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	Executive Manager Corporate Services
Reference/Subject:	Report 4 – Model Code of Conduct Consultation - Gifts and Benefits

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.3	Provide open, accountable and transparent decision making for the community
Activity:	4.1.3.1	Implement and maintain a transparent and accountable decision making framework
Action:	4.1.3.1.5	Priority statutory and corporate policies and codes reviewed and updated as part of a broader policy register review program

SUMMARY:

The purpose of this report is for Council to make a submission to the NSW Office of Local Government in relation to a monetary threshold that may be accepted by council officials for gifts and benefits.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Make a determination in relation to the questions posed by the Minister for Local Government (the Minister); and**
- 2. Provide the Office of Local Government with a submission based on the determination.**

BACKGROUND:

After consultation with councils and integrity agencies (NSW Ombudsman and ICAC) the monetary threshold set on the value of gifts that may be accepted by council officials in the Model Code of Conduct is \$50. Following on from this the Minister has been approached by a number of mayors and councillors to increase the monetary threshold and has requested the views of NSW councils on the matter.

REPORT:

The Minister is particularly interested in Council's views on the following:

- *Whether \$50 is an appropriate monetary value for the cap on the value of gifts that may be accepted by councillors.*
- *If the \$50 cap on the value of gifts that may be accepted by councillors is not appropriate, at what value should it be set?*
- *If it is suggested that the cap on the value of gifts that may be accepted should be raised, should it be raised uniformly for all council officials, or should it just be raised for councillors and the \$50 cap retained for other council officials such as council staff.*
- *If it is suggested that the cap on the value of gifts that may be accepted should be raised for councillors and not for other council officials such as council staff, why does your council believe that councillors should be subject to a different standard than the one that applies to other classes of council officials in relation to the acceptance of gifts.*

KEY ISSUES

1. Provide the Office of Local Government with a submission by Friday 8 November 2019.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Nil
3. **Financial (LTFP)**
Nil
4. **Asset Management (AMS)**
Nil
5. **Workforce (WMS)**
Nil
6. **Legal and Risk Management**
Nil
7. **Performance Measures**
Nil
8. **Project Management**
Nil

Prepared by staff member:

TRIM Reference Number:

Approved/Reviewed by Manager:

Department:

Attachments:

Susie Glasson, Executive Manager Corporate Services

UINT/19/5585

Acting General Manager

Corporate Services

- A. The Honourable Shelley Hancock MP, Minister for Local Government email correspondence dated 20 September 2019.

From: [NSW Gov No Reply](#)
To: [Council](#)
Subject: Model Code of Conduct Consultation - Gifts and Benefits
Date: Friday, 20 September 2019 9:17:45 AM
Attachments: [image001.png](#)



The Honourable Shelley Hancock MP
Minister for Local Government

Dear Mr Aber

By now, your council will have adopted a new code of conduct based on the *Model Code of Conduct for Local Councils in NSW* (Model Code of Conduct).

As you would be aware, the new Model Code of Conduct sets for the first time a monetary threshold on the value of gifts that may be accepted by council officials. The Office of Local Government (OLG) consulted with councils and integrity agencies such as the NSW Ombudsman and the Independent Commission Against Corruption, in setting that threshold at \$50. The threshold now applies uniformly to all council officials including both councillors and council staff.

Out of the 95 submissions received in response to the consultation draft of the Model Code of Conduct, only 5 raised concerns about the \$50 cap on the value of gifts that may be accepted by council officials.

I have since been approached by a number of mayors and councillors, who have raised concerns with me about the appropriateness of the \$50 cap on the value of gifts that may be accepted by councillors. In particular, it has been suggested that the cap on the value of gifts that may be accepted by councillors should be raised to \$500.

I am interested to hear the views of other councils on this matter. In particular, I would be interested to hear councils' views on the following:

- Whether \$50 is an appropriate monetary value for the cap on the value of gifts that may be accepted by councillors.
- If the \$50 cap on the value of gifts that may be accepted by councillors is not appropriate, at what value should it be set?
- If it is suggested that the cap on the value of gifts that may be accepted should be raised, should it be raised uniformly for all council officials, or should it just be raised for councillors and the \$50 cap retained for other council officials such as council staff.
- If it is suggested that the cap on the value of gifts that may be accepted should be raised for councillors and not for other council officials such as council staff, why does your council believe that councillors should be subject to a different standard than the one that applies to other classes of council officials in relation to the acceptance of gifts.

I request that councils make a submission to the Office of Local Government (OLG) at olg@olg.nsw.gov.au by **Friday 8 November 2019**. Submissions should be marked "Gifts and Benefits Feedback" and marked to the attention of OLG's Council

Governance Team.

I appreciate your council's assistance with this matter.

Should you have any questions, please do not hesitate to contact OLG's Council Governance Team on 4428 4100.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shelley Hancock', written in a cursive style.

The Hon. Shelley Hancock MP
Minister for Local Government



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Report 5 – Tabling of Interest Disclosure Returns

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
Activity:	4.1.5.1	Implement and manage Council's integrity system
Action:	4.1.5.1.3	Publish a register of pecuniary and non-pecuniary interests disclosures to Council's website in accordance with Government Information (Public Access) Act guidelines

SUMMARY:

Clause 4.21(b) of the Uralla Shire Council Code of Conduct 2019 requires all Councillors and designated persons to complete an annual Disclosure of Interest Return. Clauses 4.24 and 4.25 of the Code of Conduct requires the General Manager to keep and table a register of annual returns at the first meeting of Council held after the last day of lodgement, that being 30 September 2019.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Note the tabling of the Disclosure of Interest Returns as required by the Uralla Shire Council Code of Conduct 2019; and**
- 2. Publish returns of interest made by councillors and designated persons to the Uralla Shire Council website after redacting any information that applies the public interest test factors listed in the Table in section 14 of the Government Information (Public Access) Act 2009.**

BACKGROUND:

The Model Code of Conduct for Local Councils in NSW (the "Model Code") contains requirements for certain council officials to disclose their personal interests in publicly available returns of interests. The Uralla Shire Council Code of Conduct 2019 (the "Code of Conduct"), modelled after the Model Code, was adopted by council at its ordinary meeting in February 2019 and contains the requirements designated by the Model Code.

REPORT:

Clause 4.21 of the Code of Conduct states councillors and designated persons are required to complete and submit returns of interests within three months of:

- becoming a councillor or designated person;
- 30 June of each year; and
- becoming aware of a new interest that must be disclosed in the return.

Clause 4.8 of the Code of Conduct defines 'designated persons' as including:

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- 4.8 *Designated persons include:*
- (a) *the general manager*
 - (b) *other senior staff of the council for the purposes of section 332 of the LGA*
 - (c) *a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest*
 - (d) *a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council’s functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member’s duty as a member of the committee and the member’s private interest.*

The following sixteen (16) positions within Council’s organisational structure have been identified as designated persons for the period 1 July 2018 to 30 June 2019:

Directorate	Designated Persons
General Manager’s Office	<ul style="list-style-type: none"> • General Manager • Chief Financial Officer • Manager Human Resources
Corporate Services	<ul style="list-style-type: none"> • Executive Manager Corporate Services • Information Technology Coordinator
Aged and Community Care	<ul style="list-style-type: none"> • Manager Residential Aged Care/Director of Nursing • Manager Community Care
Infrastructure and Development	<ul style="list-style-type: none"> • Director Infrastructure and Development • Assets Manager • Manager Civil Infrastructure • Manager Development and Planning • Manager Waste, Water and Sewerage Services • Coordinator Fleet, Stores and Workshop • Team Leader Waste Operations • Ganger Bundarra • Works Overseer

Clauses 4.24 and 4.25 of the Code of Conduct provides that:

- 4.24 *The general manager must keep a register of returns required to be made and lodged with the general manager.*
- 4.25 *Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.*

Under the *Government Information (Public Access) Regulation 2009* (the “GIPA Act”), all government agencies, including councils, must ensure that government information that is open access information is publicly available unless there is an overriding public interest against disclosure of the information. Schedule 1 of the GIPA Act prescribes that Councillors’ and designated persons’ returns of interest as open access information.

Section 6 of the GIPA Act provides for the mandatory proactive release by NSW public sector agencies (including councils) of open access information. The GIPA Act provides that open access information must be made publicly available free of charge on a website maintained by the agency.

Under *Guideline 1: For local councils on the disclosure of information contained in the returns disclosing the interests of councillors and designated persons* issued by the NSW Information and Privacy Commission, interest returns made by councillors and designated persons are to be treated as open access information and therefore should be made publicly available on the council's website free of charge and copies may be made in accordance with clause 5(1)(b) of the GIPA Regulation. The guideline also identifies public interest test factors such as privacy that may be considered before publication of any information. "Only those considerations listed in the Table in section 14 may be taken into account in deciding what information should not be disclosed. The considerations against disclosure must be such that they outweigh those in favour, overturning the general presumption in the GIPA Act in favour of disclosure."¹ This might include things like signatures, full residential address details, ABN's or personal bank account information.

¹ *Guideline 1: For local councils on the disclosure of information* September 2019, paragraph 2.9, page 9, available at: [www.ipc.nsw.gov.au/sites/default/files/2019-09/Information Access Guideline 1 For local councils on the disclosure of information September 2019.pdf](http://www.ipc.nsw.gov.au/sites/default/files/2019-09/Information%20Access%20Guideline%201%20For%20local%20councils%20on%20the%20disclosure%20of%20information%20September%202019.pdf)

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Nil
- 2. Policy and Regulation**
Model Code of Conduct for Local Councils in NSW
Code of Conduct 2019
Government Information (Public Access) Act 2009
- 3. Financial (LTFFP)**
Nil
- 4. Asset Management (AMS)**
Nil
- 5. Workforce (WMS)**
Nil
- 6. Legal and Risk Management**
Nil
- 7. Performance Measures**
Nil
- 8. Project Management**
Nil

Prepared by staff member:	Gabrielle Stratton, Acting Senior Executive Officer
TRIM Reference Number:	UINT/19/5748
Approved/Reviewed by Manager:	Susie Glasson, Executive Manager Corporate Services
Department:	Corporate Services
Attachments:	Nil



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Report 6 – Monthly Report - Library

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.3	A diverse and creative culture
Strategy:	1.3.1	Provide enhanced and innovative library services that support and encourage lifelong learning.
Activity:	1.3.1.1	Provide library services and programs
Action:	1.3.1.1.3	Operate the library services to meet the agreed service levels

SUMMARY:

This report provides an outline of activities at the Library for the month of September 2019.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

REPORT:

Uralla Library is the fourth highest of fifteen branches for items loaned in the Central Northern Library Group (CNRL) for the month, ranking just behind the larger libraries and communities of Tamworth, South Tamworth and Narrabri. This month we welcomed 6 new members, 1,907 items were loaned for all loanable resources, and 205 reservations were placed for library customers.

Activities held at the Library during September include:

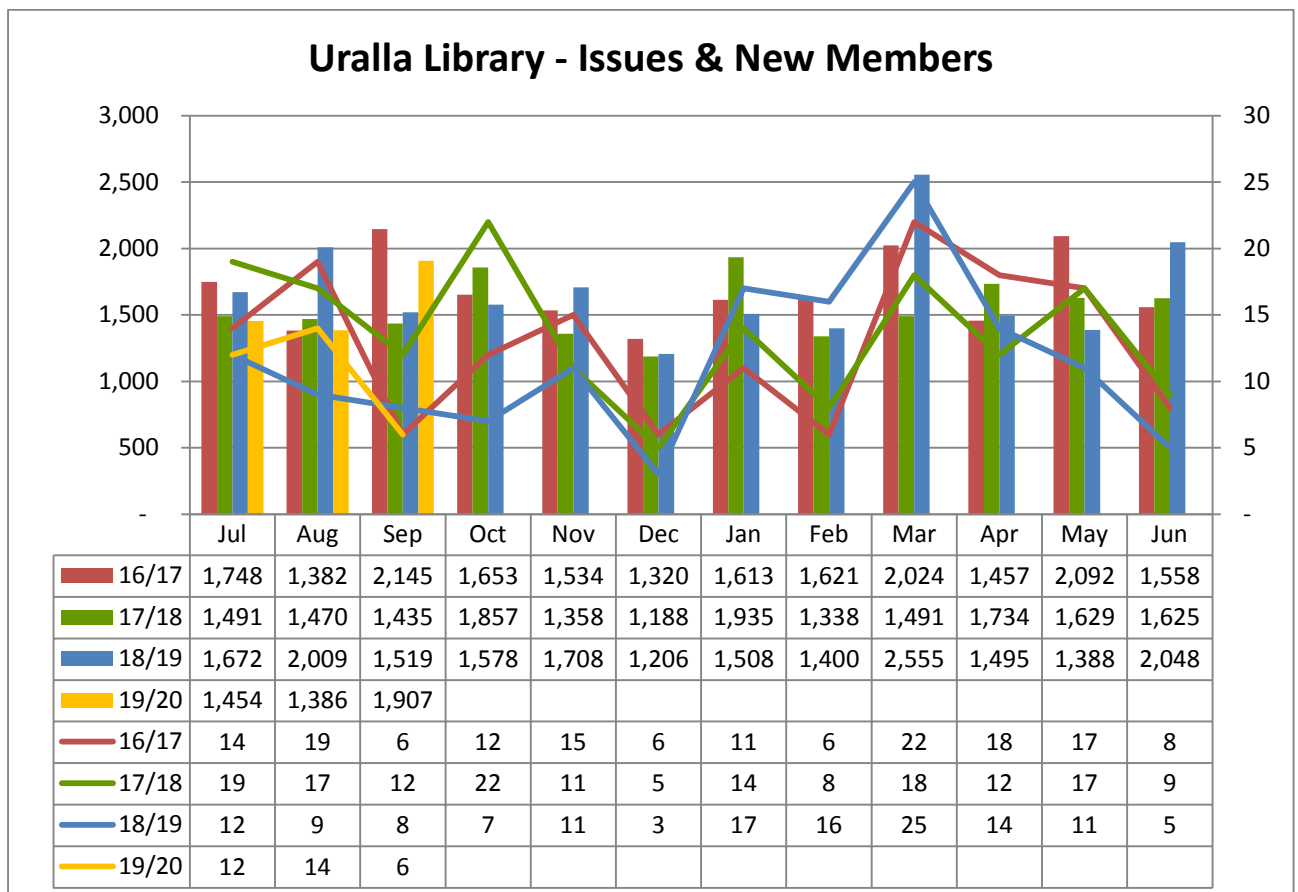
- The highlight of the month was the "SCONVERSATION" event that took place within the library foyer, hosted by Uralla CWA. Over 60 people enjoyed the opportunity to connect, converse and sample delicious, homemade scones.
- 8 x new Public Access computers have been installed in the library and many positive comments have been received from users.
- Uralla CWA utilised the Community Corner display cabinet to promote their organisation and recruit for new members.
- Children's Storytime, Lego Club and Chess & Checkers Club continue to be well attended and valued by the community, as do the adult programs such as Knattering Knitters, Book Discussion Group, Quilters and Colouring Group.
- 8 x visits to Home Library Service customers for the month.

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- History Hub volunteers assisted with five local family and history enquiries. Ancestry.com (accessible free of charge within Uralla Library) was utilised to complete the research.
- Quarterly Bundarra Library delivery – 525 resources selected and delivered by library staff.
- Library staff continue to assist customers with One-to-One technology enquiries. This month all customer requests for assistance were for using iPads. One-to-One assistance is available every Tuesday afternoon, however bookings are essential.

Figures to-date for 2019-20 Financial Year

Month	Loans	New Members
July	1,454	12
August	1,386	14
September	1,907	6
Total	4,747	32



Prepared by staff member: Luise Scherer, Librarian
 TRIM Reference Number: UINT/19/5840
 Approved/Reviewed by Manager: Susie Glasson, Executive Manager Corporate Services
 Department: Corporate Services
 Attachments: Nil



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Tourism Promotions and Operations Officer</i>
Reference/Subject:	Report 7 – Monthly Report - Visitor Information Centre

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.1	Promote Uralla Shire and the region as a place to live, visit and invest
Activity:	2.1.1.1	Promote Uralla Shire through the Visitor Information Centre
Action:	2.1.1.1	Operate the Visitor Information Centre to meet agreed service levels

SUMMARY:

This report provides an outline of activities at the Visitor Information Centre for the month of September 2019.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

As part of Council's standing reports, Council is kept updated about functions and activities at the Visitor Information Centre, including monthly visitor numbers since January 2011.

REPORT:

We received a total of 662 visitors in September: an increase of 16.34% on the August figure of 569 and a decrease of 9.44% on the September 2018 figure of 731 visitors. The eight-year average for September is 933 visitors.

The drought continues to negatively impact the region, local businesses and life in the Uralla Shire for residents and visitors alike, with many visitors commenting on the severity of conditions.

The majority of visitors who came through the Visitor Information Centre (VIC) in September came from New South Wales (74.62%), then Queensland (12.24%) and Victoria (3.93%). There were 14 international visitors, principally from New Zealand and USA (29% each), then Germany, Malaysia and The Netherlands (14% each).

Sales for September 2019 totalled \$1,498 (ex GST) - a 12.13% increase on the August figure of \$1,336 and a 13.81% decrease on the September 2018 figure of \$1,738.

It has been heartening to hear from a significant number of recent visitors, particularly from the NSW north coast, that have decided to visit and help support the Northern Tablelands and smaller towns under the burden of severe drought and related difficulties.

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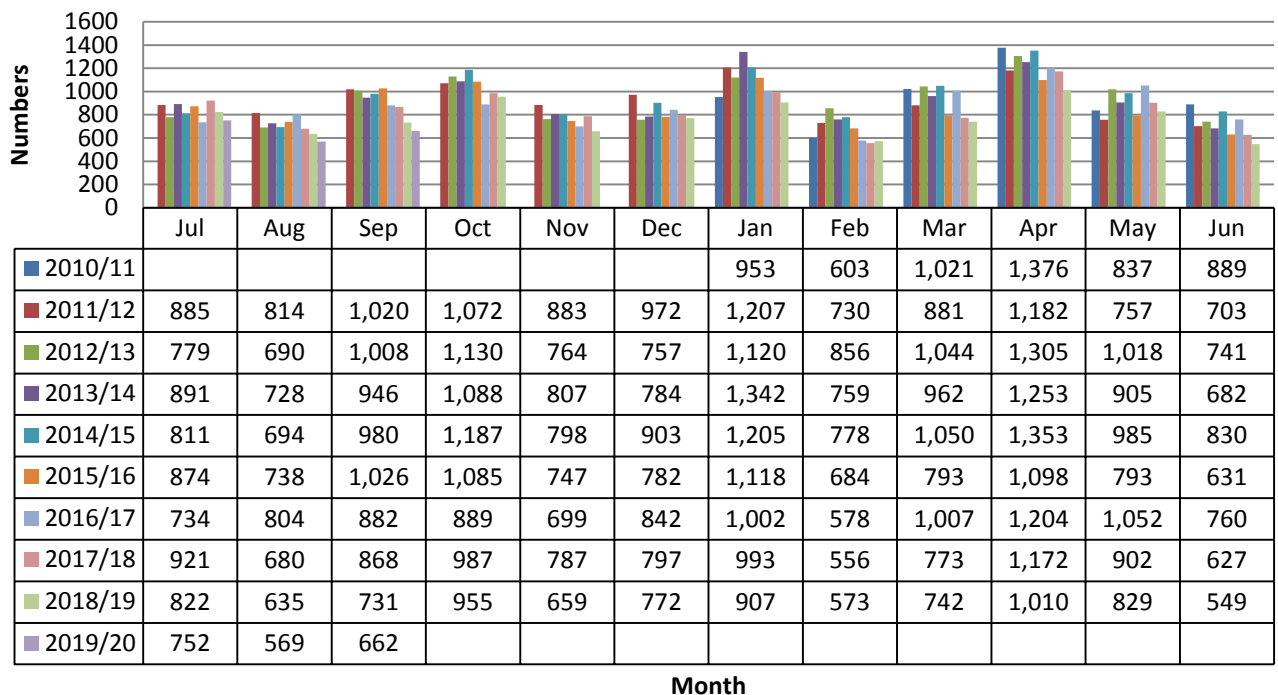
Sales to-date for 2019-20

Month	Total (ex. GST)
July	\$1,617
August	\$1,336
September	\$1,498
Total (\$)	\$4,451

Annual September Sales

Year	Total (ex GST)
2014/15	\$1,620
2015/16	\$1,673
2016/17	\$1,490
2017/18	\$1,455
2018/19	\$1,738
2019/20	\$1,498

Uralla Visitor Information Centre Visitor Numbers



COUNCIL IMPLICATIONS:

Nil

Prepared by staff member:	Tourism Promotions and Operations Officer
TRIM Reference Number:	UINT/19/5787
Approved/Reviewed by Manager:	Executive Manager, Corporate Services
Department:	Corporate Services
Attachments:	Nil



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Acting Senior Executive Officer</i>
Reference/Subject:	Report 8 – Schedule of Actions as at 22 October 2019

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
Activity:	4.1.1.2	Deliver integrated strategic planning and reporting requirements

SUMMARY:

The purpose of this report is to provide Council with the Schedule of Actions updates as at 22 October 2019.

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 22 October 2019.

BACKGROUND:

Following every council meeting, the resolutions of council which require action by council staff are compiled into a single document. This document is referred to as the Schedule of Actions. The purpose of the Schedule of Actions is to track the progress of and to provide confirmation to council when these actions are complete. The Schedule of Actions is presented to Council at its ordinary meetings.

REPORT:

The Schedule of Actions as at 22 October 2019 shows a total of 43 resolutions with actions which are either currently pending or completed. Actions which were completed as at the date of Council's last ordinary meeting, 24 September 2019, have been removed from the document.

Prepared by staff member:	Gabrielle Stratton, Acting Senior Executive Officer
TRIM Reference Number:	UINT/19/5745
Approved/Reviewed by Manager:	David Aber, Acting General Manager
Department:	General Manager's Office
Attachments:	A. Schedule of Actions as at 22 October 2019

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23 Mar 2015	26.03/15	Land Disposal – Karava Place, Uralla	That Council: 3. Give the General Manager delegation to negotiate payment options; and 4. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MDP/DID	2/6/15	Lot 103 – No agreement made May 2018: Lot 103 – no agreement with landholder has been reached as landholder is unwilling to negotiate.	B
23 Nov 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	Feb 2020	Survey plans completed. Awaiting result of other like applicants. Item to be revisited.	B
25 July 2016	17.07/16	2.18.06.9 Gazetting of Compulsorily Acquired Land for Thunderbolts Way realignment	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2, 3 and 7 in Deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) for the purpose of a public road realignment 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 7 in deposited Plan 1184102 (and formerly known as Part Lots 234, 383 and 268 in Deposited Plan 755846) by compulsory process under Section 177 of the roads Act 1993	DID DID	Feb 2020	Gazettal pending for Lots 1, 2 and 3. Referred to Council’s solicitors. Lot 7 (Crown Land) to be progressed separately with the Lands Department.	B B
25 July 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	Feb 2020	1. Noted. August 2019. Department of Planning, Industry and Environment, Lands and Water has advised of no objection to the compulsory acquisition of Lot 110. Advice referred to Council solicitors to progress.	B B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
28 Feb 2017	23.02/17	Dept: I&R Submitted by: Director I & R Reference/Subject: Report 13 - Uralla Local Traffic Committee	That:			1. Noted	C
			1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council.			2. Completed	C
			2. For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history.	DID		3. Under preparation. Draft to be circulated to LTC.	B
			3. Council drafts a Road Closure policy for review by the LTC.	DID		4. Completed	C
28 Feb 2017	26.02/17	Dept: I&R Submitted by: DIR Reference/Subject: Report 16 - Rowan Avenue, Stormwater Drainage	That:	DID	Dec 2019	1. Budgeted for construction in 17/18. Rescheduled to be completed by Feb 2020. Design completed.	B
			1. The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available.	DID	April 18	2. Installed during December 2017.	C
			2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue.	DID	Dec 17	3. Completed	C
25 July 2017	22.07/17	Dept: I&R: Submitted by: Dir I&R Reference/Subject: Report 11 - Uralla Sporting Complex	That Council;	DID		a) Completed	C
			(a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access,			b) No residual funding available. SCCF Round 2 funding has provision for seating.	C
			(b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and			c) Under preparation.	B
			(c) develop a plan of management for the sharing of the facilities among the user groups,			d) Playground completed – turf to be placed in the spring. Funded under Stronger Country Communities Fund Round 1.	C
			(d) staff investigate relocation and redevelopment of the playground area.			Further works to the playground are being undertaken under SCCF Round 2.	

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
19 Dec 2017	15.12/17	<p>Dept: Community & Governance Submitted by: Dir C&G Reference/Subject: Report 8 – Report of the Audit and Risk Committee Meeting held on 21 November 2017</p>	<p>That;</p> <p>1. Council note the minutes of the Audit and Risk Committee Meeting held on 21 November 2017</p> <p>2. Council adopt the following Committee Recommendation: Report No. 6.2 Audit and Risk Committee Review Committee Recommendation 6.2.1</p> <p>That Council:</p> <p>a) Set the meeting schedule for 2018 as follow:</p> <ul style="list-style-type: none"> • 9am Tuesday, 10 April 2018 • 9am Tuesday, 10 July 2018 • 9am Tuesday, 16 October 2018 - Draft 2017/18 Financial Statements • 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm) <p>b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution.</p> <p>c) Call for expressions of interest for a new external Committee member with relevant skills and experience, including accounting and auditing standards in the public sector environment.</p> <p>d) Defer receipt of the Fraud and Corruption Prevention Policy and Plan final drafts, and consider their priority as part of the forward meeting plan, as required by section 6.1 of the Committee Charter.</p> <p>Report No. 6.4 Procurement Policy Final Draft Committee Recommendation 6.4.1:</p> <p>That:</p> <p>a) the draft Procurement Policy be circulated to senior Council staff to review for implementation functionality with feedback to be provided to the Chief Financial Officer; and</p> <p>b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and</p> <p>c) report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption.</p> <p>3. Council:</p> <p>a) note the Committee’s request to receive a report on cash handling procedures and practices at Council’s waste facility, including recommendations for improvements identified at 7.1 Cash Handling at Waste Facilities, under Other Business.</p> <p>b) as part of implementing its internal audit program in 2018, prioritise an internal audit of all cash handling and petty cash procedures and practices, and receive a report via the Audit and Risk Committee on the findings and recommendations for improvement.</p>	RMSO		Noted	C
				RMSO		Noted	C
				RMSO	28/2/18	c) EOI called and reported to March Ordinary Meeting	C
				RMSO	31/1/18	d) Noted for inclusion in 2018 Audit & Risk Committee Forward Plan.	C
				CFO	27/11/17	a) Email sent to senior staff seeking feedback	C
				CFO/EMCS	5/1/18	b) Prepare Council paper to put policy on public exhibition for 28 days. c) Tendering provisions expected to be drafted in the next three months (by 30 Sept 2019).	B
				CFO	21/11/17	Noted. Internal audit completed; draft report provided to ARIC. Final report to go to ARIC 16/4/19	C
				RMSO	31/1/18	members with final report to go to next ARIC meeting	C

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24 April 2018	19.04/18	Dept: C&G Submitted by: RMSO Reference/Subject: Report 4 – Report of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018	1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A.	RMSO	27/4/18	Noted	C
			2. Report No. 2 Chair's Review of Committee Performance. Committee Recommendation 2.1: <i>That Council receive and note the Audit, Risk and Improvement Committee Chair's Review of Committee Performance Report [Attachment B].</i>	RMSO	27/4/18	Noted	C
			3. Report No. 3 Policy Risk Management 2018. Committee Recommendation 3.1: <i>That Council:</i>				
			a. <i>place the draft Policy: Risk Management 2018, as amended by the Committee, on public exhibition for a period of 28 days [Attachment C].</i>	CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
			b. <i>adopt the draft Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no public submissions being received.</i>	CGR		No submissions received, added to Policy Register	C
			4. Report No. 4 2018 Internal Audit Program Committee Recommendation 4.1: <i>That Council receive and note the:</i>				
			a. <i>Charter: Internal Audit 2018, as modified by the Committee [Attachment D].</i>	RMSO		Noted	C
			b. <i>2018 Internal Audit Program, as modified by the Committee [Attachment E].</i>	RMSO		Noted	C
			5. Report No. 5 Committee Annual Program Committee Recommendation 5.1: <i>That Council receive and note the 2018 Annual Committee Program, as modified by the Committee [Attachment F].</i>				
				RMSO		Noted	C
			6. Report No. 6 Policy: Fraud and Corruption Control 2018 and Strategy: Fraud and Corruption Control 2018. Committee Recommendation 6.1: <i>That Council:</i>				
			a. <i>place the draft Policy: Fraud and Corruption Prevention 2018 on public exhibition for a period of 28 days [Attachment G].</i>	CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
			ii. <i>adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.</i>	CGR		No submissions received, added to Policy Register.	C
			b. <i>That Council adopt the Strategy: Fraud and Corruption Control 2018, as modified by the Committee, and note the financial implications for its implementation [Attachment H].</i>	CGR		Strategy added to Corporate Documents Register following adoption.	C
7. Report No. 7 Risk Management Action Plan 2017-18 Committee Recommendation 7.1: <i>That Council:</i>							

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			<p>a. receive and note the four improvement actions plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) resulting from Council's insurer's 'Continual Improvement Pathway Workbooks' used to self-assess the integrity of Council's existing systems [Attachment I].</p> <p>b. refer the four improvement action plans (footpaths, trees and tree roots, signs as remote supervision, and stormwater management) to the Director Infrastructure and Regulation for consideration as to funding and resourcing for implementation as part of the 2018/19 Operational Plan and Budget preparation process.</p>	DID		Noted	C
				DID		Pending.	B
24 April 2018	50.04/18	Dept: I&R Submitted by: DID Ref/Subject: Late Report 2 – Industrial Land Subdivision	<p>That Council resolve to:</p> <ul style="list-style-type: none"> 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, Progress detailed design of the subdivision and the construction of Stage 1, Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project. 	DID		Noted	C
				DID		Detailed design completed.	B
				DID		Signage installed. Valuation received. Probity advice received and probity plan developed. DA Consent concluded.	B
24 July 2018	35.07/18	Dept: DIR Submitted by: MDP Ref/Subject: Report 14 - Petition for a Primitive Campground at The Glen recreation area.	<p>That; Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.</p>	MDP		Pending funding for Open Spaces Strategy.	B
25 Sept 2018	30.09/18	Dept: DID Submitted by: MDP Ref/Subject: Report 16 – Recommendations of Uralla Township and Environs Committee July and August 2018 meetings	<p>That Council resolve to:</p> <ol style="list-style-type: none"> Consider re-adoption of the lapsed slogan, "Find Yourself In Uralla", and the stylised copperplate "Uralla" logo, in the context of the development of a Destination Marketing Plan Consider installation of "Find Yourself" street banners in Uralla should the slogan be re-adopted through the future development of a Destination Marketing Plan. Engage with Uralla Arts in relation to their proposal to design a makeover for The Glen recreation area information shelter. Engage with Uralla Arts in relation to their proposal to provide a strategy for the completion of "Constellations of the South" installation at The Glen recreation area. 	MDP		<ol style="list-style-type: none"> Noted Noted Engagement commenced Pending 	<p>B</p> <p>B</p> <p>B</p> <p>B</p>

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			<ol style="list-style-type: none"> 5. Engage with Uralla Arts in relation to their proposal to provide specifications and cost estimates for walking track works and exercise stations at The Glen recreation area. 6. Incorporate minor “Fibonacci” design components within a prominent existing park or other public area within Uralla to gauge public interest in the concept. 7. Write to the Uralla Township and Environs Committee and advise that no funding is available under the Regional Tourism Product Development Program for upgrading or developing meeting and/or local community facilities—including picnic or playground areas, local parks, barbeques, meeting facilities and regional and town entry features. 8. Advertise the Uralla Township and Environs Committee member vacancy resulting from the resignation of Fay Porter. 9. Provide a copy of this report and Council’s resolution to the Uralla Township and Environs Committee. 			<ol style="list-style-type: none"> 5. Pending – will be undertaken as part of the development of the Open Spaces Strategy 6. Pending 7. Complete 8. Complete 9. Complete 	<p>B</p> <p>B</p> <p>C</p> <p>C</p> <p>C</p>
28 Nov 2018	21.11.18	Dept: Infrastructure and Regulation Submitted by: MDP Ref/Subject: Report 8 - Recommendations of Uralla Township and Environs Committee September and October 2018 meetings	<p>That Council;</p> <ol style="list-style-type: none"> 1. Include consideration of the Rocky River Tennis Courts in the Uralla Open Spaces Strategy and provide UTEC with information regarding the tenure of the site, specifically with regard to leasing. 2. Instruct Council’s heritage advisor to investigate the history of Fuller Memorial Park as part of the reference material for the Uralla Open Spaces Strategy. 3. Instruct Council’s heritage advisor to research the history of the plaque that was removed when Thunderbolt’s Grave was enhanced and provide suggestions on options for interpretive signage for the layout of the Pioneer Cemetery. 4. Investigate options for suitable visual enhancement of the dump point and toilet at the Pioneer Cemetery. 5. Invite the McCrossin’s Mill Museum to submit an application for advertising signage at the Pioneer Cemetery directing people to the Museum for further information regarding the history of the cemetery. 6. Review the information available on tourist sites within Uralla and possible means of imparting information on significant sites to the travelling public. 7. Consult with representatives from community groups once Council has a draft plan for the installation of the new playground equipment in Alma Park which was formerly allocated to Pioneer Park under Round 1 of the Stronger Country Communities Fund. 	MDP		<ol style="list-style-type: none"> 1. Pending funding for Open Spaces Strategy. 2. Refer April Heritage Officer’s report 3. Refer April Heritage Officer’s report 4. Pending 5. Pending 6. Pending 7. Completed 	<p>A</p> <p>C</p> <p>C</p> <p>A</p> <p>C</p> <p>A</p> <p>C</p>

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28 Nov 2018	29.11/18	Dept: I & R Submitted by: DID Ref/Subject: Report 15 - Heritage Advisory Services Summary Nov 2018	That; 1. The Heritage Advisory Services Summary for November 2018 be received and noted by Council; and 2. That consideration be given to utilising the bronze plaques prepared for the Old Cemetery in Uralla as part of the Open Spaces Strategy.	DID/MDP		1. Complete 2. Pending funding for Open Spaces Strategy.	C B
18 Dec 2018	34.12/18	Submitted by: Cr Tara Toomey Ref/Subject: Notice of Motion 1 – Bridge St Design Project	That; Should funding be received for the High Pedestrian Activity Area-Bridge Street Detailed Design, Council resolve to; 1) As part of the community engagement strategy for the project: a) Publicise proposed designs of the project to the Uralla Shire community via Council’s newsletter and Facebook page and other print media where relevant. b) Provide relevant additional information to any address where street frontage is impacted by the design. c) Give consideration to suggestions and/or ideas which come from community consultation activities and provide feedback to the community which articulates that consideration. 2) Give consideration to the design intent of the Creative Village project and confirm to the design consultant the elements of the Creative Village project Council would like to see incorporated into the detailed design. 3) Request the design consultant address the potential for the project to increase traffic on local streets parallel to Bridge Street. 4) Refer the draft detailed design to the UTEC committee for comment. 5) Review traffic and accident data for local streets parallel to Bridge Street to determine if there has been an increase in traffic numbers and accidents over time. 6) Receive advice from the General Manager about the arrangements for the planting and maintenance of those blisters in Bridge Street not currently maintained by the generosity of volunteers. 7) Define the impact of any proposed project design on our Long Term Financial Plan and the next annual budget after implementation of the design is commenced.	DID		Noted. Funding not yet received.	B
26 Feb 2019	18.02/19	Committee: Budget Review & Finance Submitted by: GM Ref/Subject: Report 1 - LTFP – Horizontal Service Review – Priority Actions	That Council: Address the actions identified in the ‘First Tranche of Potential Actions’ list, in the Report, as follows: 1. Items: 1, 3, 4, and 14 be implemented or researched further then, where viable, implemented by staff as quickly as possible.	GM		1. <u>Item 1</u> : VIC stock pricing continuously reviewed as stocks are reordered and replenished. <u>Item 3</u> : Business case being prepared for energy initiatives <u>Item 4</u> : Stewart Brown business plans to address overhead com-	B B B

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			<p>II. Items: 2, 5, 6, 9, 11, 13, 16 and 18 be researched further and then presented to Council as quickly as possible for consideration and direction.</p> <p>III. Items: 7, 8, 10, 12, 15 and 17 are to have separate cost/benefit assessments prepared and presented to Council prior to, where possible, the final determination of the 2019/20 budget.</p> <p>IV. Items directly relating to Bundarra, specifically Item 6, be referred to the Bundarra School of Arts Hall Committee.</p>			<p>munity care costs and recovery: will refer to these for outcomes.</p> <p><u>Item 14</u>: Have identified potential phone cost savings in capability to renegotiate phone fleet pricing. Further investigation required. Internet costs are currently at retail price. Uralla Library and Bundarra Library internet costs partly funded by grant money. There are potential savings in the future once all council sites are connect through the NBN.</p> <p>II. <u>Item 2</u>: Completed as part of fees and charges review. C</p> <p><u>Item 5</u>: Reviewed at 27 August Ordinary Meeting. Council resolved that no action is to be undertaken C</p> <p><u>Item 6</u>: Pending further research and consultation with the Bundarra s355 School of Arts Hall Committee. B</p> <p><u>Item 9</u>: Pending further research B</p> <p><u>Item 11</u>: Further research being undertaken B</p> <p><u>Item 13</u>: Further research being undertaken B</p> <p><u>Item 16</u>: Pending further research B</p> <p><u>Item 18</u>: Landfill opening days to be addressed in waste management consultancy (see item 7 below) B</p> <p>III. <u>Item 7</u>: Strategic review of waste services to be undertaken. Draft Scope of Works for Waste Management Consultancy approved per resolution 21.02/19 B</p> <p><u>Item 8</u>: Pending further research B</p> <p><u>Item 10</u>: Pending further research B</p> <p><u>Item 12</u>: An option to implement business paper efficiencies was put to council workshop as additional C</p>	

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						budget item. Council determined not to fund in 2019/20 year. <u>Item 15</u> : Pending <u>Item 17</u> : See item 7 above IV. Noted	B B C
26 Feb 2019	31.02/19	Dept: Community & Governance Submitted by: CGR Ref/Subject: Report 10 - Draft Code of Conduct 2019 and Draft Procedures for the Administration of the Draft Code of Conduct 2019	That Council: 1. Exhibit the “Draft Code of Conduct 2019” (Attachment 1) for 28 days; and 2. Exhibit “Draft Procedures for the Administration of the Draft Code of Conduct 2019” (Attachment 2) for 28 days; 3. Subject to no submissions being received within 42 days, Council adopt the Draft Code of Conduct 2019 and Draft Procedures for the Administration of the Draft Code of Conduct 2019; and 4. Review council’s panel of conduct reviewers as required by the Draft Code. 5. Request the Mayor to ask the New England Joint Organisation to consider the establishment of a regional panel of Conduct Reviewers for the member Councils of the Organisation.	EMCS	Feb 2018	1. Complete 2. Complete 3. Policies adopted with no submissions received 4. Pending 5. Pending	C C C B B
26 Feb 2019	48.02/19	Dept: Infrastructure & Development Submitted by: MDP Ref/Subject: Report 25 - Recommendations of UTEC November and December 2018 meetings	That Council: receive and note the minutes of Uralla Township and Environs Committee for Tuesdays 13 November and 11 December 2018 and adopt the following suggestions as recommendations: 1. Council provide clear parameters to the Uralla Township and Environs Committee. 2. 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.	MDP		1. Completed 2. Pending funding for Open Spaces Strategy.	C B
26 Feb 2019	54.02/19	Submitted by: Cr Tara Toomey Ref/Subject: Uralla VIC	That Council: 1) Resolve to progress the detailed design, costings and tender documentation of the VIC in accordance with the plans put on display; and 2) Draw on the VIC Restricted Funds to meet the costs.	DID		1. Consultant engaged. Construction drawings and costings provided. 2. Noted	B C
26 March 2019	21.03/19	Dept: Community and Governance Submitted by: CCDE Ref/Subject: Report 5 – 2019 Bush Bursary/ CWA’s Scholarship Program	That a) Council participate providing one of the Uralla based medical practices commits to hosting a medical student in the Bush Bursary, CWA Scholarship Program 2019. b) Council allocate \$3,000 for the sponsorship of one medical student into the 2019/20 Operational Plan and Budget.	CCDE	August 2019	a) Confirmed Uralla Clinic, 32 Bridge Street will host a medical student in January 2020. b) Noted. Invoice from NSW Rural Doctors Network Ltd received and paid.	B

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26 March 2019	45.03/19	Dept: Infrastructure and Development Submitted by: MWWSS Ref/Subject: Confidential Report Acquisition of land Bundarra Sewerage Treatment Plant	That; Council authorise the General Manager to effect the purchase of a 20 ha portion of Lot 38 DP 753656 as detailed in this report, for the agreed Land Acquisition (Just Terms Compensation) value of up to \$132,000 plus GST (if applicable) and reasonable associated costs, including reasonable legal costs incurred by the landowners in entering into the Private Treaty Agreement.	DID	October 2019	In progress.	B
23 Apr 2019	09.04/19	Dept: General Manager's Office Submitted by: SEO Ref/Subject: Report 3 – Northern Inland Academy of Sport Proposal	That Council; Enter into the partnership agreement with the Northern Inland Academy of Sport at Attachment A and allocate \$2,000.00 in the 2019/20 Budget for the NIAS Associate Partnership.	GM	June 2019	Signed agreement sent to Northern Inland Academy of Support on 14 May 2019 for participation in the 2019 program. To be progressed in 2019/20 financial year.	B
23 Apr 2019	27.04/19	Submitted by: Cr Toomey Ref/Subject: Notice of Motion 1 – Uralla Return and Earn	That Council; a) Progress discussions with the Uralla community with a view to finding a suitable location to host a Return and Earn facility for the Uralla Shire. b) As part of these discussions, direct people to the TOMRA Cleanaway website (http://www.tcsw.com.au/) and the Return and Earn website (https://returnandearn.org.au/) to ensure that people and organisations who may be interested in being involved, are aware of the 3 return and earn systems and their hosting obligations and benefits. c) In the absence of any other location becoming available, Council Staff should give strong consideration to a location on Council land that provides the community with 24hrs access to an automated Return and Earn facility.	MWWSS	June 2019	a) Advertising undertaken b) Persons directed to web sites for information. c) Pending – if required.	C C A
28 May 2019	30.05/19	Dept: General Manager's Office Submitted by: GM Ref/Subject: Confidential Report 1 – General Manager Mid Term Performance Review 1/07/18 to 31/12/18	That Council; 1. Acknowledge the General Manager received an average result of 'Exceeds Expectations' for his 2018-2019 mid-term performance review conducted on Thursday 4th April 2019. 2. Engage with Local Government NSW to develop a General Manager's Performance Agreement for Uralla Shire Council that better reflects the needs of Council.	GM	June 2019	1. Noted 2. Pending – to be reviewed as part of the new GM's package.	C A

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25 June 2019	10.06/19	Dept: Infrastructure & Regulation Submitted by: MWWSS Ref/Subject: Late Report 2 – Funding Approval Safe and Secure Water Program Bundarra Sewer Scheme	<ol style="list-style-type: none"> Note the advice from Hon. Minister Melissa Pavey MP regarding revised NSW Government funding of up to \$6.557 million to complete the Bundarra Sewerage Scheme; and Authorise the General Manager to undertake the necessary negotiations to extinguish the funding agreement with Infrastructure NSW and enter into a new funding agreement with NSW Department of Industry – Water. 	MWWSS		<ol style="list-style-type: none"> Noted Pending. Draft funding deed received and under review. 	<p>C</p> <p>B</p>
23 July 2019	32.07/19	Submitted by: Cr R Crouch Ref/Subject: Notice of Motion - Modification of Uralla Development Control Plan to Accommodate Renewable Electricity Generation	That Council, in conjunction with the development of the Local Strategic Planning Statement, undertake a review of the Uralla Development Control Plan to include sections on wind and solar powered generating developments which may be proposed to be located within the Shire.	MDP	Dec 2019	Pending	B
27 Aug 2019	12.08/19	Dept: Infrastructure & Development Submitted by: DID Reference/Subject: Late Report #1 - Funding for Stronger Country Communities Round 3	<p>That Council place on public exhibition the following proposed projects to determine community support for its consideration in determining the application for funding under the Stronger Country Communities Round Three.</p> <p>Youth focussed:</p> <ul style="list-style-type: none"> ▶ Bundarra multipurpose courts at \$265,000 ▶ Upgrade to toilet block and canteen at the Uralla swimming pool including disabled and family change rooms and toilets at \$190,000 ▶ Library improvements – Uralla and Bundarra – including building works and equipment (High Technology Hub) and study spaces at \$200,000 <p>Total Youth focussed \$655,000</p> <p>Community focussed:</p> <ul style="list-style-type: none"> ▶ McMaugh Gardens improvements at \$100,000 including generator, insulation improvements and provision for shortfall (if required) for ensuite upgrade project ▶ Toilet at Gilmore Park at \$50,000 ▶ Memorial Hall additional works including painting and windows at \$125,000 ▶ Digital Community including visual electronic displays and Free WiFi in the Uralla CBD – at \$50,000 	DID		Completed	C

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			<ul style="list-style-type: none"> ▶ VIC refurbishment at \$100,000 with co contribution from Council at \$170,000 ▶ Entry statements (3 of) at \$50,000 in total ▶ Pioneer Park refurbishment at \$50,000 ▶ Outdoor gym either in The Glen or Pioneer Park at \$85,000 ▶ Walking track as per UTEC recommendation connecting Porter Park to Alma Park and The Glen along the creek at \$250,000 ▶ Mt Mutton Reservoir Murals at \$50,000 ▶ Woolridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables, etc at \$65,000 <p>Total Community focussed at \$975,000 And</p> <p>That Council approve a budget variation funded from reserves at \$15,000 to undertake the necessary application preparation and community consultation.</p>	DID/CFO		Noted for next QBR	B
27 Aug 2019	15.08/19	Dept: Corporate Services Submitted by: CGR Reference/Subject: Report 5 – Draft Complaints Management Policy 2019	<p>That Council</p> <ol style="list-style-type: none"> 1. Amend page 2 of the “Draft Complaints Management Policy 2019” under the heading ‘Further Document Information and Relationships’ to read ‘<i>The Councillors also represent the interests of the residents and ratepayers and can bring forward a complaint to the Councillors at any time.</i>’ 2. Approve the “Draft Complaints Management Policy 2019” at Attachment A for public exhibition for 28 days. 3. Subject to no submissions received during public exhibition, adopt the “Draft Complaints Management Policy 2019” at Attachment A. 4. That \$14,000 be included in the current budget to fund the first stage of the Complaints Handling System for training to be completed and the system operational, with funding to be addressed at the quarterly budget review. 5. That \$15,000 be listed in the 2020/2021 budget considerations for the full implementation of the Complaints Handling System. 6. Receive a biannual report outlining: <ul style="list-style-type: none"> • The number of complaints received; • The outcomes of complaints including matters resolved at the front line; • Issues arising from complaints; • Systemic issues identified; and • The number of requests received for internal and/or external review of our complaint handling. 	CGR	Aug 2019	<ol style="list-style-type: none"> 1. Policy amended 2. On exhibition to 27 September 2019 3. Pending 4. Noted for next QBR 5. Noted 6. Pending CRM 	C B B B B A

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27 Aug 2019	19.08/19	Dept: General Manager's Office Submitted by: GM Reference/Subject: Report 6 - Recommendations from the Communications Workshop Discussion	That the results of the communication workshop on the 13th August 2019 be noted by the Council and that the first tranche of communication improvement recommendations be: <ol style="list-style-type: none"> 1. Prepare an A3 version of the newsletter to be posted on community noticeboards. 2. Establish space at community noticeboards in the villages for council materials such as the newsletter, press releases and advertisements. 3. Establish email address registers of people who would like to be on a regular emailing list for council information or with links to council's latest website updates and social media posts. 4. Establish an email address register for local contractors who wish to be informed of opportunities to provide services to council. 5. Have a standard item for communication on the Council's Ordinary Meeting agenda to discuss communication of council's decisions at that meeting. 6. Provide letters to adjoining owners prior to construction works being carried out in the vicinity. 7. The weekly works report be published on the Council's web page. 	CDE CDE CDE DID GM DID DID	Sept 2019	<ol style="list-style-type: none"> 1. Process to prepare A3 version of newsletter implemented, community noticeboards being established 2. Pending 3. Newsletter Email Distribution List established 4. Completed 5. Ordinary Meeting agendas updated. 6. Noted 7. Commenced September 2019 	B A B C C C C
27 Aug 2019	31.08/19	Dept: Infrastructure & Development Submitted by: EMC Reference/Subject: Report 12 – Public exhibition and consultation outcomes for proposed resignation of management from selected Council managed Crown Reserves	That Council make a written application to the Minister for Department of Industry - Crown Lands requesting approval of Uralla Shire Council's resignation as Crown Land Manager of Crown land reserves identified as: <ul style="list-style-type: none"> • Lot 31 DP 755838 Kentucky South Reserve; • Lot 153 DP 755838 Kentucky South Reserve; • Lot 7010 DP 93183 Bundarra CBD Reserve; and • Lot 7002 DP 1072010 Rocky River Recreation Reserve. 	EMC		In progress	B
27 Aug 2019	39.08/19	Submitted by: Cr R Bell Reference/Subject: Notice of Motion 2 – Electricity and telecommunications supply to rural residential Subdivision/Development	That Council lay the matter on the table until the October 2019 Ordinary Meeting of Council.	MDP	Sept 2019	Presented to September 2019 Councillor workshop.	B
27 Aug 2019	42.08/19	N/A	That Council commence the recruitment process for a new General Manager utilising the services of Local Government NSW Employment Solutions.	Mayor	Sept 2019	Recruitment process with LGNSW commenced.	B

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Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS												
24 Sept 2019	06.09/19	Committee: Community Grants Panel Submitted by: GM Ref/Subject: Committee Report 1 – Community Grants Program 2019-20 - Round One	That Council adopt the following Committee Recommendation, to: 1) Approve the Bundarra Men’s Shed’s application in accordance with the General Grant Conditions and special conditions identified in Table 3 of this report; 2) Approve the Council on the Ageing NSW application on the condition that the training occur in Uralla; and 3) Correspond with the unsuccessful applicants as detailed in the Recommendations of the Committee, at Table 4 Unsuccessful Applicants of this Report.	GMO	October 2019	1) Letter of Offer sent 1 October 2019 2) Letter of Offer sent 1 October 2019 3) Letters to unsuccessful applicants sent 1 October 2019	C C C												
24 Sept 2019	09.09/19	Dept: General Manager’s Office Submitted by: SEO Ref/Subject: Report 3 – Schedule of Ordinary Meetings 2019-20	That Council: 1. Adopt the Schedule of Meetings for 2019-20 (contained at Attachment A) in accordance with clause 3.1 of the Uralla Shire Council Code of Meeting Practice; and 2. Place a Public Notice on council’s website, social media platform, council newsletter and in local print media detailing the date, commencement time and venue of each Ordinary Meeting scheduled for the 2019-20 period, in accordance with clauses 3.4-3.6 of the Uralla Shire Council Code of Meeting Practice.	SEO	Sept 2019	1. Complete 2. Complete	C C												
24 Sept 2019	12.09/19	Dept: General Manager’s Office Submitted by: SEO Ref/Subject: Report 4 – Councillor Committee Representation 2019-20	That Council: 1. Review the Committees Register, contained at Attachment A, and resolve to appoint Councillor delegates to each of the committees and external bodies for the 2019-20 year. 2. Appoint as Council’s representatives to the committees and external bodies for 2019-20 year: <table border="1" data-bbox="707 1086 1420 1477"> <thead> <tr> <th>Specific Purpose Committees/Panels</th> <th>Councillor Representatives</th> </tr> </thead> <tbody> <tr> <td>Audit, Risk and Improvement Committee</td> <td>1. Cr T Toomey 2. Cr R Crouch</td> </tr> <tr> <td>Australia Day Committee</td> <td>1. Cr L Sampson 2. Cr N Ledger</td> </tr> <tr> <td>Community Grants Panel</td> <td>1. Cr R Bell 2. Cr T Toomey 3. Cr T O’Connor</td> </tr> <tr> <th>External Boards, Committees and Organisations</th> <th>Councillor Delegate(s)</th> </tr> <tr> <td>Arts North West</td> <td>1. Cr N Ledger (Advisory Council) 2. Cr I Strutt (Delegate Alternate)</td> </tr> </tbody> </table>	Specific Purpose Committees/Panels	Councillor Representatives	Audit, Risk and Improvement Committee	1. Cr T Toomey 2. Cr R Crouch	Australia Day Committee	1. Cr L Sampson 2. Cr N Ledger	Community Grants Panel	1. Cr R Bell 2. Cr T Toomey 3. Cr T O’Connor	External Boards, Committees and Organisations	Councillor Delegate(s)	Arts North West	1. Cr N Ledger (Advisory Council) 2. Cr I Strutt (Delegate Alternate)	SEO	Sept 2019	1. Noted 2. Noted	C C
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SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

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24 Sept 2019	13.09/19	Dept: Corporate Services Submitted by: CGR Ref/Subject: Report 5 – Code of Conduct Annual Statistical Report 2018-19	That Council; a) Receive and note this report; and b) Provide the Office of Local Government with the Code of Conduct Annual Statistical Report for the period 1 September 2018 to 31 August 2019, by 31 December 2019.	EMCS		a) Noted b) Pending	C A																												
24 Sept 2019	14.09/19	Dept: Corporate Services Submitted by: CGR Ref/Subject: Report 5 – Code of Conduct Annual Statistical Report 2018-19	The Uralla Shire Council (“the Council”) resolves: 1. Pursuant to s. 296(2), (3) and (5A) of the Local Government Act 1993 (NSW) (“the Act”) that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.	EMCS	Sept 2019	Letter engaging NSW Electoral Commission sent 30 September 2019.	B																												

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
			<ol style="list-style-type: none"> 2. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council. 3. Pursuant to s. 296(2), (3) and (5A) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council. 4. That the NSW Electoral Commissioner (NSWEC) be notified of Council's resolution. 5. That provision be made in council's budget for associated costs. 	CFO		Estimated election costs already factored into LTFP	C
24 Sept 2019	17.09/19	Dept: General Manager's Office Submitted by: SEO Ref/Subject: Report 7 – Schedule of Actions as at 24 September 2019	<p>That:</p> <ol style="list-style-type: none"> 1. Council receive and note the Schedule of Actions as at 24 September 2019; 2. The General Manager write a letter to the Member for the Northern Tablelands indicating the community support for the Return and Earn facility in Uralla; and 3. That the Acting General Manager be authorised to have a Special Meeting to discuss the recruitment for the General Manager. 	GM	Oct 2019	<ol style="list-style-type: none"> 1. Noted 2. Letter sent 2nd October 2019 3. Noted 	C C C
24 Sept 2019	20.09/19	Dept: General Manager's Office Submitted by: SEO Ref/Subject: Report 10 – Recommendation to fill the vacancy on the Bundarra School of Arts Hall Committee	That Council appoint Mr Angus Cooke to the Bundarra School of the Arts Hall Committee for the term of this Council and in accordance with the Bundarra School of the Arts Hall Committee Constitution.	SEO	Sept 2019	Letter sent to Mr Cooke advising of Council resolution on 27 September 2019.	C
24 Sept 2019	25.09/19	Dept: Infrastructure & Development Submitted by: MDP Ref/Subject: Report 13 – Uralla Development Control Plan 2011 Amendment No 5	<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a period of not less than 28 days; and 2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment. 	MDP	Sept 2019	<ol style="list-style-type: none"> 1. On public exhibition until 23 October 2019 2. Noted 	B B

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS															
24 Sept 2019	26.09/19	Dept: Infrastructure & Development Submitted by: EMC Ref/Subject: Report 14 – Reclassification of Council Managed Crown Lands to Operational Land	That Council make a written application to the Minister for Department of Industry - Crown Lands to request reclassification of the following Crown land reserves from Community to Operational: <table border="1"> <thead> <tr> <th>Property</th> <th>Legal Description</th> <th>Locality</th> </tr> </thead> <tbody> <tr> <td>Bundarra Urban Reserve (Bundarra Caravan Park)</td> <td>Lot 7014 DP 93182, Lot 12 Section 17 DP 758181 Parish Bundarra County Hardinge</td> <td>BUNDARRA</td> </tr> <tr> <td>Kingstown Rubbish Depot</td> <td>Lot 96 DP 42118 Parish Baldwin County Hardinge</td> <td>KINGSTOWN</td> </tr> <tr> <td>Uralla Landfill</td> <td>Lot 172 DP 755846 Parish Uralla County Sandon</td> <td>URALLA</td> </tr> <tr> <td>Bundarra Landfill</td> <td>Lot 100 DP 753656 Parish Darbysleigh County Hardinge</td> <td>BUNDARRA</td> </tr> </tbody> </table>	Property	Legal Description	Locality	Bundarra Urban Reserve (Bundarra Caravan Park)	Lot 7014 DP 93182, Lot 12 Section 17 DP 758181 Parish Bundarra County Hardinge	BUNDARRA	Kingstown Rubbish Depot	Lot 96 DP 42118 Parish Baldwin County Hardinge	KINGSTOWN	Uralla Landfill	Lot 172 DP 755846 Parish Uralla County Sandon	URALLA	Bundarra Landfill	Lot 100 DP 753656 Parish Darbysleigh County Hardinge	BUNDARRA	EMC	Nov 2019	Underway	B
Property	Legal Description	Locality																				
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Bundarra Landfill	Lot 100 DP 753656 Parish Darbysleigh County Hardinge	BUNDARRA																				
24 Sept 2019	29.09/19	Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Report 15 – Projects for Nomination for Stronger Country Communities Round 3 - September 2019	Apply for grant funding under the Stronger Country Communities Round Three for the following projects in order of preference: <u>For Youth-Focussed Programs</u> <ol style="list-style-type: none"> Upgrade to toilet block and canteen at the Uralla swimming pool including: disabled and family change rooms and toilets, and installation of a disabled access lift at \$205,000 Bundarra multipurpose courts at \$265,000 Library improvements – Uralla and Bundarra – including building works and equipment (High Technology Hub) and study spaces at \$200,000 <u>For Community-Focussed Programs</u> <ol style="list-style-type: none"> McMaugh Gardens improvements at \$100,000 including generator, insulation improvements and provision for shortfall (if required) for ensuites upgrade project Digital Community including visual electronic displays and Free WiFi in the Uralla CBD – at \$50,000 Memorial Hall additional works including painting and windows at \$125,000 Woolridge Fossicking Reserve upgrades to internal roads, camp grounds, BBQs, picnic tables, etc at \$65,000 	DID	Sept 2019	Application submitted.	C															

SCHEDULE OF ACTIONS – RESOLUTION REGISTER

Key A: Action B: Being processed C: Completed

MEETING DATE	RESOLUTION NO.	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
24 Sept 2019	31.09/19	Dept: Infrastructure & Development Submitted by: AM Ref/Subject: Confidential Report 1 – Tender for upgrade of Uralla Tennis Courts	That Council:- Resolve to accept the tender from Power Court Pty Ltd for the upgrade of the tennis courts at the Uralla Sporting Complex and award the contract for the lump sum price of \$162,020 (inc. GST).	AM	2/10/19	Tender awarded and waiting on Power Court to accept the tender.	C
8 Oct 2019	X03.10/19	Dept: General Manager Submitted by: GM Ref/Subject: Report 1 – Appointment of New General Manager	The Council appoint a selection committee for the recruitment of the General Manager comprising the Mayor, Deputy Mayor, Councillor Toomey, and Councillor Strutt.	GM	Oct 2019	Noted	C
8 Oct 2019	X06.10/19	Dept: General Manager Submitted by: GM Ref/Subject: Report 1 – Appointment of New General Manager	<ul style="list-style-type: none"> i. The screening of the applicants by the Committee facilitated by Christian Morris from Local Government Management Solutions be held at 10:00am on 10th October 2019; ii. The first interviews commence at 9:00am on Monday, 21st October 2019; and iii. The final interviews of the most meritorious applicant(s) be held at 9:00am on the 12th November 2019. 	GM	Oct 2019	<ul style="list-style-type: none"> i. Noted ii. Noted iii. Pending 	<p>C</p> <p>C</p> <p>B</p>

Responsibility Matrix

Each of the resolution actions is assigned to a responsible local government officer, who provides progress reports to the Council each month. Set out below is the responsibility legend used throughout this Schedule of Actions document:

• GM	General Manager	General Manager's Office
• SEO	Senior Executive Officer	General Manager's Office
• CFO	Chief Financial Officer	General Manager's Office
• MHR	Manager Human Resources	General Manager's Office
• DID	Director Infrastructure and Development	Infrastructure and Development
• EMC	Environmental Management Coordinator	Infrastructure and Development
• MWWSS	Manager Waste, Water and Sewerage Services	Infrastructure and Development
• MDP	Manager Development and Planning	Infrastructure and Development
• MCI	Manager Civil Infrastructure	Infrastructure and Development
• AM	Asset Manager	Infrastructure and Development
• EMCS	Executive Manager Corporate Services	Corporate Services
• CCDE	Coordinator Community Development and Engagement	Corporate Services
• CTI	Coordinator Technology and Information	Corporate Services
• TPOO	Tourism Promotion and Operations Officer	Corporate Services
• RMSO	Risk Management and Safety Officer	Corporate Services
• EMACC	Executive Manager Aged and Community Care	Aged and Community Care
• MMG	Manager McMaugh Gardens Aged Care	Aged and Community Care
• MCC	Manager Community Care	Aged and Community Care



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 9 – Heritage Advisory Services Summary for October 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.1	To preserve, protect and renew our beautiful natural environment
Strategy:	3.1.2	Protect the Shire's historic buildings and sites, recognising their value to the community
Activity:	3.1.2.1	Provide heritage services and support
Action:	3.1.2.1.1	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund

SUMMARY:

This report summarises the activities undertaken by Mitch McKay, Council's Heritage Advisor, on his monthly visit undertaken for October 2019. His next visit will be Tuesday, 5 November 2019.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for October 2019 be received and noted by Council.

BACKGROUND:

The Heritage Advisory Services Summary is provided to Council for information purposes each month. The Heritage Advisor's services are offered free to all residents of Uralla Shire so as to facilitate discussion of heritage conservation within the Shire.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy):**
Provide heritage advisory services to the community to recognise and promote the value of Uralla Shire's heritage.
- 2. Policy and Regulation:**
Privacy and Personal Information Protection Act 1998
OLG Model Policy – Private and Confidential Information
- 3. Financial (LTFP):**
Nil
- 4. Asset Management (AMS):**
Nil

- 5. **Workforce (WMS):**
Nil

- 6. **Legal and Risk Management:**
Nil

- 7. **Performance Measures:**
Nil

- 8. **Project Management:**
Nil

Prepared by staff member:	Matt Clarkson, Manager Development & Planning
TRIM Reference Number:	UINT/19/5863
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Attachment 1 - Edited Heritage Advisor Summary Attachment 2 - Confidential Heritage Advisor Summary



Heritage

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HERITAGE ADVISORY MEMO

No. 73

date: 1 October 2019

ITEM 1: Pioneer/Uralla Square/Old Cemetery – John St, Uralla

On 26 September, 2019 I was requested by Council staff to contact a resident.

From my telephone conversation with the resident I understood he had a family member buried in the cemetery whose grave is in need of conservation work. No name was provided as to whom that family member was.

The resident's enquiry focussed on whose responsibility was it for the maintenance of the grounds and graves within the cemetery - his main concern being damaged monuments.

I stated that the cemetery is identified as a heritage item under Uralla LEP 2012 and that Council, as Trust Manager, would be responsible for maintenance of the cemetery.

Not knowing the particular grave the resident had concern for I requested that he write a letter to Council (addressing the correspondence to the General Manager), and in the letter identify the grave, attach any supporting information or images he may have of the grave, state what his concerns were and what work he believed needed to be undertaken.

The resident stated a willingness to assist with funding towards conservation work to the monument.



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HERITAGE ADVISORY MEMO

No. 73

date: 1 October 2019

ITEM 2: War Memorial Institute - 55 Bridge St, Uralla

Met the Trust Managers for the property regarding the Community War Memorials Fund 2019-2020.

This program is delivered by the NSW Office of Veteran Affairs and awards grants up to \$10,000 excluding GST, to help conserve, repair and protect war memorials across NSW to support community commemoration.

The program also awards grants, capped at \$2,000, for work to improve accessibility.

Under the Guidelines this property meets the eligibility criteria which in part states that the war memorial is listed on the NSW War Memorial Register, which it is, being described on the register as:

Description:

A combined World War One Memorial Committee and the Uralla Literary Institute constructed the two storey brick building. It has a central plaque on top of the building with 'Memorial Institute'.

It is a symmetrically designed building with a central hallway, simple timber supports and lattice work on the verandahs on the ground and first floors.

Designed by Inverell architect, J.F. O'Connor it was dedicated by the Minister for Education and local member, the Hon. David Drummond.

Inscription:

Memorial Institute 1927.

At the meeting I strongly suggested that the Trust Managers make two applications:

- 1) Under the \$10,000 program - works that they had identified in 2018 such as:
 - Repairs and or replacement of guttering and downpipes,
 - Repairs to windows,
 - Repainting,
 - Replacement of damaged/missing weatherboards,
 - Repointing of brickwork including chimneys, and
 - Electrical upgrades,
- 2) Under the \$2,000 program - repairs to or replacement of the existing equitable access ramp which they had also identified in 2018.

I also suggested that they obtain letters of support from the Mayor, RSL Sub-branch, CWA and McCrossins Mill Museum.


I offered to meet with them again on the 5 November to review their application/s, suggest any amendments and provide a letter of support, in my capacity as Council's Heritage Advisor, to accompany their application.

I provided the Trust Managers with the Inventory Sheet from the Uralla Community Based Heritage Study 2012 (SHI 2540203) to assist them with their application.

Closing dates for applications are:

Round 1 - 11 November 2019, 5pm

Round 2 - 25 April 2020, 5pm

A rectangular box containing a handwritten signature in green ink that reads "M. McKay".



Heritage

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HERITAGE ADVISORY MEMO

No. 73

date: 1 October 2019

ITEM 3: Bundarra Cemetery – Dawkins Rd, Bundarra

Had a discussion with a Council officer about the cultural and natural landscape aspects within the Bundarra cemetery as the officer is looking at preparing a Management Plan for the cemetery.

I provided the officer with copies of *guidelines for the conservation of monuments within cemeteries and maintenance of cemetery grounds*, which I had previously provided to Council on 6 August, 2013.

Both documents were general guidelines taken from the National Trust Guidelines for Cemetery Conservation – Second Edition 2009.

Searched for examples of recently prepared Management Plans for cemeteries that have included flora and fauna in their assessment and recommendations. Forwarded examples to the officer.

date: 1 October 2019

ITEM 4: Next Heritage Advisor visit

The Heritage Advisor's next visit will be 5 November, 2019.

A handwritten signature in green ink that reads "M. McKay".



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 10 – Works Progress Report as at 30 September 2019

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

SUMMARY:

The purpose of this report is to inform Council of the works that have been completed or progressed for the previous month, and works being undertaken in the current month.

OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during September 2019, and works programmed for October 2019.

BACKGROUND:

Council is kept informed on the progress of maintenance and construction works within the Shire.

REPORT:

A. Works Undertaken in September 2019

- 1. Main Road Maintenance**

MR73 Thunderbolts Way	General maintenance, Patching
MR124 Bundarra Road	General maintenance, Patching

- 2. Sealed Roads Maintenance**

Uralla Streets	Patching, mowing, repainting holding lines
Bundarra Town Area	Patching, mowing

- 3. Unsealed Roads Maintenance Grading**

Reids Roads	Graded
Bendemeer Road	Graded
Retreat Road	Graded
Kingstown Road	Graded

- | | |
|---|--|
| 4. Construction
Bingara Road 11.1km to 13.2km
Maitland Street shared path
Bundarra CBD footpath
Concrete slab around flag post and footpath at Memorial Gates at Alma Park | Continue reconstruction
Installation of drainage pipes
Installation of signage
Commence construction
Commence construction.
Completed |
| 5. Bridge / Signages
Bingara Road | Installation of Restart NSW signages |
| 6. Town Area
Uralla | Park maintenance, Recreational area maintenance, Cemetery maintenance, Sporting field maintenance, tree pruning |

B. Works to be continued/undertaken in October 2019

- | | |
|--|---|
| 1. Main Road Maintenance
Bitumen patching
Guide posting
Sign maintenance | |
| 2. Sealed Roads Maintenance
Bitumen patching
Guide posting | |
| 3. Unsealed Roads Maintenance
Bakers Creek, Gap Road, Carlon-Menzies Road, Hillview Road | Grading (subject to availability of water supply) |
| 4. Bridge/Sign
Northeys Road | Maintenance works |
| 5. Construction
Bingara Road 11.1 km to 13.2 km
Bingara Road 8.9 km to 11.1 km | Continue construction and bitumen seal
Preparation of Myall Swamp Box Culvert installation |
| 6. Town Area
Routine maintenance | |

KEY ISSUES:

Nil

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Nil
- 2. Policy and Regulation**
Nil

- 3. Financial (LTFF)**
In accordance with budget
- 4. Asset Management (AMS)**
In accordance with Asset Management Plan
- 5. Workforce (WMS)**
Council staff and contractors
- 6. Legal and Risk Management**
Maintaining Council assets to minimise legal and risk exposure
- 7. Performance Measures**
Works completed to appropriate standards
- 8. Project Management**
Works Manager, Overseer & Director Infrastructure & Development

Prepared by staff member:	Manager Civil Infrastructure
TRIM Reference Number:	UINT/19/5813
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Works Program to 30 September 2019

Capital Works Program - 30 September 2019

ID	Task Name	Baseline Cost	Actual Costs to date	Duration	Start	June Jun	July Jul	August Aug	September Sep	October Oct	November Nov	December Dec	January Jan	February Feb	March Mar	April Apr	May May	June Jun	July Jul
1	Upgrades	\$0.00		205 days	Mon 17/06/19														
2	Bingara Road upgrade, ch 6680 to 15000.	\$2,856,000....	\$1,317,040	136 days	Mon 17/06/19														
3	Leece Rd - Wilkins St to T-intersection (350m rehabilitation) - R2R	\$120,000.00	0	106 days	Mon 4/11/19														
4	Renewals	\$0.00		224 days	Mon 17/06/19														
5	Regional Roads	\$0.00		195 days	Mon 17/06/19														
6	Thunderbolts Way(MR73), reconstruction ch 22000 to 23650 (start from Gwydir River bridge)	\$400,000.00		31 days	Mon 4/11/19														
7	Thunderbolts Way(MR73) Final Seal - Drought Relief Project	\$40,000.00		180 days	Mon 17/06/19														
8	Bundarra Rd (MR124) Final Seal - Invergowrie Rd	\$40,000.00		195 days	Mon 17/06/19														
9	Local Roads (Rural) - Construction -R2R	\$531,000.00		60 days	Mon 3/02/20														
14	Local Roads - Urban	\$0.00		106 days	Mon 14/10/19														
15	John St - Bridge St to Queen St (K&G, asphalt overlay)	\$100,000.00	0	106 days	Mon 14/10/19														
16	John St - Queen St to Phillip Ave (asphalt overlay)	\$45,000.00	0	26 days	Mon 3/02/20														
17	Uralla Square - John St to Uralla St (asphalt overlay)	\$45,000.00	0	26 days	Mon 3/02/20														
18	Construction Projects	\$0.00		209 days	Tue 11/06/19														
19	Cyclepath - Maitland St	\$93,000.00	\$58,488	25 days	Mon 2/09/19														
20	Footpath - (Bundarra CBD - Court St)	\$59,544.00	\$35,186	80 days	Mon 26/08/19														
21	Kerb and Gutter	\$70,000.00		86 days	Mon 28/10/19														
22	Stormwater - Rowan Ave Box Culvert	\$45,000.00	\$5,200	209 days	Tue 11/06/19														

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Project: October 2019 - Attachment - W	Task		Inactive Task	Manual Summary Rollup		External Milestone	
	Split		Inactive Milestone	Manual Summary		Deadline	
	Milestone		Inactive Summary	Start-only		Progress	
	Summary		Manual Task	Finish-only		Manual Progress	
	Project Summary		Duration-only	External Tasks			



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director of Infrastructure & Development
Reference/Subject:	Report 11 – Development Approvals and Refusals for September 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
Activity:	2.1.4.1	Process building and development applications
Action:	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

SUMMARY:

The following details the development approvals issued by Council and by private certification for September 2019 for the entire local government area. A listing of development applications outstanding with a status as at the end of September 2019 has also been provided.

For information purposes a summary of the development values is provided from January 2009 until the end of September 2019. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of September 2019 is provided.

OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for September 2019.

Uralla Shire Council
Council Business Paper – 22 October 2019

REPORT:

Development Applications

Approved:

Development Application Number	Applicant	Property	Development
DA-69-2010-4	Mr P & Mrs F Forrest	33-37 Queen Street, Uralla	Modification – Subdivision of 5 Urban Lots into 5 Urban Lots
DA-53-2019	Mr D Coote	11 Baker Street, Bundarra	Shed & Carport
DA-54-2019	Mr G Noone	13 Park Street, Uralla	Change of Use – Tourist & Visitor Accommodation
DA-57-2019	Mr C & Mrs C Barnden	23 Park Street, Uralla	Ensuite Addition & Rear Spa Room
Monthly Estimated Value of Approvals: \$82,000.00			

Cancelled: Nil

Withdrawn: DA-7-2018-2 & DA-26-2018-2

Refused: Nil

Comparison to September 2018:

September 2018:	\$8,238.00	September 2019:	\$82,000.00
Year to date:	\$3,041,808.00	Year to date:	\$5,577,713.00
(Calendar Year)		(Calendar Year)	

Development Applications Outstanding

Application Number	Applicant	Property	Development	Status
DA-21-2017	Mr V Hudson	19 Karava Place, Uralla	Dual Occupancy & Conversion of Shed to Dwelling	Awaiting Applicant
DA-24-2017-2	Mr J Thompson & Ms Pauline McClements	5 Brentara Road, Invergowrie	Modification – Staged Development: Dwelling & Garage	Under Assessment
DA-26-2018-3	Mr G & Mrs A Ward	56 Salisbury Street & 26 Uralla Street, Uralla	Subdivision of Two Urban Lots to Create Three Urban Lots	Under Assessment
DA-40-2018	Mr L & Mrs C Seccombe	22 Baker Road, Invergowrie	2 Lot Subdivision	Awaiting Applicant
DA-44-2018	Mr K Hartley – Starfish Enterprises Network Ltd	192 Dumaresq Road, Saumarez Ponds	Natural Burial Ground – Private Cemetery & Shed	Awaiting Applicant
DA-43-2019	Ms G Alexander	1425 Bundarra Road, Invergowrie	Change of Use (Conversion of Shed to Dwelling)	Awaiting Applicant
DA-49-2019	Mr R & Mrs J Kaehler	41 Saumarez War Service Road, Saumarez	Change of Use – Dual Occupancy – Conversion of Shed to Dwelling	Awaiting Applicant
DA-55-2019	PONZ Armidale Pty Ltd	31 Hill Street, Uralla	Extension to Existing Building	Awaiting Applicant

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Development Applications Outstanding (continued)

Application Number	Applicant	Property	Development	Status
DA-58-2019	Mr A & Mrs J Thurlow	2 Barleyfields Road, Uralla	Shed including Workshop	Under Assessment
DA-59-2019	Mr M & Mrs R Neuer	39 Baker Road, Invergowrie	Conversion of Shed to Dwelling	Under Assessment
DA-60-2019	Mr C & Mrs K Cooper	36 Uralla Street North, Uralla	Dwelling	Under Assessment
DA-61-2019	Mr C & Mrs T Dawson	200 Burtons Lane, Kentucky South	Dwelling Relocation & Extension	Under Notification
DA-62-2019	Dr E Baker, Dr A Knirsch & Seritron Pty Ltd	2007 Bundarra Road, Yarrowyck	Dwelling	Under Assessment
DA-63-2019	Mr K & Mrs S Grant	296 Noalimba Avenue, Kentucky South	Warehouse	Under Notification
Total: 14				

Construction Certificates

Approved:

Application Number	Applicant	Property	Construction
CC-53-2019	Mr D Coote	11 Baker Street, Bundarra	Shed & Carport
CC-40-2019	Mr R Bennett	50 Salisbury Street, Uralla	Dwelling Internal Alterations & New Front Verandah Roof

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-48-2019	Ms C Ball	36 Bridge Street, Uralla	Secondary Dwelling and Tourist & Visitor Accommodation

Total Monthly Estimated Value of Construction Certificate Approvals: \$139,000.00

Complying Development Certificate Applications

Approved: Nil

Refused/Withdrawn: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CDC-11-2019	Ms C West	53 Gostwyck Street, Uralla	Bathroom Alteration
CDC-12-2019	Mr P & Mrs S Guy	15 Moffatt Road, Invergowrie	Dwelling Alterations to Laundry

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$36,500.00

Comparison to September 2018:

September 2018:	\$492,130.00	September 2019:	\$36,500.00
Year to date:	\$2,579,940.00	Year to date:	\$1,320,000.00
(Calendar Year)		(Calendar Year)	

Uralla Shire Council
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Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	9,259,318	76,523	4,678,720	4,580,598
2014	8,246,689	69,300	5,657,845	2,588,844
2015	9,137,065	85,393	6,980,198	2,156,867
2016	5,958,716	62,723	3,997,389	1,961,327
2017	8,131,959	82,979	5,953,666	2,178,293
2018	7,537,462	81,929	3,618,198	3,919,264
2019	6,897,713	91,970	5,577,713	1,320,000

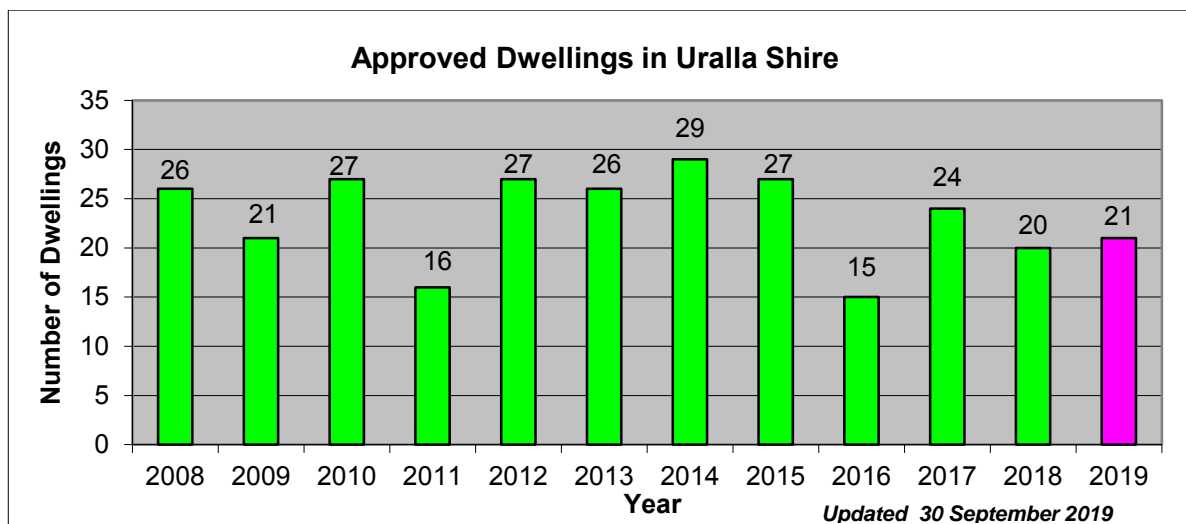
2019 to date

Financial Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	6,544,087	68,168	4,186,513	2,357,574
2017-2018	9,073,505	87,245	6,057,412	3,016,093
2018-2019	8,378,082	93,090	5,173,128	3,204,954
2019-2020	1,714,240	68,570	1,465,740	248,500

2019-2020 to date

Approved Dwellings 2008-2019



KEY ISSUES:

- *Development Applications approved by Council for September 2019 – 4*
- *Development Applications refused by Council for September 2019 – 0*
- *Development Applications cancelled by Council for September 2019 – 0*
- *Development Applications withdrawn by Applicant for September 2019 – 0*
- *Outstanding Development Applications as at 30 September 2019 – 14*
- *Construction Certificates approved by Council for September 2019 – 2*
- *Construction Certificates refused by Council for September 2019 – 0*
- *Construction Certificates issued by private certification for September 2019 – 1*
- *Complying Development Applications approved by Council for September 2019 – 0*
- *Complying Development Applications refused by Council for September 2019 – 0*
- *Complying Development Applications withdrawn by Applicant for September 2019 – 0*
- *Complying Development Applications issued by private certification – 2*
- *Total Development Value for 2019 as at 30 September 2019 – \$6,897,713*
- *Average Development Value for 2019 as at 30 September 2019 – \$91,970*
- *Development Application Value for 2019 as at 30 September 2019 – \$5,577,713*
- *Complying Development Application Value for 2019 as at 30 September 2019 – \$1,320,000*
- *Approved dwellings as at 30 September 2019 – 21*

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The Development Approvals and Refusals for September will be placed in the next available newsletter.

2. Policy and Regulation

Environmental Planning & Assessment Act, 1979

Environmental Planning & Assessment Regulations, 2000

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

Administration Officer

TRIM Reference Number:

UINT/19/5811

Approved/Reviewed by Manager:

Manager Development & Planning

Department:

Infrastructure & Development

Attachments:

Nil



REPORT TO COUNCIL

Department:	Infrastructure and Development
Submitted by:	Manager Planning and Development
Reference/Subject:	Report 12 – DIVISION DECISION - Development Application 60/2019 - Dwelling - 36 Uralla Street, Uralla

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development
Activity:	2.1.4.1	Process building and development application
Action:	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

NOTE TO COUNCILLORS:

In accordance with the provisions of S375A of the *Local Government Act 1993*, a Division is to be called whenever a motion for a planning decision is put to the meeting, for the purpose of recording voting on planning matters.

SUMMARY:

Proposal:	Dwelling
Property description:	Lot 1 DP 1255554 Assessment 10110
Applicants:	Charlie and Kathy Cooper
Owner:	Charlie Cooper
Zoning:	R1 General Residential
Date received:	9 September 2019
Public notification or exhibition:	Yes
Exhibition period:	13 September 2019 – 27 September 2019
Submissions:	One
Other approvals:	Nil

OFFICER'S RECOMMENDATION:

That Council approve the Development Application 60/2019 for a dwelling at 36 Uralla Street, Uralla (Lot 1 DP 1255554) subject to the following conditions of consent:

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Compliance with National Construction Code & insurance requirements under the Home Building Act 1989

Please Note: A reference to the National Construction Code is a reference to that Code as in force on the date the application is made for the relevant:

- (a) development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.

Erection of signs

3. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - (a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (c) stating that unauthorised entry to the site is prohibited.
4. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Notification of Home Building Act 1989 requirements

5. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - (a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - (b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the relevant owner-builder permit.
6. If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

GENERAL CONDITIONS

7. The development shall be implemented in accordance with:
- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - (b) The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.

8. The owner of the property is to ensure that any structure is installed:
- (a) to meet the setback requirements of the approved plans,
 - (b) to be located within the confines of the lot, and;
 - (c) so that it does not interfere with any easements or covenants upon the land.

Reason: To avoid any structures being erected in a location where it would be inappropriate.

9. The dwelling is to be inspected at the following stages of construction:
- before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering waterproofing in any wet area**
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**
 - in the case of a swimming pool, after the construction of the swimming pool is completed and the barrier (if one is required under the Swimming Pools Act 1992) has been erected and before the pool is filled with water,

** denotes a critical stage inspection (a mandatory inspection under Section 109C of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a *development where a critical stage or other nominated inspection has not been carried out.

Council has limited capacity for inspections, which may only be on specific days. Please contact Council well in advance to arrange an inspection.

*All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer

Reason: To ensure compliance with appropriate standards.

10. A Construction Certificate must be obtained from a Certifying Authority before work commences.
- Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*

11. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued.
- Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*

12. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:

- (a) By piping to the street gutter.
- (b) By piping to a rainwater tank and then via the overflow to the street gutter.

Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.

13. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.

Reason: To ensure pedestrian and vehicular safety during construction.

14. The driveway must be concrete or bitumen sealed to a minimum width of three metres from the property boundary to the seal of Uralla Street. Splays to the Uralla Street seal must also be provided.

Reason: To ensure an appropriate standard of access..

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

15. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement.

Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

16. The owner of the property is to ensure that any building is constructed:

- (a) to meet the setback requirements of the approved plans,
- (b) to be located within the confines of the lot, and;
- (c) so that it does not interfere with any easements or covenants upon the land.

Reason: To avoid any buildings being erected in a location where it would be inappropriate.

17. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday	7.00 AM to 5.00 PM
Sunday & public Holidays	No construction activities are to take place.

Reason: To ensure that public amenity is not unduly affected by noise.

18. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.

19. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.

Reason: To provide effective sanitation of the site during building construction.

20. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

Reason: To preserve the amenity of the locality and protect stormwater systems.

21. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

Reason: To ensure that Council's stormwater system is protected.

22. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

23. (a) divert uncontaminated run-off around cleared or disturbed areas,
(b) erect a silt fence to prevent debris escaping into drainage systems or waterways,
(c) prevent tracking of sediment by vehicles onto roads,
(d) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

Reason: To prevent pollution from detrimentally affecting the public or environment.

ADVISORY NOTES – GENERAL

24. The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
25. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
26. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
27. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
28. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets

in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

29. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

BACKGROUND:

Development Application 35/2017 for a dwelling at 36 Uralla Street, Uralla was received on 26 June 2017. On 15 August 2017, Council wrote to the applicant requesting a Hydraulic Engineering Report to ascertain the flood impact of the proposed development. This report was provided 26 April 2018.

The application was considered at the 24 July 2018 council meeting. Motion 15.07/18 was carried that the report lay on the table awaiting further information from the applicant. Amended plans were received 11 December 2018 which showed that the dwelling was still within the Flood Planning Level for Uralla. At the 26 February 2019 council meeting the application was refused due to flood risk.

Development Application 60/2019 for a dwelling on the same site was received on 9 September 2019. This application differed from the previous application in that it proposed that the dwelling be sited above the Flood Planning Level for Uralla. Further, where the previous application was over two lots, these lots have since been amalgamated into one.

REPORT:

The applicant is proposing to construct a dwelling on a lot which is largely below the Flood Planning Level for Uralla. The level is based on the 1% Annual Exceedance Probability which was determined by the Uralla Rocky and Uralla Creeks Flood Study, adopted by Council 23 June 2017.

One submission was received during the exhibition period. The substance of the submission related to flood risk and the colour of brick to be used in construction.

KEY ISSUES:

Matters raised in the one submission received:

Flood hazard: The flood hazard of the proposed dwelling is compliant with applicable floodplain development standards in the Uralla Local Environmental Plan 2012 (LEP) and Uralla Development Control Plan 2011 (DCP). No significant impact expected.

Colour of brick veneer: The applicant has confirmed that it is proposed to construct the dwelling using light coloured brick, however there is no reason to suggest that use of this material is a poor design outcome. No significant impact expected.

Image 1: Flood Planning Level and approximate building envelope for the proposed dwelling.



CONCLUSION:

No significant adverse impacts are known or expected should the application be approved. In this context it is considered appropriate to approve the Development Application.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Nil
- 2. Policy and Regulation**
Uralla Development Control Plan 2011
Uralla Local Environmental Plan 2012
Environmental Planning and Assessment Regulation 2000
Environmental Planning & Assessment Act 1979
- 3. Financial (LTFP)**
Nil
- 4. Asset Management (AMS)**
Nil
- 5. Workforce (WMS)**
Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

9. Disclosure of Political Donations and Gifts

Has a Political Donations Disclosure Statement been received in relation to this application?	No
Political Donation Disclosure Statement register details	N/A
Have staff received a gift or benefit from anyone involved in this application that needs to be disclosed?	No
Gift and benefits register details	N/A

Prepared by staff member:	Matt Clarkson, Manager Development and Planning
TRIM Reference Number:	UINT/19/5864
Approved/Reviewed by Manager:	Terry Seymour, Director Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	1 - Development Application Assessment Report 60/2019 2 - Submission

Development Assessment Report

DA Number: DA-60-2019 **Council:** Uralla Shire Council
Location: 36 Uralla Street North URALLA
Development Description: Dwelling
Title Details: Lot: 1 DP: 1255554

Property Details/History

	Checked	Comments
File History	Yes	
Title Plan	Yes	
Check Ownership	Yes	

Application Type

Is this application an Integrated Development Application? No
Is it a BASIX affected development? Yes. Certificate 1019938S supplied.

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence or referral? No
Is there any other issue that requires notation? No
Does this application require referral for decision by Council? No

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned: R1 General Residential

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.

Is there a draft LEP or draft LEP amendment which may affect this proposal? No

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal? Yes

Chapter	Compliance	Comment
3	No	Setbacks are not compliant, however strict compliance with the development standards is considered unwarranted and unreasonable in this instance.

Regional Environmental Plan

The proposed development is not inconsistent with the New England North West Regional Plan.

State Environmental Planning Policy

Is this proposal affected by a SEPP?

No

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts?

No

Environmental Impacts – Heritage

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on?

Heritage	Impact	Comment
European	No	
Aboriginal	No	

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected?

Yes

Comment: The majority of the property is well within the 1% AEP level, however the footprint of the dwelling is outside of the flood planning level. See annotated aerial image below. No significant impact expected.



Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map? No

Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council? No

Infrastructure

Has an engineering assessment been completed? No

Does this proposal have any potential infrastructure impacts? No

Construction Assessment

Is a construction assessment required? No

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required? Yes

What the type of assessment/approval required? B1, B5 and B6.

Developer Contributions

Section 7.11 – EP & A Act

Does this proposal require any Developer Contribution? No

Signage

Does this proposal require signage? No

Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified? Yes

Is this application an advertised development application? No

Were there any written submissions received? Yes

If Yes, what was the number of submissions received? One

Submission Maker	Issue	Comment
Ruth Barratt and Kaye Sutton	Flood risk, design, and construction materials	Flood risk compliant with applicable floodplain development standards in the Uralla Local Environmental Plan 2012 (LEP) and Uralla Development Control Plan 2011 (DCP). There is nothing to suggest that the design or materials proposed to be used for construction are of a poor standard.

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues?

No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal

Yes

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

No issues warranting further detailed consideration have been identified.

Recommendation

No significant adverse impacts are known or expected on the natural, social or economic environment as a result of the approving the application. In that context it would be appropriate to approve the Development Application subject to the attached recommended conditions of development consent.

Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached:

No

Signed:



Matt Clarkson, Manager of Development and Planning

Date: 14.10.2019

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Compliance with National Construction Code & insurance requirements under the Home Building Act 1989

Please Note: A reference to the National Construction Code is a reference to that Code as in force on the date the application is made for the relevant:

- (a) development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the *National Construction Code*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.

Erection of signs

3. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - (a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - (c) stating that unauthorised entry to the site is prohibited.
4. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Notification of Home Building Act 1989 requirements

5. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - (a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - (b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the relevant owner-builder permit.
6. If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

GENERAL CONDITIONS

7. The development shall be implemented in accordance with:
- All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - The details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.

8. The owner of the property is to ensure that any structure is installed:
- to meet the setback requirements of the approved plans,
 - to be located within the confines of the lot, and;
 - so that it does not interfere with any easements or covenants upon the land.

Reason: To avoid any structures being erected in a location where it would be inappropriate.

9. The dwelling is to be inspected at the following stages of construction:
- before the pouring of footings**
 - before covering drainage (under hydrostatic test)
 - before pouring any reinforced concrete structure **
 - before covering the framework for any wall, roof or other building element **
 - before covering waterproofing in any wet area**
 - before covering any stormwater drainage connections
 - when the building work is completed and all conditions of consent have been addressed**
 - in the case of a swimming pool, after the construction of the swimming pool is completed and the barrier (if one is required under the Swimming Pools Act 1992) has been erected and before the pool is filled with water,

** denotes a critical stage inspection (a mandatory inspection under Section 109C of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a *development where a critical stage or other nominated inspection has not been carried out.

Council has limited capacity for inspections, which may only be on specific days. Please contact Council well in advance to arrange an inspection.

*All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer

Reason: To ensure compliance with appropriate standards.

10. A Construction Certificate must be obtained from a Certifying Authority before work commences.
- Reason: To ensure compliance with Cl.146 of the Environmental Planning and Assessment Regulation 2000.*
11. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued.
- Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979 and to restrict the use of the premises until the terms of the Development Consent have been complied with so as to ensure the health and safety of occupants of the building.*

12. Roof water is to be disposed in a manner that does not cause a nuisance for neighbouring properties, by one of the following methods:
 - (a) By piping to the street gutter.
 - (b) By piping to a rainwater tank and then via the overflow to the street gutter.

Reason: To alleviate any potential stormwater problems with respect to the buildings on the allotment or adjoining allotments.

13. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The application must be approved prior to the issue of a Construction Certificate.

Reason: To ensure pedestrian and vehicular safety during construction.

14. The driveway must be concrete or bitumen sealed to a minimum width of three metres from the property boundary to the seal of Uralla Street. Splays to the Uralla Street seal must also be provided.

Reason: To ensure an appropriate standard of access..

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

15. The owner/s of the property are to give Council written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement.

Reason: To ensure compliance with the Environmental Planning and Assessment Regulation 2000

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

16. The owner of the property is to ensure that any building is constructed:
 - (a) to meet the setback requirements of the approved plans,
 - (b) to be located within the confines of the lot, and;
 - (c) so that it does not interfere with any easements or covenants upon the land.

Reason: To avoid any buildings being erected in a location where it would be inappropriate.

17. The applicant shall ensure that noise pollution is minimised during the course of construction. The use of power tools and/or similar noise producing activities shall be limited to the following hours:-

Monday to Saturday 7.00 AM to 5.00 PM

Sunday & public Holidays No construction activities are to take place.

Reason: To ensure that public amenity is not unduly affected by noise.

18. All works are to be executed in a good and workmanlike manner and all materials are to be installed as per manufacturers' instructions and any applicable Australian Standards.

Reason: To ensure that the building work is completed in accordance with the approval and is in a safe and healthy condition for use by occupants.

19. The builder shall provide a temporary sanitary service to the building site before building operations are commenced.

Reason: To provide effective sanitation of the site during building construction.

20. All construction materials, sheds, skip bins, spoil, temporary water closets etc. shall be kept wholly within the property and not placed on public land or in a position that may result in materials/debris being washed onto the roadway or into the stormwater drainage system.

Reason: To preserve the amenity of the locality and protect stormwater systems.

21. Temporary kerb and gutter crossings shall be installed to protect existing kerbs, channels and/or laybacks. Such protection shall consist of timber, concrete, steel or the like and shall not cause any diversion or build-up of drainage flow. Materials that could cause interference with council's drainage system shall not be used.

Reason: To ensure that Council's stormwater system is protected.

22. A copy of the approved and certified plans, specifications and documents incorporating conditions of approval and certification shall be kept on the Subject Site at all times and shall be readily available for perusal by any officer of Council or the PCA.

Reason: To ensure compliance with approved plans.

23. Run-off and erosion controls must be implemented before construction, and maintained to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

- (a) divert uncontaminated run-off around cleared or disturbed areas,
- (b) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- (c) prevent tracking of sediment by vehicles onto roads,
- (d) stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

Reason: To prevent pollution from detrimentally affecting the public or environment.

ADVISORY NOTES – GENERAL

24. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
25. It is possible that a covenant may affect the land which is the subject of this consent. The grant of this consent does not necessarily override that covenant. You should seek legal advice regarding the effect of any covenants which affect the land.
26. Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.
27. Any alteration to the drawings and/or documentation shall be submitted for the approval of Council. Such alterations may require the lodgement of an application to amend the consent under s4.55 of the Act or a fresh development application. No works other than those approved under this consent shall be carried out without the prior approval of Council.
28. Telecommunications Act 1997 (Commonwealth): Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.
29. Pursuant to Section 94(1)(a) of the *Local Government Act 1993 (General) Regulation 2005*, prior to any water main extension work or sewer main extension work the developer is to apply for a Section 68 Certificate approval and submit proposed plans.

END

From:
Sent: Sunday, 22 September 2019 12:06 PM
To: Council
Subject: TRIM: Application No. DA-60-2019 - 36 Uralla Street North, Uralla

Follow Up Flag: Follow up
Flag Status: Completed

HP TRIM Record Number: UI/19/3485

Matt Clarkson
Manager Planning & Regulation

Dear Mr. Clarkson:

We thank you for your letter, including draftsman's (NOT architectural) drawings for the proposed house to be built on the above site for our review.)

Our priority comment is - has the owner ever seen the creek in flood in this particular area? I know we don't have much water in the creek at present but when the rains do come the level will come up quite a distance on this land and affect any construction there - is common sense being considered here?

Also, we question the quality of the design of this house - and it probably is to be built in cream bricks ??- a terrible resolution. Uralla desperately needs better housing designs - the level and standard of architectural design is not good enough in this day and age.

Thank you for the opportunity to comment.

12. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE



NOTICE OF MOTION

Submitted by:	Cr Robert Bell
Subject:	Notice of Motion 1 – Electricity and telecommunications supply to rural residential Subdivision/Development

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	2.1	An attractive environment for business, tourism and industry
Strategy:	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development
Activity:	2.1.4.1	Process building and development application
Action:	2.1.4.1.1	Assess and determine development, construction, and other regulatory applications

SUMMARY:

This motion is to consider allowing alternate methods of providing telecommunications and electricity to new subdivisions/developments.

If a wireless connection has access to the NBN, then a landline may not be required. However, a restriction must be included on the Section 88B instrument alerting future landowners to the provision only of a wireless service.

Similarly if the proposed development is not to be connected into the electricity grid, a suitable restriction must be included on the Section 88B instrument, alerting future landowners to the reliance upon photovoltaic or a similar installation.

COUNCILLOR'S MOTION:

That Council include alternate methods of providing telecommunications and electricity for new subdivisions/developments in its Development Control Plan.

BACKGROUND:

Council's current DCP requires developers to provide reticulated electricity and suitable telephone provisioning. The applicant must provide a letter from the relevant electricity energy provider stating that satisfactory arrangements have been made for the supply of electricity. The applicant must also provide evidence that satisfactory arrangements have been made for telecommunications infrastructure in the subdivision/development. These letters are to be provided to Council prior to the release of the subdivision certificate.

REPORT:

With the improvements in wireless communication and off the grid energy supply options, it is appropriate for Council to review its current Development Control Plan, which requires approval from the relevant authorities for telecommunications and electricity.

Both these authorities can be expensive and time consuming and may not offer the best option for developers. In some areas it will also require clearing treed areas to provide a clear line for the above and/or below ground services.

It is, however, critical that if Council does include alternative methods of supplying power:

- (a) it is provided in accordance with relevant Australian Standards. The developer must provide full details and specifications for the proposed wind/solar unit and storage facility;
- (b) it can be demonstrated that it will provide sufficient power to meet the needs of proposed use of the land; and
- (c) where the power supply is to serve more than one lot, appropriate measures, or agreements, are put in place to ensure ongoing provision and maintenance.

For alternate telecommunications the wireless connection needs to be compatible with the NBN.

Any alternative to the standard option for the provision of power and/or telecommunications must include a suitable restriction on the Section 88B instrument, alerting future landowners. Council will not be held liable for any future request for an upgrade of either of these services.

KEY ISSUES:

- Developer to provide full details and specifications.
- Developer to provide evidence from manufacturer that proposed system will provide suitable capacity.
- Any non-standard option is to include a suitable restriction on the Section 88B instrument to ensure Council is not held liable for any upgrade by future landowners.
- Allow developers to consider cost effective options utilising 21st Century technology.

CONCLUSION:

That Council support this proposed amendment to our Development Control Plan, subject to appropriate protection for Council in the future.

Council staff advise that with regard to the above motion:

- Any proposed amendments to the DCP should be workshopped with Councillors as a starting point.
- The draft needs to be sent to DPE for comment. This is an important stage prior to public exhibition as DPE will need to ensure that the DCP is not inconsistent with any Environmental Planning Instrument, noting that Direction 5 of the New England North West Regional Plan is to “Grow New England North West as the renewable energy hub of NSW”.
- Following DPE approval, the DCP must be publicly exhibited.
- Any submissions received during the exhibition period must be assessed and a post exhibition report should be prepared so that Council can consider whether to adopt the draft amendments as exhibited and other additional minor amendments recommended as a result of the public exhibition.
- The draft needs to be sent to DPE for approval.
- If approved, Council may then elect to adopt the DCP.

1. **Community Engagement/ Communication (per engagement strategy)**
DCP changes require public exhibition

2. **Policy and Regulation**
Modifications require DPE consent

3. **Financial (LTFF)**
N/A

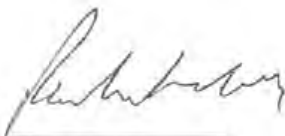
4. **Asset Management (AMS)**
N/A

5. **Workforce (WMS)**
TBD

6. **Legal and Risk Management**
TBD

7. **Performance Measures**
N/A

8. **Project Management**
N/A



Councillor

Supporting Councillor: *As*

NAME OF COUNCILLOR: *Tara Toomey*

SIGNED: *Mickelton*

- 13. CONFIDENTIAL MATTERS**
- 14. COMMUNICATION OF COUNCIL DECISIONS**
- 15. CONCLUSION OF THE MEETING**

END OF BUSINESS PAPER