



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

25 June 2019

Andrew Hopkins
GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 25 June 2019

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- BUSINESS AGENDA -
Ordinary Meeting of Council
25 June 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 the Budget Review and Finance Committee Meeting held 14 May 2019
 - Report 2 - Recommendations of Uralla Township and Environs Committee April and May 2019 meetings
- 11. Reports to Council**
 - Report 1 - Cash at Bank and Investments
 - Report 2 - Public Exhibition of Draft Delivery Program 2017-21 and Operational Plan 2019-20
 - Report 3 - Review of Council Policies - Update
 - Report 4 - Shared Internal Audit Resource
 - Report 5 - Budget Review and Finance Committee Meeting Schedule for 2019-20
 - Report 6 - Continuation of the Uralla Township and Environs Committee
 - Report 7 - Community Grants Program - Individuals 2018-19
 - Report 8 - Monthly Report – Library
 - Report 9 - Monthly Report - Visitor Information Centre
 - Report 10 - Schedule of Actions as at 25 June 2019
 - Report 11 - Development Approvals and Refusals for May 2019
 - Report 12 - Heritage Advisory Services Summary for June 2019
 - Report 13 - Uralla Pedestrian Access Mobility Plan for Public Exhibition
 - Report 14 - Pollution Studies Reduction Program for EPL 1626 (Uralla Sewage Treatment Plant)
 - Report 15 - Probity Plan and Probity Protocols Template - Light Industrial Subdivision - Rowan Avenue
- 12. Motions on Notice/Questions with Notice**
- 13. Confidential Matters**
- 14. 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 25 June 2019 Meeting of Council:

- Ordinary Meeting of Council held 28 May 2019 (copy enclosed)

Minutes to be received and noted at the 25 June 2019 Meeting of Council:

- New England Joint Organisation Meeting held 27 May 2019 (copy enclosed)
- Country Mayors Association of New South Wales held 31 May 2019 (copy enclosed)



ORDINARY MEETING OF COUNCIL

Held at 12:30pm
28 May 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 A Hopkins, General Manager
Mr T Seymour, Director Infrastructure & Development
Mr S Paul, Chief Financial Officer
Minute Clerk

MINUTES

Minutes of the Uralla Shire Council at an Ordinary Meeting
held at 12:30pm on 28 May 2019

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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, General Manager (Mr A Hopkins), Director Infrastructure and Development (Mr T Seymour), Chief Financial Officer (Mr S Paul), Manager Planning and Development (Mr M Clarkson), 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 receipt of an apology from Cr T Toomey.

MOTION (Crs M Dusting / R Crouch)

That;

Council accept the apology from Cr T Toomey for the ordinary meeting held 28 May 2019.

01.05/19

CARRIED

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 28 May 2019 Meeting.

COUNCILLOR	ITEM OR REPORT NUMBER	PECUNIARY OR NON-PECUNIARY INTEREST	NATURE OF INTEREST
R Crouch	Report 13	Non-pecuniary	Near Neighbour

6. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 28 May 2019 Meeting:

- Minutes of Ordinary Meeting held 23 April 2019 (to be confirmed)
- Minutes of Extraordinary Meeting held 14 May 2019 (to be confirmed)

AMENDMENTS

The Chair referred Councillors to the Minutes of the Ordinary Meeting held 23 April 2019 and called for any amendments.

There were no amendments requested by Councillors.

MOTION (Crs I Strutt / M Dusting)

That;

Council adopt the Minutes, as a true and correct record of the Ordinary Meeting held 23 April 2019.

02.05/19

CARRIED

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The Chair referred Councillors to the Minutes of the Extraordinary Meeting held 14 May 2019 and called for any amendments.

There were no amendments requested by Councillors.

MOTION (Crs R Crouch / I Strutt)

That;

Council adopt the Minutes, as a true and correct record of the Extraordinary Meeting held 14 May 2019.

03.05/19

CARRIED

Minutes to be received and noted at the 28 May 2019 Meeting:

- Budget Review and Finance Committee Meeting held 9 April 2019
- Unconfirmed Minutes of the Bundarra School of Arts Hall s355 Committee Meeting held 17 April 2019
- New England Weeds Authority Meeting held 19 February 2019
- Unconfirmed Minutes of the New England Weeds Authority Meeting held 16 April 2019

MOTION (Crs N Ledger / I Strutt)

That;

Council receive and note the following Minutes:

- Budget Review and Finance Committee Meeting held 9 April 2019
- Unconfirmed Minutes of the Bundarra School of Arts Hall s355 Committee Meeting held 17 April 2019
- New England Weeds Authority Meeting held 19 February 2019

04.05/19

CARRIED

7. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS

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

8. PRESENTATIONS

Speaker 1:	Mr Calum Findlay
Subject:	Objection to Development Application DA-11-2019 – Wind Turbine and Tank Stand

The Chair introduced the Speaker, Mr Calum Findlay.

The Speaker addressed Council to speak against Development Application DA-11-2019 – Wind Turbine and Tank Stand.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

Speaker 2:	Ms Sharyn Kelly
Subject:	Objection to Development Application DA-11-2019 – Wind Turbine and Tank Stand

The Chair introduced the Speaker, Ms Sharyn Kelly.

The Speaker addressed Council to speak against Development Application DA-11-2019 – Wind Turbine and Tank Stand.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for her presentation to Council.

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**PROCEDURAL MOTION (Crs M Dusting / L Sampson)
To reschedule the Report 13 Agenda Item**

That;

Report 13, DIVISION DECISION – Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River be brought forward in the Agenda for consideration by Council following the Mayoral Minute.

05.05/19 CARRIED

9. 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:	28 May 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
23/4/2019	Ordinary Council Meeting	Uralla
14/5/2019	Regional Weeds Committee	Inverell
27/5/2019	New England Joint Organisation Meeting	Uralla

COUNCILLOR NAME:	Robert Crouch	
COUNCIL MEETING DATE:	28 May 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
3/5/2019	UNE Graduation	Armidale
7/5/2019	Audit, Risk and Improvement Training	Coffs Harbour
14/5/2019	Councillor Strategic Planning Workshop	Uralla
14/5/2019	Extraordinary Meeting of Council	Uralla
14/5/2019	Budget Review & Finance Committee Meeting	Uralla
28/5/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Levi Sampson	
COUNCIL MEETING DATE:	28 May 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
14/5/2019	Councillor Strategic Planning Workshop	Uralla
14/5/2019	Extraordinary Meeting of Council	Uralla
14/5/2019	Budget Review & Finance Committee Meeting	Uralla
14/5/2019	Uralla Township & Environs Committee Meeting	Uralla
28/5/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Natasha Ledger	
COUNCIL MEETING DATE:	28 May 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
7/5/2019	Budget Workshop	Uralla
14/5/2019	Councillor Strategic Planning Workshop	Uralla
14/5/2019	Extraordinary Meeting of Council	Uralla
14/5/2019	Budget Review & Finance Committee Meeting	Uralla
23/5/2019	Northern Inland Regional Waste	Tamworth
27/5/2019	New England Joint Organisation Meeting	Uralla
28/5/2019	Ordinary Council Meeting	Uralla

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COUNCILLOR NAME:	Rob Bell	
COUNCIL MEETING DATE:	28 May 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
7/5/2019	Budget Workshop	Uralla
14/5/2019	Councillor Strategic Planning Workshop	Uralla
14/5/2019	Extraordinary Meeting of Council	Uralla
14/5/2019	Budget Review & Finance Committee Meeting	Uralla
28/5/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Tom O'Connor	
COUNCIL MEETING DATE:	28 May 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
7/5/2019	Budget Workshop	Uralla
14/5/2019	Councillor Strategic Planning Workshop	Uralla
14/5/2019	Budget Review and Finance Committee Meeting	Uralla
14/5/2019	Extraordinary Council Meeting	Uralla
28/5/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Isabel Strutt	
COUNCIL MEETING DATE:	28 May 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
23/4/2019	Ordinary Meeting of Council	Uralla
25/4/2019	Anzac Day Ceremony	Uralla
1/5/2019	Central Northern Regional Library Meeting	Tamworth
7/5/2019	Budget Workshop	Uralla
14/5/2019	Councillor Strategic Planning Workshop	Uralla
14/5/2019	Extraordinary Meeting of Council	Uralla
14/5/2019	Budget Review & Finance Committee Meeting	Uralla
14/5/2019	Uralla Township and Environs Committee Meeting	Uralla
27/5/2019	New England Joint Organisation	Uralla
28/5/2019	Ordinary Council Meeting	Uralla

COUNCILLOR NAME:	Michael Pearce	
COUNCIL MEETING DATE:	28 May 2019	
DATE	COMMITTEE/MEETING/EVENT	LOCATION
24/4/2019	Mayor's Office – Admin	Uralla
25/4/2019	Anzac Day march and activities in Uralla	Uralla
26/4/2019	Mayor's Office – Admin	Uralla
26/4/2019	Interview panel regarding Executive Officer position for New England JO	Uralla
29/4/2019	Interview panel regarding Executive Officer position for New England JO	Inverell
1/5/2019	Mayor's Office – Admin	Uralla
1/5/2019	2AD radio interview	Uralla
2/5/2019 to 12/5/2019	Leave of Absence	
13/5/2019	Mayor's Office - Admin	Uralla
14/5/2019 16/5/2019	Annual Waste Avoidance and Resource Recovery Conference	Coffs Harbour
20/5/2019	Mayor's Office – Admin	Uralla
21/5/2019	New England Bush Fire Management Committee meeting	Armidale

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22/5/2019	Mayor's Office – Admin	Uralla
23/5/2019	Northern Inland Regional Waste meeting	Tamworth
27/5/2019	New England Joint Organisation meeting	Uralla
28/5/2019	Mayor's Office – Admin	Uralla
28/5/2019	May Ordinary Council Meeting	Uralla

10. MAYORAL MINUTE

Submitted by: Mayor, Cr M Pearce
Reference/Subject: Minute of Silence in Honour of Former Councillor and Mayor Ron Filmer

MAYOR'S RECOMMENDATION:

That Council observe one minute of silence to honour the memory of former Councillor and Mayor Ron Filmer, who passed away on the evening of 20 May 2019.

MOTION (Crs M Dusting / T O'Connor)

That Council observe one minute of silence to honour the memory of former Councillor and Mayor Ron Filmer, who passed away on the evening of 20 May 2019.

06.05/19 CARRIED

12. REPORTS TO COUNCIL (Rescheduled Report)

Department: Infrastructure and Development
Submitted by: Manager Planning and Development
Reference/Subject: Report 13 – DIVISION DECISION – Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River

Cr R Crouch, having previously declared a conflict of interest, left the meeting at 1:12pm.

OFFICER'S RECOMMENDATION:

That Council:

- *Lift the Development Application 11/2019 off the table, and*
- *Approve the Development Application 11/2019 for a wind turbine and tank stand at 24 McDonalds Lane Rocky River, being Lot 52 DP 755846, subject to the following conditions:*

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.

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3. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One of the *National Construction Code*.

Erection of signs

Please Note: *This does not apply in relation to:*

- (a) *building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or*
- (b) *Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*
- (c) *a complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.*

4. 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.
5. 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

Please Note: *This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*

6. 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.
7. 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.

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GENERAL CONDITIONS

8. 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.

9. 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.

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. 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.

12. Any noise generated by the wind turbine is not to exceed a consistent
- (a) 55 decibels measured at ground level 15 metres from the turbine base, and
 - (b) 48 decibels at the property boundary.

Reason: To protect and preserve the amenity of the locality.

13. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.

Reason: To prevent pollution from detrimentally affecting the public or environment.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

14. 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

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CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

15. 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.

16. 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.

ADVISORY NOTES – GENERAL

17. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
18. 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.
19. 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.
20. 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.
21. 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.

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22. Prior to any works being undertaken within the road reserve, (including the footpath), a Section 138 approval must be obtained from Council. Please contact Council to obtain an application form.

PROCEDURAL MOTION (Crs I Strutt / R Bell)
To move to Committee of the Whole

07.05/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs M Dusting / R Bell)
To resume Standing Orders

08.05/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Bell / T O'Connor)

That Council:

- *Lift the Development Application 11/2019 off the table, and*
- *Approve the Development Application 11/2019 for a wind turbine and tank stand at 24 McDonalds Lane Rocky River, being Lot 52 DP 755846, subject to the following conditions:*

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:

- (c) development consent, in the case of a temporary structure that is an entertainment venue, or*
- (d) 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.*
- 3. For a temporary structure that is used as an entertainment venue, the temporary structure must comply with Part B1 and NSW H102 of Volume One of the National Construction Code.*

Erection of signs

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Please Note: *This does not apply in relation to:*

- (a) *building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or*
- (b) *Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*
- (c) *a complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.*

- 4. 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.
- 5. 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

Please Note: *This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*

- 6. 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.
- 7. 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

8. 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.

9. 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.

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. 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.

12. Any noise generated by the wind turbine is not to exceed a consistent
- (a) 55 decibels measured at ground level 15 metres from the turbine base, and
 - (b) 48 decibels at the property boundary.

Reason: To protect and preserve the amenity of the locality.

13. No increase or interference with the amenity of the area is to be created by reason of any process or operation on the premises causing the emission of noise, dust, smoke or any other pollution discharge.

Reason: To prevent pollution from detrimentally affecting the public or environment.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

14. 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

15. 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.

16. 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.

ADVISORY NOTES – GENERAL

17. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
18. 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.
19. 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.
20. 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.
21. 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.

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22. Prior to any works being undertaken within the road reserve, (including the footpath), a Section 138 approval must be obtained from Council. Please contact Council to obtain an application form.

Following debate a DIVISION was called with the result recorded as follows:

FOR: Cr M Pearce, Cr R Bell, Cr T O'Connor, Cr I Strutt, Cr M Dusing, Cr L Sampson,
Cr N Ledger

AGAINST: Nil

ABSENT: Cr B Crouch

09.05/19 **CARRIED**

Cr R Crouch returned to the meeting at 1:19pm.

11. REPORTS OF COMMITTEES

Department Corporate Services
Submitted by: Risk Management and Safety Officer
Reference/Subject: Report 1 – Report of the Audit, Risk and Improvement Committee Meeting held on 16 April 2019

OFFICER'S RECOMMENDATION:

1. That Council note the unconfirmed minutes of the Audit, Risk and Improvement Committee Meeting held on 16 April 2019 [Attachment A].
2. Report No. 1 - DRAFT Policy: Complaints Management 2019
That Council note the Motion as made by the Committee:
 - a. The Audit Committee endorse the Draft policy: Complaints Management 2019 for Council consideration and public exhibition [Attachment C]; and
 - b. Clause 5.3 of the draft policy be amended to provide that the senior officer designated by the General Manager is not the Tier 1 reviewer.
3. Report No. 2 - Shared Internal Audit Resource
That Council note the Motion as made by the Committee:
That the Audit, Risk and Improvement Committee advise Council it has no objection to the concept of Council participating in a shared service arrangement for the provision of internal audit services.

MOTION (Crs I Strutt / R Crouch)

1. That Council note the unconfirmed minutes of the Audit, Risk and Improvement Committee Meeting held on 16 April 2019 [Attachment A].
2. Report No. 1 - DRAFT Policy: Complaints Management 2019
That Council note the Motion as made by the Committee:
 - a. The Audit Committee endorse the Draft policy: Complaints Management 2019 for Council consideration and public exhibition [Attachment C]; and
 - b. Clause 5.3 of the draft policy be amended to provide that the senior officer designated by the General Manager is not the Tier 1 reviewer.
3. Report No. 2 - Shared Internal Audit Resource
That Council note the Motion as made by the Committee:
That the Audit, Risk and Improvement Committee advise Council it has no objection to the concept of Council participating in a shared service arrangement for the provision of internal audit services.

10.05/19 **CARRIED**

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12. 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;

Council note the cash position as at 30 April, 2019 consisting of cash and overnight funds of \$2,765,808, term deposits of \$13,550,000 totalling \$16,315,808 of readily convertible funds.

MOTION (Crs M Dusting / N Ledger)

That;

Council note the cash position as at 30 April, 2019 consisting of cash and overnight funds of \$2,765,808, term deposits of \$13,550,000 totalling \$16,315,808 of readily convertible funds.

11.05/19 CARRIED

Department: Finance
Submitted by: Chief Financial Officer
Reference/Subject: Report 2 – 2018/19 - 3rd Quarter Budget Review Statements

OFFICER'S RECOMMENDATION:

1. That the third quarter budget review summary for the 2018/19 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted.

MOTION (Crs I Strutt / M Dusting)

1. That the third quarter budget review summary for the 2018/19 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted.

12.05/19 CARRIED

Department: Finance
Submitted by: Chief Financial Officer
Reference/Subject: Report 3 – Remuneration for Councillors and the Mayor 2019-20

OFFICER'S RECOMMENDATION:

That;

1. The report and determination of the New South Wales Remuneration Tribunal 2019 be noted;
2. Council determine to adopt the percentage increase of 2.5% as determined by the Tribunal and therefore set the level of fees payable to Councillors at \$11,400 per annum effective from 1 July 2019 to 30 June 2020; and
3. Council determine to adopt the percentage increase of 2.5% as determined by the Tribunal and set the additional fee payable to the Mayor at \$20,544 per annum effective from 1 July 2019 to 30 June 2020.

PROCEDURAL MOTION (Crs I Strutt / M Dusting)

To move to Committee of the Whole

13.05/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

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PROCEDURAL MOTION (Crs R Crouch / L Sampson)
To resume Standing Orders

14.05/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs M Dusting / R Crouch)

That;

1. The report and determination of the New South Wales Remuneration Tribunal 2019 be noted;
2. Council determine to adopt the percentage increase of 2.5% as determined by the Tribunal and therefore set the level of fees payable to Councillors at \$11,400 per annum effective from 1 July 2019 to 30 June 2020; and
3. Council determine to adopt the percentage increase of 2.5% as determined by the Tribunal and set the additional fee payable to the Mayor at \$20,544 per annum effective from 1 July 2019 to 30 June 2020.

15.05/19 CARRIED

Department: Corporate Services
Submitted by: Acting Coordinator Governance and Risk
Reference/Subject: Report 4 – Draft Complaints Management Policy 2019

OFFICER'S RECOMMENDATION:

That Council;

1. Approve the "Draft Complaints Management Policy 2019" at Attachment A for public exhibition for 28 days; and
2. Subject to no submissions received during public exhibition, adopt the "Draft Complaints Management Policy 2019" at Attachment A.

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

16.05/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION (Crs R Crouch / M Dusting)
To resume Standing Orders

17.05/19 CARRIED

The Chair outlined details of the discussion held in committee.

MOTION (Crs R Crouch / T O'Connor)

That Council;

1. Approve the "Draft Complaints Management Policy 2019" at Attachment A for public exhibition for 28 days;
2. Subject to no submissions received during public exhibition, adopt the "Draft Complaints Management Policy 2019" at Attachment A;
3. Receive a report about the capability of and capacity for existing council resources to provide the following information:
 - a) The number of complaints received;
 - b) The outcomes of complaints including complaints received at the front line;
 - c) Issues arising from complaints;
 - d) Systematic issues identified; and
 - e) The number of requests received for internal and/or external review of our complaints handling.
4. The report is to identify the likely costs and timeframes (for both system augmentation and on-

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going administration) required to enable a, b, c, d and e (of item 1 above) to be provided to Council at 6 monthly intervals.

5. That the July Ordinary Meeting of Council receive the report.

18.05/19 CARRIED

Department: Corporate Services
Submitted by: Coordinator Community Development and Engagement
Reference/Subject: Report 5 – Community Grants Program - Individuals 2018-19

OFFICER'S RECOMMENDATION:

That Council approve two Community Grants under the "Individuals" category to Mr Finn O'Keefe to the value of \$300 and to Mrs Kelly Wisemantel on behalf of her daughter, Ms Hayley Wisemantel to the value of \$300.

MOTION (Crs T O'Connor / R Bell)

That Council approve two Community Grants under the "Individuals" category to Mr Finn O'Keefe to the value of \$300 and to Mrs Kelly Wisemantel on behalf of her daughter, Ms Hayley Wisemantel to the value of \$300.

19.05/19 CARRIED

Department: Corporate Services
Submitted by: Coordinator Community Development & Engagement
Reference/Subject: Report 6 – Monthly Report - Library

OFFICER'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs I Strutt / N Ledger)

That the report be received and noted.

20.05/19 CARRIED

Department: Corporate Services
Submitted by: Tourism Promotions and Operations Officer
Reference/Subject: Report 7 – Monthly Report - Visitor Information Centre

OFFICER'S RECOMMENDATION:

That the report be received and noted.

MOTION (Crs T O'Connor / L Sampson)

That the report be received and noted.

21.05/19 CARRIED

Department: General Manager's Office
Submitted by: Senior Executive Officer
Reference/Subject: Report 8 – Schedule of Actions as at 28 May 2019

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 28 May 2019.

MOTION (Crs I Strutt / T O'Connor)

That Council receive and note the Schedule of Actions as at 28 May 2019.

22.05/19 CARRIED

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Department: Infrastructure & Development
Submitted by: Director of Infrastructure & Development
Reference/Subject: Report 9 – Development Approvals and Refusals for April 2019

OFFICER'S RECOMMENDATION:

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

MOTION (Crs R Crouch / L Sampson)

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

23.05/19 CARRIED

Department: Infrastructure & Development
Submitted by: Director Infrastructure & Development
Reference/Subject: Report 10 – Heritage Advisory Services Summary for May 2019

OFFICER'S RECOMMENDATION:

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

MOTION (Crs M Dusting / I Strutt)

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

24.05/19 CARRIED

Department: Infrastructure & Development
Submitted by: Environmental Management Coordinator
Reference/Subject: Report 11 – Proposed Resignation of Management from Selected Council Managed Crown Reserves

OFFICER'S RECOMMENDATION:

That Council make a written application to the Minister for Department of Industry - Crown Lands confirming Council's resignation request as Crown land manager of the following Crown land reserves;

- Lot 322 DP 755811 Saumarez Ponds - (Barry Munday) Recreation Reserve;
- Lot 153 DP 755838 Kentucky South Reserve;
- Lot 153 DP 755838 Kentucky South Reserve;
- Lot 7010 DP 93183 Bundarra CBD Reserve;
- Lot 7002 DP 1072010 Rocky River Recreation Reserve, and
- Lot 7302 DP 1155531 Saumarez Reserve.

PROCEDURAL MOTION (Crs R Crouch / M Dusting)

To move to Committee of the Whole

25.05/19 CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr N Ledger left the meeting at 2:13pm.

Cr N Ledger returned to the meeting at 2:14pm.

Cr N Ledger left the meeting at 2:18pm.

Cr N Ledger returned to the meeting at 2:19pm.

PROCEDURAL MOTION (Crs L Sampson / M Dusting)

To resume Standing Orders

26.05/19 CARRIED

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The Chair outlined details of the discussion held in committee.

MOTION (Crs T O'Connor / N Ledger)

That Council;

1. Place the proposal on public exhibition for a period of 28 days, and
2. In the event of no objections being received, make a written application to the Minister for Department of Industry - Crown Lands confirming Council's resignation request as Crown land manager of the following Crown land reserves;
 - Lot 322 DP 755811 Saumarez Ponds - (Barry Munday) Recreation Reserve;
 - Lot 153 DP 755838 Kentucky South Reserve;
 - Lot 153 DP 755838 Kentucky South Reserve;
 - Lot 7010 DP 93183 Bundarra CBD Reserve;
 - Lot 7002 DP 1072010 Rocky River Recreation Reserve, and
 - Lot 7302 DP 1155531 Saumarez Reserve.

27.05/19 CARRIED

Department: Infrastructure & Development
Submitted by: Director of Infrastructure & Development
Reference/Subject: Report 12 – Service NSW Easy to do Business Program

OFFICER'S RECOMMENDATION:

That Council:

1. Delegate authority to the General Manager to enter into an agreement with Service NSW to deliver the Easy to do Business program to Uralla Shire; and
2. Any necessary, associated documents be authorised for execution under the Common Seal of Council.

MOTION (Crs R Crouch / I Strutt)

That Council:

1. Delegate authority to the General Manager to enter into an agreement with Service NSW to deliver the Easy to do Business program to Uralla Shire; and
2. Any necessary, associated documents be authorised for execution under the Common Seal of Council.

28.05/19 CARRIED

13. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

There were no Notices of Motion or Questions with Notice addressed to the 28 May Meeting.

14. CONFIDENTIAL MATTERS

PROCEDURAL MOTION (Crs M Dusting / R Crouch)

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 28 May 2019 meeting are received by Council under Section 10A (2)(a) 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.

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- (2) The matters and information are the following:**
(a) personnel matters concerning particular individuals (other than councillors),

29.05/19 CARRIED

REPORTS TO CLOSED SESSION

Department: General Manager's Office
Submitted by: General Manager
Reference/Subject: Confidential Report 1 – General Manager Mid Term Performance Review
1/07/2018 to 31/12/2018

OFFICER'S RECOMMENDATION:

That Council:

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.

MOTION (Crs R Crouch / I Strutt)

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.

30.05/19 CARRIED

MOVE TO OPEN SESSION

PROCEDURAL MOTION (Crs M Dusting / I Strutt)

That;

The resolutions of Closed Session of Council become the resolutions of Open Session of Council.

31.05/19 CARRIED

Cr T O'Connor was absent at the time of voting.

CLOSURE OF MEETING

The meeting was closed at: 3:00pm

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

MINUTES OF THE NEW ENGLAND JOINT ORGANISATION OF COUNCILS (NEJO) MEETING HELD ON 27 MAY 2019 IN THE COUNCIL CHAMBERS, URALLA SHIRE COUNCIL, 32 SALISBURY STREET, URALLA COMMENCING AT 10.30AM

Present: Cr Michael Pearce (Chairperson) and Mr Andrew Hopkins (Uralla Shire Council), Cr Simon Murray and Ms Susan Law (Armidale Regional Council), Cr Carol Sparks and Mr Graham Price (Glen Innes Severn Council), Cr Paul Harmon and Mr Paul Henry (Inverell Shire Council), Cr Peter Petty and Mr Terry Dodds (Tenterfield Shire Council), Cr Cathy Redding and Mr Stewart Todd (Narrabri Shire Council), Cr Katrina Humphries (Moree Plains Shire Council), Ms Alison McGaffin (Director New England & North West, DPC Regional), Jodie Healy (Office Local Government).

Jodie Healy arrived 10.50am.

Meeting opened at 10.30am

1 APOLOGIES

An apology was received from Lester Rogers (Moree Plains Shire Council).

Moved: Inverell Seconded: Tenterfield

That the apology from Lester Rogers be received and noted.

2 DISCLOSURE OF CONFLICT OF INTEREST/PECUNIARY AND NON-PECUNIARY INTERESTS

No disclosures were made by members.

3 MINUTES OF THE PREVIOUS MEETING HELD 22 FEBRUARY, 2019

Moved: Tenterfield Seconded: Inverell

That the minutes of the meeting held 22 February, 2019 be adopted as a true and accurate record.

4 REPORTS

4.1 NORTHERN INLAND REGIONAL WASTE GROUP - STRATEGIC PARTNERSHIP

Moved: Inverell Seconded: Armidale

1/19 RESOLUTION

A. *That NEJO endorse the establishment of a strategic partnership with NIRW,*

B. *That NIRW be requested to:*

i) *Prepare a Position Paper for the Board on the 20YWS Discussion Paper when this document is released by the NSW EPA, and*

ii) *Consider which elements of the waste stream could be utilised for an alternate use and that a business case be prepared for the reuse of this material.*

- C. *That an MOU be prepared to establish the parameters of this strategic partnership and that a General Manager of a member Council be requested to be the ‘sponsor’ of the relationship with NIRW.*

Note: The General Manager of Inverell Shire Council has consented to be the ‘sponsor’ of this issue.

CARRIED

4.2 MEMBERSHIP APPLICATION – NEW ENGLAND WEEDS AUTHORITY (NEWA) WORK PLAN – EXECUTIVE OFFICER

Moved: Tenterfield Seconded: Armidale

Motion

- A. That the application from NEWA be accepted,
B. That Clause 3.2 of the NEJO Charter be amended to include NEWA as an ‘other member’,
C. That NEWA have no voting entitlements, and
D. That the membership fee for NEWA in 2019/20 be \$2.5K.

After debate this motion was withdrawn.

Moved: Narrabri Seconded: Moree

2/19 RESOLUTION

- A. *That the Executive Officer prepare a set of eligibility criteria for the Board to utilise when assessing applications for organisations wishing to be granted ‘other member’ status,*
B. *That the application from NEWA be considered after determination of the eligibility criteria.*

CARRIED

4.3 APPOINTMENT OF EXECUTIVE OFFICER (LISTING)

Moved: Inverell Seconded: Tenterfield

3/19 RESOLUTION

That the matter be referred to Closed Committee for consideration as:

- 1 *the report includes ‘Personnel matters concerning particular individuals (other than councillors)’ (Section 10A(2)(a) of the Local Government Act, 1993); and*
- 2 *on balance the public interest in preserving the confidentiality of the information outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting.*

CARRIED

4.4 TRANSPORT STUDY BRIEF

Moved: Inverell Seconded: Armidale

4/19 RESOLUTION

- A. *That the draft Consultant Brief be endorsed, subject to including information in relation to the Deputy Premier's proposal 'Paddock to Plane' initiative,*
- B. *That the membership of the assessment panel be endorsed – being the Chairperson, Executive Officer and the Senior Regional Planning (Northern) of RMS, and*
- C. *That the Chairperson be delegated authority to appoint the consultant to carry out the brief, following an assessment of Expressions of Interest by the assessment team.*

CARRIED

4.5 AUDIT SERVICES

Moved: Moree Seconded: Narrabri

5/19 RESOLUTION

- A. *That the information be noted, and*
- B. *That representations be made to the Audit Office for a review of the quoted fee.*

CARRIED

4.6 QUARTERLY FINANCIAL REVIEW

Moved: Armidale Seconded: Moree

6/19 RESOLUTION

- A. *That the Income and Expenditure Statement be received and noted, and*
- B. *That the Chairperson be authorised to approve the administrative services contribution to Inverell Shire Council covering the period December 2018 to commencement of duties by the Executive Officer.*

CARRIED

4.7 2019/20 OPERATIONAL PLAN

Moved: Tenterfield Seconded: Inverell

7/19 RESOLUTION

- A. *That the Draft Operational Plan 2019/20 be adopted,*
- B. *That member Councils be provided with a copy of the document and be permitted 28 days to comment on the document,*
- C. *That Member Councils place the NEJO Draft Operational Plan on their Council's website for 28 days public exhibition, and*
- D. *The Board meet by 'teleconference' to adopt the Operational Plan.*

CARRIED

5. NEJO MEETING DATES (26 AUGUST & 25 NOVEMBER 2019) - VENUES TO BE DETERMINED

The Board determined that the next meetings of NEJO be:

26 August, 2019 Narrabri Council Chambers
25 November, 2019 Tenterfield Council Chambers

6. GENERAL BUSINESS

1. Armidale

Suggested that NEJO could initiate a joint procurement process for the benefit of members.

Action That Armidale prepare a discussion paper for consideration by GMAC.

2. Uralla

Noted that Water Security is a significant issue for most members and NEJO needs to develop a position on this issue.

Action

- a) That GMAC ascertain the following information:
 - What is the status of water supplies in each members area, and
 - What is the State Government's position on increasing water storage capacity within the State
- b) That GMAC suggest a position on Water Security for the Board to consider.

3. Tenterfield

Expressed concern with the process for obtaining timely decision on actions/solutions for addressing town water supply problems. Supported by Armidale.

Moved: Moree Seconded: Tenterfield

8/19 RESOLUTION

That NEJO request the Department Industry (Water) to review Departmental policy guidelines which set out the process for Councils to obtain approval for proposals that provide alternative water supply solutions for communities facing critical water shortages. The guidelines to be amended to require the Department to provide a determination of Council 's alternative supply proposals prior to the existing supplies being exhausted, rather than the 'complete depletion' of existing supplies being the trigger for a decision.

CARRIED

4. Inverell

Requests that a letter of congratulations be sent to Minister Hancock on her appointment.

5. Moree

Recent Emergency Services Levy increases are a matter of great concern to Councils, particularly after draft Operational Plans have been prepared.

Moved: Moree Seconded: Armidale

9/19 RESOLUTION

That the Minister for Emergency Services reviews the recently announced increases in the Emergency Services Levy and rescinds the increases.

6. Department Premier & Cabinet

Drew attention to options for funding the Joint Organisations. The three (3) options proposed were not acceptable to the Board. The preferred option is for the State Government to make an untied grant to the JO's to meet operating costs.

CONFIDENTIAL REPORTS IN CLOSED MEETING

At 12.46pm, the Organisation proceeded to consider the motion to close the meeting to the press and public.

CLOSED COMMITTEE REPORTS

Moved: Inverell Seconded: Tenterfield

10/19 RESOLUTION

That the Organisation proceed into Closed Committee to discuss the matters referred to it, for the reasons stated in the motion of referral.

CARRIED

Upon resuming Open Meeting at 12.49pm, the Chair verbally reported that the Organisation had met in Closed Committee, with the Press and Public excluded, and had resolved to recommend the following:

4.8 APPOINTMENT OF EXECUTIVE OFFICER (CONFIDENTIAL)

- A. *That Brooke Southwell be offered the position of Executive Officer,*
- B. *That the terms of employment be in accordance with the details contained in this report.*

ADOPTION OF RECOMMENDATIONS

Moved: Inverell Seconded: Armidale

11.2/19 RESOLUTION

That the recommendations of Closed Committee be adopted.

CARRIED

There being no further business the meeting closed at 12.50pm.

CR MICK PEARCE

CHAIRPERSON



Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries
PO Box 420 Moree NSW 2400
02 6757 3222
ABN 92 803 490 533

MINUTES

GENERAL MEETING

FRIDAY, 31 MAY 2019 THEATRETTE, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.00 a.m.

1. ATTENDANCE:

Armidale Regional Council, Cr Simon Murray, Mayor
Bega Valley Shire Council, Cr Kristy McBain, Mayor
Bellingen Shire Council, Cr Dominic King, Mayor
Bland Shire Council, Cr Brian Monaghan, Mayor
Bland Shire Council, Mr Ray Smith, General Manager
Blayney Shire Council, Cr Scott Ferguson, Mayor
Blayney Shire Council, Ms Rebecca Ryan, General Manager
Bourke Shire Council, Cr Barry Hollman, Mayor
Broken Hill City Council, Cr Darriea Turley, Mayor
Broken Hill city Council, Mr James Roncon, General Manager
Cabonne Shire Council, Cr Kevin Beatty, Mayor
Cabonne Shire Council, Ms Heather Nicholls, Acting General Manager
Carrathool Shire Council, Cr Peter Laird, Mayor
Carrathool Shire Council, Mr, Rick Warren General Manager
Coffs Harbour City Council, Mr Stephen McGrath, General Manager
Coolamon Shire Council, Cr John Seymour, Mayor
Cootamundra-Gundagai Regional Council, Cr Abb McAlister
Cootamundra-Gundagai Regional Council, Cr Dennis Palmer, Deputy Mayor
Cootamundra-Gundagai Regional Council, Mr Phil McMurray, Acting
General Manager
Cowra Shire Council, Cr Bill West, Mayor
Dubbo Regional Council, Cr Ben Shields. Mayor
Dubbo Regional Council, Mr Michael McMahan, CEO
Dungog Shire Council, Cr Tracy Norman, Mayor
Dungog Shire Council, Ms Coralie Nichols, General Manager
Eurobodalla Shire Council, Cr Liz Innes, Mayor
Federation Council, Cr Patrick Bourke, Mayor
Forbes Shire Council, Cr Phyllis Miller, Mayor
Forbes Shire Council, Mr Steve Loane, General Manager

Gilgandra Shire Council, Cr Ash Walker, Deputy Mayor
Goulburn Mulwaree Council, Cr Bob Kirk, Mayor
Goulburn Mulwaree Council, Cr Peter Walker, Deputy Mayor
Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager
Griffith City Council, Cr John Dal Broi, Mayor
Griffith City Council, Mr Brett Stonestreet, General Manager
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor
Gunnedah Shire Council, Mr Eric Growth, General Manager
Gwydir Shire Council, Cr John Coulton, Mayor
Gwydir Shire Council, Mr Max Eastcott, General Manager
Inverell Shire Council, Cr Paul Harmon, Mayor
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager
Kiama Municipal Council, Cr Mark Honey, Mayor
Kyogle Council, Cr Danielle Mulholland, Mayor
Leeton Shire Council, Cr Paul Maytom, Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Graeme Faulkner, General Manager
Liverpool Plains Shire Council, Cr Andrew Hope, Mayor
Lockhart Shire Council, Cr Roger Schirmer, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Mid-Western/Mudgee Regional Council, Cr Des Kennedy, Mayor
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Mr Lester Rogers, General Manager
Murray River Council, Cr Christopher Bilkey, Mayor
Murray River Council, Mr Des Bilske, General Manager
Murrumbidgee Council, Mr John Scarce, General Manager
Narrabri Shire Council, Cr Catherine Redding, Mayor
Narrabri Shire Council, Mr Stewart Todd, General Manager
Narrandera Shire Council, Cr Neville Schenka, Mayor
Narrandera Shire Council, Mr George Cowan, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Shire Council, Cr Kathy Sajowitz, Mayor
Oberon Shire Council, Ms Lynette Safranek, Director Corporate Services
Parkes Shire Council, Cr Ken Keith, Mayor
Parkes Shire Council, Cr Barbara Newton, Deputy Mayor
Parkes Shire Council, Cr Alan Ward
Port Stephens Council, Cr Ryan Palmer, Mayor
Port Stephens Council, Tim Crosdale, Group Manager Development Services
Shoalhaven City Council, Cr Amanda Findley, Mayor
Shoalhaven City Council, Mr Stephen Dunshea, Acting General Manager
Singleton Council, Cr Sue Moore, Mayor
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Gary Lavelle, General Manager
Tenterfield Shire Council, Cr Peter Petty, Mayor
Tenterfield Shire Council, Mr Terry Dodds, General Manager
Upper Lachlan Shire Council, Cr John Stafford, Mayor
Uralla Shire Council, Cr Michael Pearce, Mayor
Wagga Wagga City Council, Cr Greg Conkey, Mayor
Walcha Council, Cr Eric Noakes, Mayor

Walcha Council, Mr Jack O'Hara, General Manager
Warren Shire Council, Cr Katrina Walker
Warren Shire Council, Mr Glen Wilcox, General Manager
Warrumbungle Shire Council, Cr Denis Todd, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Wentworth Shire Council, Cr Melisa Hendrics, Mayor
Yass Valley Council, Cr Rowena Abbey, Mayor
Yass Valley Council, Ms Sharon Hutch, General Manager
Orana Joint Organisation, Ms Berlinda Barlow, Interim Executive Officer
Cr Linda Scott, President, LGNSW

APOLOGIES:

As submitted

SPECIAL GUESTS:

Hon Shelley Hancock, MP, Minister for Local Government
Gordon Hinds, Managing Director, Better Energy Technology
Hon Brad Hazzard, MP, Minister for Health and Medical Research
Andrew Roberts, CEO, Field Solutions Group
Cr Bruce Miller, Chairman, LGSuper

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 8 March 2019 be accepted as a true and accurate record (Singleton Council / Oberon Shire Council).

3. Matters Arising from the Minutes

NIL

4. CORRESPONDENCE

Outward

- (a) Cr Linda Scott, President, Local government NSW, regarding Defined Benefits Scheme Contributions
- (b) Cr Ryan Palmer, Mayor, port Stephens Council, advising that Port Stephens Council was admitted as a member of the Association on 8 March 2019
- (c) Mr Richard Colbran, Chief Executive Officer, NSW Rural doctors Network thanking him for his presentation to the 8 March 2019 meeting
- (d) Cr Melissa Hederics, Mayor, Wentworth Shire Council, advising that Wentworth Shire Council was admitted as a member of the Association on 8 March 2019

Inward

- (a) Cr Linda Scott, President, Local Government NSW. forwarding letters to LGSuper regarding the Defined Benefits Scheme (Copy Attached)
- (b) Institute Public Works Engineering Australia (NSW Division) advising that the Local Roads Congress will be held in Sydney on 3 June 2019

NOTED

5. Financial Report

RESOLVED That the financial reports for the last quarter were tabled and accepted (Temora Shire Council / Shoalhaven City Council)

6. Royalties for Regions Program

RESOLVED That Country Mayors calls upon the NSW Government to implement a “Royalties for Regions” program based upon a set percentage of royalties being returned to Local Government Areas from where they originate and/or that are directly affected.

That LGA representatives from the identified affected areas be invited to participate in the redesign of the new “Royalties for Regions program” (Gunnedah Shire Council / Singleton Council)

7. Increased Fire Management Activities

RESOLVED That the Country Mayors Association write to the appropriate Federal and State Ministers requesting that NSW National Parks and Wildlife Service, NSW Forestry Corporation and NSW Local Land Services, as a duty of care undertake an increased level of park and forest fire management activities, including increased hazard reduction burns and increased numbers of dams and water infrastructure points for firefighting purposes into the future (Tenterfield Shire Council / Kyogle Shire Council)

8. RFS Contribution Increase 2019/10

RESOLVED (a) That the Country Mayors Association supports the LGNSW campaign strongly and the State Government be requested to defer any RFS contribution increases for at least 12 months to allow for consultation and any future increases be shown on a separate line on the rate notice and not be included in the rate pegging formula

(b) That the Association write to the Premier requesting that the Department of Premier and Cabinet and the Independent Pricing and Regulatory Tribunal be directed to investigate the current Emergency Services arrangements in NSW including the efficiencies and effectiveness to be gained by such an investigation (Kempsey Shire Council / Yass valley Council)

9. HON SHELLEY HANCOCK, MP, MINISTER FOR LOCAL GOVERNMENT

The Minister started her career in Sydney as a teacher and then settled in Ulladulla where she also taught. She was elected to Shoalhaven City Council in 1987 and served four terms. She ran for State Parliament was elected and became Speaker of Parliament in 2011 and Minister for Local Government in 2019

The increased RFS contributions are mostly going towards the funded Compensation Scheme. The Minister lobbied on behalf of Local Government to have the increase adsorbed by the State Government but sadly that is not the case as it was overturned by Treasury. The Minister is anxious to have improved relations with Joint Organisations and a meeting with the Joint Organisations was held on Thursday 30

May to discuss issues. Seed funding of \$300,000 will soon come to an end. The Office of Local Government is looking at ways Joint Organisations can be self funded and is looking at issues raised at yesterday's meeting. The Office of Local Government has not been disbanded contrary to rumours.

10. Gordon Hinds, Managing Director, Better Energy Technology

The energy market in Australia is undergoing a revolution as we migrate from centralised large-scale coal generation to distributed renewable energy. The role of towns throughout NSW in this revolution is not clear and to date there have not been many benefits that flowed through to them beyond the initial construction.

Basically renewable energy plants are highly automated and don't employ people, certainly not in the local communities other than occasional maintenance. Developers mostly by-pass section 94 contributions as they are classified as 'state significant' developments. The energy they produce goes into the grid and is bought by large scale users or retailers and then sold back to communities through the existing channels. Rural towns are being ripped off and bypassed.

There is another way and that is what Better Energy Technology is trying to do at Lockhart, with the support of the Deputy Prime Minister and Minister for Regional Development, Michael McCormack.

The Lockhart demonstration will supply power to the town of Lockhart, insulate it from blackouts, provide long-term stable energy pricing and have the potential for a dividend if the Council takes an equity position in the project. It is an Australian first and follows a design that has been in Germany for nearly 20 years - an 'export' model where 80% of the power produced is exported into the grid. It has a 10MW solar farm a large battery, the fixed power tariff is to be 28 cents a kilowatt, with long term income to council of possibly \$500,000 PA. The project cost is \$30 Million.

There are barriers to this being rolled out in NSW and the key one is access to the grid via the local substation. Most of the applications to connect to the grid through the substations are already in the hands of developers, mostly foreign owned or backed. None of these applications have community benefit at the heart of their plan, nor localised generation for local consumption. This can change.

The Minister for Energy has the power to direct the grid owners (Essential Energy in most cases) to give priority to projects that have a direct benefit in energy supply to local communities. He can do this in the simple form of a letter. With the political landscape now secure at both the Federal and State Level, now is the time for Country Mayors to step up to ensure their communities are part of this revolution and beneficiaries beyond construction. There is a need to push for long-term energy supply directly to communities such as what is planned at Lockhart.

It is possible, but it will require strong lobbying to ensure the Ministers act in the interests of communities

RESOLVED That the Country Mayors' Association make representations to the NSW Energy Minister and the Federal Energy Ministers seeking their support for the prioritisation of electricity grid connections at substations that are relevant to rural and regional towns, with priority to be given to applications that have an ongoing community benefit beyond construction of new energy developments that connect to those substations (Lockhart Shire Council / Bland Shire Council)

11. Hon Brad Hazzard, MP, Minister for Health and Medical Research

The Minister has tried to get around the regions as much as possible. There is a huge commitment by the State Government for the regions to get a fair go. One third of the State budget \$25billion is allocated to health. 25% of health infrastructure is to go to the regions. As part of the regional commitment the Regional Ambulance Update program has been allocated \$122million and many hospitals are being upgraded. The Government is trying to get medical students to do their training in the regions as this has proven to have higher success in keeping graduates in rural areas. Training facilities are situated in Wagga Wagga, Dubbo and Orange. Tele Health Stroke services are being introduced.

12. Andrew Roberts, CEO, Field Solutions Group

Field Solutions Vision is to be Australia's Leading Rural, Remote and Regional Telecommunications Provider through carrier services, retail services provision and Cloud services. Their brands are Just ISP and Ant Communications. Field Solutions provide township base networks built to the populations and multisite on farm networks. They strive to greatly reduce council spend, to provide connectivity to council premises, a business grade symmetric network with additional Cloud services and true broadband deep into communities that is cost effective with unlimited data. They provide coverage throughout NSW in three corridors, Northern, Central and Southern with local bases, hiring local staff, using local businesses, and providing on going support and maintenance. \$100 million has been pledged by the Nationals. The assistance needed is Regional Digital Connectivity, growing local communities, Community/FSG funded and Council/ FSG funded

RESOLVED That the Association write to the Deputy Premier advising that it supports Rural Regional Internet Connectivity through Field Solutions and requests urgent attention to this matter (Narromine Shire Council / Shoalhaven City Council)

13. Cr Bruce Miller, Chairman, LGSuper

LGSuper originated from State Super 23 years ago. A Trust Deed and Constitution were prepared. The Defined Benefits Scheme was funded prior to the financial crisis at a surplus, and councils took the opportunity to receive a holiday from contributions but to put the saved funding aside. The financial crisis resulted in the fund going into deficit. The fund is examined each year to assess its position. Regulated funds need to be fully funded each and every day of the year. LGSuper looked at options

to be 100% funded. Investments are currently 80% growth 20% conservative but the objective is 70% growth 30% conservative. The Board has reviewed the two LGNSW resolutions. The current investment strategy is subject to stringent reviews and a further review as suggested is not necessary. In respect of Past Service Contributions after considering advice of actuary and legal opinions LGSuper will look at the level of contributions. LGNSW cannot instruct LGSuper. Irrespective of where Directors come from their responsibility is to the entity and its members. Shares in LGSuper have zero value but shareholders have a right to appoint Directors. Under new legislation the Regulator has power to do whatever. The Board will increase from 8 Directors to 9 Directors one independent to be the Chair with 3 independents, 3 employee and 3 employer representation.

14. Meeting with Local Government Super

NOTED

15 Local Government Superannuation Report by Goulburn/Mulwaree

NOTED

16. Waste Levy Taskforce

RESOLVED1. The NSW Country Mayors recognise that:

- a) The NSW Government still has no clear plan to manage waste in light of the China Sword and other international changes to recycling.
 - b) That land fill sites are processing higher amounts of waste and therefore shortening the lifecycle of these sites.
 - c) That the increase in waste going to landfill also increases the governments revenue and has impacts on the wider environment.
 - d) That NSW are falling behind other States such as Victoria and SA in terms of management of waste
 - e) That Local Government Areas (LGAs) should receive a higher amount of the waste Levy to deal with increase in cost to manage waste.
 - f) That Coiuncils are the best placed government bodies to develop new strategies and industries to better manage waste for their communities.
2. That NSW Country Mayors urge the Minister for Local Government take action by
- a) Establishing a Waste Levy Task Force consisting of EPA, Mayors and LGNSW to begin immediate action to address the waste concerns of LGAs
 - b) Returning the full amount of the waste Levy to LGA's till there is an acceptable outcome agreed to by all parties.
3. That NSW Country Mayor's Association take their own action by:
- a) establish a working group of Country Mayors to:
 - i) identify the total amount of waste levies collected by the NSW Government from regional Councils
 - ii) identify the amount spent by the NSW government on waste reduction strategies in regional areas
 - iii) identify strategies for regional councils to withhold payment of the waste levy might be implemented if the NSW Government does not agree to form the task force recommended in (2) above

iv) bring a report back to the next meeting of the Country Mayors outlining options available to Country Mayors to get action on the Waste Levy, including consideration of the withholding of payment of the levy.

v) the working group comprise Michael Pearce (Uralla Shire Council), Peter Petty (Tenterfield Shire Council), Amanda Findley (Shoalhaven City Council) Tracey Norman (Dungog Shire Council) and Dominic King (Bellingen Shire Council)

4. That LGNSW be advised of Country Mayors position
(Bellingen shire Council / Shoalhaven City Council)

<https://www.epa.nsw.gov.au/your-environment/waste/waste-levy/scheduled-waste>

<https://www.smh.com.au/environment/sustainability/nsw-waste-crisis-landfill-levy-gains-20190104-p50pp3.html>

<https://www.lgnsw.org.au/news/publication/save-our-recycling>

17. Rural Fire Act 1997 - Grasslands

RESOLVED that Country Mayors ask the RFS Commissioner to have a stay on implementation of the requirements under the Rural Fire Act 1997 to cover grasslands and an invitation be issued to the Commissioner to attend a future meeting (Gwydir Shire Council / Lockhart Shire Council)

There being no further business the meeting closed at 12.40pm.

Cr Katrina Humphries
Chair – Country Mayor’s Association of NSW

7. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

8. WRITTEN REPORTS FROM DELEGATES



COUNCILLOR REPORT

Submitted by:	Councillor Isabel Strutt
Subject:	1. Central Northern Regional Libraries (CNRL) Ordinary Meeting held on 1 May 2019; and 2. North East Zone Public Libraries AGM and Ordinary Meeting held on 30 May 2019

Central Northern Regional Libraries (CNRL) Ordinary Meeting held on 1 May 2019

The Ordinary Meeting of Central Northern Regional Libraries was held on 1 May 2019 at the Council Chambers of the Tamworth Regional Council. Each of the member Councils was represented by its Councillor delegate and staff member.

The meeting received reports from member libraries for the quarters to 31 December 2018 and 31 March 2019, which showed continuing strong activity in all the libraries and a wide range of programs planned to meet the needs and interests of each community across all ages. In the quarterly reports each library addressed the themes “Discover”; “Enjoy”; “Create”; with “Connect” included in the report for the March quarter. There was strong attendance in the libraries for both adult and children’s programs.

Barraba Library has been extensively renovated and now provides all TRC Council’s services for Barraba; installation of RFID stock control is progressing well in all the libraries; the Sydney Writers Festival was live-streamed to Tamworth, Nundle, Uralla and Narrabri libraries. CNRL has prepared a website with information pages and links to support the CWA country of Study, which for 2019, is Papua New Guinea.

The reports showed that across the CNRL area loans of physical items were down by 5,000 but digital e-audio increased by 2,000; e-books were up by 100; e-magazines were up by 150; total loans for the year to date have increased by 5,338. A summary of CNRL performance includes Registered Users 66% of population exceeds the Median; internet workstations are well above standard; and there is a high number of library programs.

Staff training in “cultural awareness” and “dealing with literacy issues” is being developed and will be available to CNRL member libraries. The issue was raised by Liverpool Plains Council which has an above average aboriginal population who are often too shy to visit the library. This will be a valuable resource across CNRL.

The CNRL budget for the 2019/2020 year cannot be finalised until State funding is known. This item will be on the agenda for the next meeting, scheduled for 13 November 2019. The meeting suggested that the Regional Organisations and Country Mayors Association be written to seeking support to keep the need for library funding in front of both State and Federal Governments.

After the meeting closed a Makerspace librarian demonstrated 3D goggles with a ride on a rollercoaster. This tool will become a part of educating youth in libraries as it can be used to design and experience the

virtual world. The focus for use of the tool will be to encourage creative activity. I believe this tool could also have application in building design and modification.

North East Zone Public Libraries AGM and Ordinary Meeting held on 30 May 2019

The North East Zone Public Libraries AGM and Ordinary Meeting were held on 30 May 2019 at the Armidale Library and was attended by 5 Councillor delegates and librarians from all Library services. Clr. Dallas Tout from Wagga Wagga represented Public Libraries NSW.

The North East Zone NSWPL Annual General Meeting election was held resulting in Cr. Bill Heazlett being returned unopposed as the Chairperson, and Clr. Cathy Reading being returned unopposed as the Deputy chair.

The State Library Report included that statistics of libraries are collected and collated; libraries are grouped according to population size; this data is now available. Indigenous publications are now being given emphasis. Half of the State Libraries are in areas of 20,000 or less population.

The NSWPLA Executive Report included:

- “A Strategic Plan” for NSW libraries which incorporates a shared vision which follows the same elements as our local Council plans; progressing well in the North East Zone.
- Applications for PLA Scholarships and Awards are now open.
- State Libraries champions early literacy being broadened to include parents and is investigating State-wide e-resources for NSW libraries.
- NSWPLA website has a portal for Outreach Service Programs.
- The annual “Switch” conference will be held in Penrith from 19-21 November 2019 and will include the Annual general meeting of NSWPLA and a meeting of Councillor delegates.

Discussion from the Strategic Network Committee Update covered the increasing pressure for libraries to hold events which cater to community interests; fees and fines – agreed that this is a decision for individual Councils; a suggestion to light up libraries during Library week.

Library News was limited to 3-5 minutes per speaker and highlighted a great variety of library activities across and region, including - Coffs Harbour planning a new building incorporating administration, Library and Gallery on the present site; Port Macquarie opened a new virtual Reality Centre; Barraba’s library has moved to the main street; Narrabri holds STEM based activities – “construction stalls” – which are very popular; Grafton can’t keep up with e-book borrowings; Bellingen has increased opening hours; Gunnedah and Walcha are taking books to nursing homes and hospital; Uralla and Great Lakes have conducted Teenage and movie nights once a week, and Uralla reports the STEM “Construction stalls” are very popular; Casino regional library celebrates its 40-year anniversary this year.

The \$60 million additional funding for libraries for the period 2019/2020 to 2022/2023 is new funding, however there is at present no commitment from the State Government for adequate funding beyond that point. Therefore the focus for library funding is – Double the funding; Index the funding; Protect the funding.

The next CNRL meetings will be the Annual General Meeting and General Meeting on 13 November 2019.

Recommendation :

That Council receive and note the report.

Clr. Isabel Strutt

9. MAYORAL MINUTE



MAYORAL MINUTE

25 June 2019

MAYORAL MINUTE

MAYORAL MINUTE

25 June 2019

Recommendation:

That Council observe one minute of silence to honour the memory of Arnold Goode, who passed away on 31st May 2019.

10. REPORTS OF COMMITTEES



REPORT OF COMMITTEE

Department:	General Manager's Office
Submitted by:	<i>Senior Executive Officer</i>
Reference/Subject:	Report 1 – Recommendations of the Budget Review and Finance Committee Meeting held 14 May 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner
Activity:	4.2.2.3	Maximise grant and funding partnership opportunities.
Action:	4.2.2.3.1	Identify and seek grant funding opportunities, as resources provide, for infrastructure and development projects or services.

SUMMARY:

This report provides the minutes and recommendations to Council by the Budget Review and Finance Committee regarding the "My Community Project" applications submitted by members of the community considered by the at its May 2019 meeting.

OFFICER'S RECOMMENDATION:

That Council:

1. Receive and note the confirmed minutes of the Budget Review and Finance Committee Meeting held on 14 May 2019, contained at Attachment A.
2. Receive the following recommendations made by the Committee:
 - a. *That the Committee recommend to Council that:*
 1. *Written support be given to the Uralla Shire Business Chamber to lodge a funding application in accordance with the My Community Projects fund, administered by the NSW State Government, for the construction of a public amenity (toilet) in the public car park area behind the north facing shops along Bridge Street, between Salisbury and Hill Streets.*
 2. *The written support is to note that:*
 - a) *Council will not be held liable for any monetary contribution toward the project should the total capital cost of: the toilet facility; the associated site works (such as concrete pad); and connection to utility services (including water, sewer and electricity) exceeds \$200,000; and*
 - b) *If the application is successful, Council will make the final determination about which public amenity asset is selected for purchase, where the asset is positioned and all matters associated with existing Council assets (such as roadways and water/sewer services);*

- c) That Council be informed of the impact of the cost of maintenance and ongoing depreciation of the amenity on the Long Term Financial Plan.*
- 3. Thank the Chamber for taking this initiative.**
- b. That the Committee recommend to Council that:**
- 1. Written support be provided to community member Marcella O'Connor to lodge a funding application in accordance with the My Community Projects fund, administered by the NSW State Government, for the improvement of the Bundarra Playground, Court Street Bundarra, titled "Bundarra Castle Playspace" Project; and**
 - 2. The written support is to note that:**
 - a) Council will not make any capital monetary contribution toward the project;*
 - b) If the application is successful, Council will make the final determination about which asset is selected for purchase, where the asset is positioned and all matters associated with existing Council assets;*
 - c) That Council be informed of the impact of the cost of maintenance, insurance and ongoing depreciation on the Long Term Financial Plan.*
 - 3. Thank Mrs O'Connor for taking this initiative.**
- 3. Note the recommendations made by the Committee above are being progressed by council staff.**

REPORT:

A report from the General Manager was put to the Budget Review and Finance Committee meeting held 14 May 2019 to determine whether or not to provide support to the Uralla Shire Business Chamber Inc to lodge an application to construct a public toilet under the My Community Projects fund administered by the NSW State Government.

A supplementary item of business was tabled at the meeting for the Committee to consider a second project to be submitted by community member Marcella O'Connor for the construction of a 'Bundarra Castle Playspace'.

The Committee's determination and recommendations to Council are contained in the Minutes of the Committee at Attachment A. A copy of the report to the Committee is contained at Attachment B.

Due to the application deadline of 15 May 2019, Council has provided letters of support as recommended by the Committee and are contained at Attachments C and D.

Prepared by staff member:	Gabrielle Stratton, Senior Executive Officer
TRIM Reference Number:	UINT/19/3378
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	Attachment A: Minutes of the Budget Review and Finance Committee Meeting held 14 May 2019 Attachment B: Report to Budget Review and Finance Committee



MINUTES

Budget Review & Finance Committee Meeting

14 May 2019, 12:30pm, Council Chambers

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**Minutes of the Budget Review & Finance Committee Meeting
held at 14 May, 12:30pm, Council Chambers**

ATTENDANCE

Present were the Chairperson Cr R Crouch (Deputy Mayor), and Councillors, R Bell, N Ledger, T O'Connor, L Sampson, and I Strutt, General Manager (Mr A Hopkins), Director Infrastructure and Development (Mr T Seymour), Chief Financial Officer (Mr S Paul), Minute Clerk (G Stratton).

1. OPENING & WELCOME

The Chair declared the meeting opened at 12:32pm.

2. PRAYER

The Chair recited the Uralla Shire Council prayer.

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. APOLOGIES, REQUESTS FOR LEAVE OF ABSENCE

The Chair advised receipt of an apology from Crs M Dusing, M Pearce and T Toomey.

MOTION (Crs I Strutt / L Sampson)

That the Committee accept the apologies from Crs M Dusing, M Pearce and T Toomey.

BRFC8/19 CARRIED

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

5. DISCLOSURES & DECLARATION OF INTERESTS

The Chair outlined details of pecuniary and non-pecuniary Conflict of Interest Declarations received.

- Cr R Crouch declared an interest in Report 1 as a member of the Uralla Business Chamber.
- Cr T O'Connor declared an interest in the urgent item of business to be tabled at the meeting.

6. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 14 May 2019 Meeting:

- Minutes of the Budget Review and Finance Committee Meeting held 9 April 2019.

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

There were no amendments requested by Councillors.

MOTION (Crs I Strutt / T O'Connor)

That the Committee confirm the minutes, as a true and accurate record of the Budget Review and Finance Committee meeting held 9 April 2019.

BRFC9/19 CARRIED

**Minutes of the Budget Review & Finance Committee Meeting
held at 14 May, 12:30pm, Council Chambers**

7. URGENT, SUPPLEMENTARY & LATE ITEMS OF BUSINESS

The Chair advised there was an urgent, supplementary or late item of business.

- Cr T O'Connor requested to include within Item 8 in conjunction with Report 1 an item of support for the "Bundarra Castle Playspace" Project to include within the My Community Project fund.

MOTION (Cr T O'Connor / L Sampson)

That council include within Item 8 in conjunction with Report 1 an item of support for the "Bundarra Castle Playspace" Project as an additional My Community Project fund.

BRFC10/19 CARRIED

PROCEDURAL MOTION (Crs T O'Connor / N Ledger)

That the Committee adjourn the meeting at 12:39pm to hold an Extraordinary Meeting of Council.

BRFC11/19 CARRIED

PROCEDURAL MOTION (Crs R Bell / L Sampson)

That the Committee resume the meeting at 1:23pm.

BRFC12/19 CARRIED

8. REPORTS TO COMMITTEE

Department: General Manager's Office
Submitted by: General Manager
Reference/Subject: Report #1 – Request from Uralla Chamber for Support for New Toilet Facility in Central Business Area of Uralla

Cr R Crouch, having previously declared a conflict of interest, left the meeting at 1:25pm.

As the Chair left the meeting, the General Manager called for nominations for a member of the Committee to Chair the meeting.

Nominations were received for Crs I Strutt and N Ledger.

A vote was held and Cr I Strutt was elected Chairperson in the absence of the Deputy Mayor.

OFFICER'S RECOMMENDATION:

That the Committee recommend to Council that:

Option A

- 1) Written support be given to the Uralla Shire Business Chamber to lodge a funding application in accordance with the My Community Projects fund, administered by the NSW State Government, for the construction of a public amenity (toilet) in the public car park area behind the north facing shops along Bridge Street, between Salisbury and Hill Streets.
- 2) The written support is to note that:
 - a) Council will not be held liable for any monetary contribution toward the project should the total capital cost of: the toilet facility; the associated site works (such as concrete pad); and connection to utility services (including water, sewer and electricity) exceeds \$200,000; and

**Minutes of the Budget Review & Finance Committee Meeting
held at 14 May, 12:30pm, Council Chambers**

- b) If the application is successful, Council will make the final determination about which public amenity asset is selected for purchase, where the asset is positioned and all matters associated with existing Council assets (such as roadways and water/sewer services).
- 3) Thank the Chamber for taking this initiative.

Or

Option B

- 1) Written support not be given to the Uralla Shire Business Chamber to lodge a funding application in accordance with the My Community Projects fund, administered by the NSW State Government, for the construction of a public toilet in the public car park area behind the north facing shops along Bridge Street, between Salisbury and Hill Streets.
- 2) Thank the Chamber for taking this initiative.

MOTION (Crs R Bell / N Ledger)

That the Committee recommend to Council that:

- 1) Written support be given to the Uralla Shire Business Chamber to lodge a funding application in accordance with the My Community Projects fund, administered by the NSW State Government, for the construction of a public amenity (toilet) in the public car park area behind the north facing shops along Bridge Street, between Salisbury and Hill Streets.
- 2) The written support is to note that:
 - a) Council will not be held liable for any monetary contribution toward the project should the total capital cost of: the toilet facility; the associated site works (such as concrete pad); and connection to utility services (including water, sewer and electricity) exceeds \$200,000; and
 - b) If the application is successful, Council will make the final determination about which public amenity asset is selected for purchase, where the asset is positioned and all matters associated with existing Council assets (such as roadways and water/sewer services);
 - c) That Council be informed of the impact of the cost of maintenance and ongoing depreciation of the amenity on the Long Term Financial Plan.
- 3) Thank the Chamber for taking this initiative.

BRFC13/19 CARRIED

Cr R Crouch was absent at the time of voting. Cr R Crouch returned to the meeting at 1:49pm.

Cr R Crouch resumed the Chair and thanked Cr I Strutt for presiding over the meeting in his absence.

Cr I Strutt briefed Cr R Crouch about the outcome of Report #1.

Cr T O'Connor, having previously declared an interest in the item of business, left the meeting at 1:49pm.

PROCEDURAL MOTION (Crs R Bell / L Sampson)

To hear the item in Part 7 Urgent, Supplementary and Late items of Business "Support for the "Bundarra Castle Playspace" Project as an additional My Community Project fund" as Report 2 in Part 8.

BRFC14/19 CARRIED

Minutes of the Budget Review & Finance Committee Meeting
held at 14 May, 12:30pm, Council Chambers

MOTION (Crs N Ledger / L Sampson)

That the Committee recommend to Council that:

- 1) Written support be provided to community member Marcella O'Connor to lodge a funding application in accordance with the My Community Projects fund, administered by the NSW State Government, for the improvement of the Bundarra Playground, Court Street Bundarra, titled "Bundarra Castle Playspace" Project; and
- 2) The written support is to note that:
 - a) Council will not make any capital monetary contribution toward the project;
 - b) If the application is successful, Council will make the final determination about which asset is selected for purchase, where the asset is positioned and all matters associated with existing Council assets;
 - c) That Council be informed of the impact of the cost of maintenance, insurance and ongoing depreciation on the Long Term Financial Plan.
- 3) Thank Mrs O'Connor for taking this initiative.

BRFC15/19 CARRIED

Cr T O'Connor was absent at the time of voting. Cr T O'Connor returned to the meeting at 2:00pm.

9. MOTIONS ON NOTICE

There were no 'Notices of Motion' addressed to the 14 May 2019 Meeting.

10. CONFIDENTIAL BUSINESS

There were no Confidential Business items.

11. MEETING CLOSE

The meeting closed at 2:02pm.



REPORT TO COMMITTEE

Department:	General Manager's Office
Submitted by:	<i>General Manager</i>
Reference/Subject:	Report #1 – Request from Uralla Chamber for Support for New Toilet Facility in Central Business Area of Uralla

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation.
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner.
Activity:	4.2.2.3	Maximise grant and funding partnership opportunities.
Action:	4.2.2.3.1	Identify and seek grant funding opportunities, as resources provide, for infrastructure and development projects or services.

SUMMARY:

This report seeks Council's determination about whether or not to provide support to the Uralla Shire Business Chamber Inc (the Chamber) to lodge an application to construct a public toilet under the My Community Projects fund administered by the NSW State Government.

OFFICER'S RECOMMENDATION:

That the Committee recommend to Council that:

Option A

- 1) *Written support be given to the Uralla Shire Business Chamber to lodge a funding application in accordance with the My Community Projects fund, administered by the NSW State Government, for the construction of a public amenity (toilet) in the public car park area behind the north facing shops along Bridge Street, between Salisbury and Hill Streets.*
- 2) *The written support is to note that:*
 - a) *Council will not be held liable for any monetary contribution toward the project should the total capital cost of: the toilet facility; the associated site works (such as concrete pad); and connection to utility services (including water, sewer and electricity) exceeds \$200,000; and*
 - b) *If the application is successful, Council will make the final determination about which public amenity asset is selected for purchase, where the asset is positioned and all matters associated with existing Council assets (such as roadways and water/sewer services).*
- 3) *Thank the Chamber for taking this initiative.*

Or

Uralla Shire Council
Budget Review and Finance Committee
Business Paper – 14 May 2019

Option B

- 1) Written support not be given to the Uralla Shire Business Chamber to lodge a funding application in accordance with the My Community Projects fund, administered by the NSW State Government, for the construction of a public toilet in the public car park area behind the north facing shops along Bridge Street, between Salisbury and Hill Streets.**
- 2) Thank the Chamber for taking this initiative.**

REPORT:

By letter dated 9th May 2019 (Attachment A) the Uralla Shire Business Chamber Inc (the Chamber) has requested Council's support for the Chamber to make an application to the NSW State Government, in accordance with its My Community Project program (<https://www.nsw.gov.au/improving-nsw/projects-and-initiatives/my-community-project/>), for the construction of a public toilet at the public car area behind the north facing shops along Bridge St, between Salisbury and Hill Streets. The Chamber has requested the letter of support, should it be forthcoming, is needed by 15th May 2019 (the My Community Project application guide notes letters of support must be submitted by 2pm on 15th May 2019).

Given the proposed public amenity would become a public asset and would require Council to fund its operation and maintenance and depreciation it has relevance to the broader considerations of the Budget Review and Finance Committee associated with the sustainability of Council services and service levels.

Discussion

The Chamber states that *"Identified by the Chamber currently the closest public toilets are in Pioneer Park, the Information Centre, Hampden Park or Alma Park which isn't as convenient for the public as the proposed toilets would be. Each of these public amenities require road crossing and at times are difficult especially for disabled members of our community, the elderly and young children"*.

The construction of a public amenity at the proposed location was considered as a potential inclusion into Council's Stronger Country Communities Fund application, however it was eliminated as an opportunity. Its elimination from that selection process is not necessarily a reflection of the perceived or actual need for such a facility at this location, however it is the only time this current Council has considered the matter.

The Chamber is proposing to fund the construction from the My Community Project fund. This fund has a maximum cap per project of \$200,000. Staff have not previously undertaken a cost estimate for a public amenity at this location, however prefabricated single pedestal amenities which are suitable for disabled persons, together with a concrete pad and connection to the existing water supply, sewer and power supply networks can be sourced within close proximity to that project cap.

Council has not undertaken an assessment of the operational costs which would be associated with the cleaning and maintenance of the proposed facility. Nor has an assessment of the depreciation of this proposed new asset been undertaken.

Council does not have evidence in terms of community survey or public complaints which would demonstrate the need for a public amenity at this location. However, such evidence (or the lack thereof) would not be, of itself, the only consideration of the merits of such a proposal.

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Apart from 'need', considerations as to whether the proposed development is meritorious could include:

- Are the ongoing operational costs for maintaining such a facility justified – particularly in context of the capital cost being met by funds other than Council's?
- Are the existing facilities within the Central Business Area sufficient to meet demand?
- Are the existing facilities reasonably accessible for all potential users?
- Should the procurement and installation exceed \$200,000, is Council prepared to meet additional capital costs?
- Is the location of the proposed facility appropriate in terms of community safety/behaviour?

Conclusion

The Uralla Shire Business Chamber Inc have requested the Council to support an application to the My Community Project fund for the construction of a new public amenity in the Uralla Central Business Area.

The proposed public amenity would be likely to provide service to community members who currently experience some difficulty accessing existing public amenities.

The public amenity would be a new public asset, owned and maintained by Council, at potentially nil or marginal capital cost to Council but which would impose future additional costs upon Council's operational budget.

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	UINT/19/2739
Approved/Reviewed by Manager:	As above
Department:	General Manager's Office
Attachments:	Attachment A: Request from Uralla Shire Business Chamber Inc dated 9 th May 2019



Uralla Shire Business Chamber Inc
51 Bridge St
Uralla NSW 2358
secretary@urallabusinesschamber.org.au
urallabusinesschamber.org.au

Uralla Shire Council
32 Salisbury Street,
Uralla, NSW 2358

Friday 9th May 2019

To: The Mayor, Mick Pearce and General Manager, Andrew Hopkins
Re: My Community Project

Dear Mayor and General Manager,

The Uralla Shire Business Chamber is writing to Council in regards to the My Community Project application.

The Chamber is aware of the need for a public toilet block with disabled access to be built in close proximity to the Bridge Street main shopping area. We propose to put an application in to build this facility on council land in the car park area behind Bridge Street. The primary purpose for a public and disabled toilet is to be accessible to the public and community in the main shopping precinct of Uralla without the need to cross main roads. This will be a great benefit to the general public, including tourist.

Identified by the Chamber currently the closest public toilets are in Pioneer Park, The Information Centre, Hampton Park or Alma Park which isn't as convenient for the public as the proposed toilets would be. Each of these public amenities require road crossing and at times are difficult especially for disabled members of our community, the elderly and young children.

We seek councils support in becoming a sponsor for this application and giving consent as the land owner.

The Chamber will provide quotes for the project and put an application in with Councils support, consent and sponsorship by 15th May.

We hope that we can work together in getting this project up and running which is much needed in our community.

The Uralla Shire Business Chamber looks forward to your timely response.

Kind Regards,

Corinne Annetts

Secretary, Uralla Shire Business Chamber



REPORT OF COMMITTEE

Department:	Infrastructure and Development
Submitted by:	Manager Development and Planning
Reference/Subject:	Report 2 – Recommendations of Uralla Township and Environs Committee April and May 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 9th April and 14th May 2019 meetings of the Uralla Township and Environs Committee, and**
- 2. Endorse the officer's recommendations that;**
 - a. Council take no action regarding the war museum items.**
 - b. Consideration of primitive camping needs be undertaken as part of the open spaces strategy development.**
 - c. UTEC recommendations regarding the Bridge Street High Pedestrian Activity Concept Plan be considered at the time of the development of the Detailed Design**

BACKGROUND:

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

REPORT:

- UTEC met on the 9 April 2019. A copy of the minutes is attached.
- UTEC met on the 14 May 2019. A copy of the minutes is attached.

KEY ISSUES: RECOMMENDATIONS ANALYSIS

Meeting of 9 April 2019

- Recommendation: *UTEC recommends that Council negotiate with the owner the removal of the big soldier and the Advertising Sign.*

Officer's analysis: Both war museum items are on private property, with the advertising sign being located outside of Uralla Shire. Council has no grounds or powers to enforce removal. No action recommended.

Officer's recommendation: Council take no action regarding the war museum items.

- Recommendation: *UTEC recommends that Council investigate possible sites for primitive camping.*

Officer's analysis: A Primitive Camping Ground has been approved and is in operation at the Uralla Golf Club. Investigation of Council owned sites to be considered for use as Primitive Camping Grounds is not considered warranted as:

- Uralla Township is relatively well serviced with accommodation options without establishing a Council owned Primitive Camping Ground in competition to existing establishments, and
- One Primitive Camping Ground may reasonably be considered sufficient for a township the size of Uralla.

Officer's recommendation: Consideration of primitive camping needs be undertaken as part of the open spaces strategy development.

Meeting of 14 May 2019

Bridge Street Upgrade Report (Recommendations)

1. That there be no narrowing of any streets;
2. There be no Bridge St blisters between Park and Salisbury Sts;
3. There be no additional blisters in the CBD;
4. The blister near the Wool Store be reconfigured to allow driveway access to new building;
5. The blisters be landscaped e.g. with more boulders;
6. The blister gardens be revamped, and allow for healthier tree root systems;
7. The existing trees remain;
8. New exotic trees be planted in the 'empty' northern blisters;
9. The gap between blisters and footpath be remediated as per the Report;
10. Council budget for the outdoor staff to regularly maintain the blister gardens;
11. With the addition of community input and support e.g. Council mulch supply;
12. UTEC member to approach Business Chamber for input;
13. Advice be sought from Uralla Garden Club on above matters and an invitation to attend the next UTEC Meeting;
14. Council invite Uralla Arts and local schools to be involved in ideas for public art installations in blisters;
15. That the tall lights not be lowered;
16. The replica kerosene lamps (2) and gas lamps (2) be maintained as they are;
17. The 'modern' lamp posts in the blisters be repainted in the original blues, (Not Heritage Red) and the "lantern" fittings in Salisbury St be replaced with the original down light fittings;
18. Investigate additional subdued lighting options in the blisters;
19. Council invite Uralla Arts to suggest ideas for public art installations in blisters.

Officer's analysis: Recommendations noted and should be considered should the concept progress to detailed design.

Officer's recommendation: UTEC recommendations regarding the Bridge Street High Pedestrian Activity Concept Plan be considered in the development of the detailed design.

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:	Matt Clarkson, Manager Development & Planning
TRIM Reference Number:	UINT/19/3366
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	1 - UTEC minutes – 9 April 2019 2 - UTEC minutes – 14 May 2019 3 - June - Report to Council - UTEC recommendations 14 May 2019: Bridge Street Upgrade Report

UTEC minutes

Meeting Title – UTEC COMMITTEE		
Date – 9 April 2019	Meeting Time – 6pm	Meeting Location – Council Meeting Room
Type of meeting	Monthly	
Chairperson	Kent Mayo	
Secretary	Kath Corcoran	
Attendees	Kent Mayo, Sonia Repin, Bob Anderson, Phil Smith, Col Hull, Annie Mayo, Kath Corcoran, Carol Higginbottom, Cr Isobel Strutt, Noelene Porter Observer – Terry Seymour (USC)	
Apologies	Louis van Ekert, Andrew Hopkins, James Sinclair, Cr Levi Sampson <u>Moved</u> – Bob Anderson <u>Seconded</u> – Phil Smith	
	Kent Mayo thanked the Secretary for the compilation and distribution of notes from the last meeting.	
Agenda Topic 1 - Louis' List		
Discussion	Kent proposed that the discussion regarding this list be held over till Louis was in attendance at the next meeting	
Conclusions	<u>Moved</u> - Kent Mayo <u>Seconded</u> – Bob Anderson	
Agenda Topic 2 - Information Booth at The Glen		
Discussion	Bob Anderson had met with Matt Clarkson (USC) and it had been suggested that Council would support the addition of other 'creative options' that Uralla Arts might suggest. Bob A indicated that updated information would be added to the booth. A discussion followed regarding the addition in the park of a Notice Board that would indicate the location of the sculptures. Noelene P indicated that there could also be information regarding other things to do in Uralla. Terry Seymour (USC) agreed that Council would support an upgrade to signage at the site however it would need to be particular to The Glen and historical rather than advertising	
Conclusions	The decision was made that Uralla Arts would bring to the next UTEC meeting a Proposal which could include a number of those items mentioned during the discussion	

UTEC minutes

Action Items	Person Responsible	Deadline
Action item 1 – That Bob Anderson with Uralla Arts will present a Proposal for discussion at the next UTEC Meeting <u>Moved</u> – Kath Corcoran <u>Seconded</u> – Noelene Porter	Bob Anderson	14 May 2019
Agenda Topic 3 – Open Space Strategy		
Discussion	Terry Seymour (USC) advised that the Strategy is to be included in the Budget for the next Financial Year 2019-20	
Conclusions	Terry’s advice was noted	
Action Items – No action to be taken at this time	Person Responsible	Deadline

Agenda Topic 4 – Residue of Military Museum		
Discussion	Discussion was had as to whether the continued recommendations from UTEC on this matter were useful. Noelene P suggested that the items were on private property and as such it may not come within the remit of Council and/or UTEC for comment or action. Kent said that the items needed to be removed and that there did not seem to be another way to move this forward.	
Conclusions	It was decided that a further recommendation would be made to Council	
<u>Action Items</u> – UTEC recommends that Council negotiate with the owner the removal of the big soldier and the Advertising Sign <u>Moved</u> – Annie Mayo <u>Seconded</u> – Bob A	Person Responsible - Council	Deadline N/A

Agenda Topic 5 - Council Branding		
Discussion	Sonia R reported back from the Uralla Business Chamber that they were willing to “support that branding remain consistent at all times and if there were to be changes that they also comply”. Sonia also spoke about the Business Chamber’s request that any further changes go to consultation prior to implementation	
Conclusions	That UTEC continues to recommend that consistency of branding be maintained	

UTEc minutes

Action Items – No action required other than Minutes	Person Responsible	Deadline
Agenda Topic 6 – Other Matters		
Discussion	No further matters were raised	
GENERAL BUSINESS		
<u>Discussion</u> - (1) Bridge Street Upgrade	A comprehensive conversation was held about the matters included in the proposal and plans. Kent spoke about the issue of speed and referred the members back to the document compiled by Cr Tom O'Connor, which indicated that this might not be a major problem Phil Smith spoke about the proposal to narrow the streets and to plant trees. He said that he thought both ideas would make the situation worse rather than better. Sonia Repin spoke about conversations with other business owners, that indicated they were not in favour of narrowing the streets. Other members contributed their views. Further recommendations to Council were discussed	
Conclusions	It was decided that a site visit by members would take place and then a series of recommendations would be compiled and forwarded to Council	
Action Items	Person Responsible	Deadline
A site visit to take place at 3pm on Sunday 14 April, starting at the Alternate Root Café. The site visit would examine issues raised in the Proposal and views canvassed would be recorded Moved – Phil Smith Seconded - Carol Higginbottom	As many UTEc Members as possible to attend Recommendations to be drafted	Sunday 3pm Secretary to record and compile
GENERAL BUSINESS		
Action Items	Person Responsible	Deadline

UTEAC minutes

<p><u>Discussion</u> – (2) Local Facilities</p> <p>Phil Smith raised the issue of the through-traffic and the lack of amenity, places to park and places for those looking for ‘primitive camping’ locations to stay overnight. Phil explained that he felt Uralla was missing great opportunities for tourism by not considering this issue.</p> <p>Several different options were put forward including:</p> <p>The Glen; the Show grounds; the BMX track; and the Golf Club</p>		
<p><u>Conclusion</u> – that further discussion be had with a view to recommendations being made</p>		
<p>Action Items: UTEAC recommends that Council investigate possible sites for primitive camping Moved – Phil Smith Seconded – Annie Mayo</p>	<p>Person Responsible Council</p>	<p>Deadline N/A</p>
<p><u>Discussion</u> – (3) Visitor Information Centre upgrade Proposal</p> <p>Col Hull asked for confirmation about the stage of the Project. Terry Seymour replied that further quotations and details were being sought for progress on the internal changes only at this time.</p> <p>Further discussion followed regarding the moving of the Thunderbolt statue and the building of a lych-gate tower at the front of the existing building. The main issue for some is that the VIC needs to be more visible and eye-catching for the passing traffic. For others there seems to be an issue of over doing this and spoiling the aesthetics of the precinct.</p> <p>Further conversations will be held and no recommendations or conclusions were reached at this meeting</p>		
<p>Action Items</p>	<p>Person Responsible</p>	<p>Deadline</p>
<p><u>Discussion</u> – (4) Alma Park Redevelopment</p> <p>Kent had information that both the Korean and Vietnam Memorials would be relocated within the Park.</p>	<p>Kent Mayo</p>	<p>Next Meeting 14 May 2019</p>

UTEAC minutes

Terry Seymour (USC) informed the meeting that the negotiations were still continuing with the RSL and that the Korean Memorial would be moved but the moving of the Vietnam memorial was in some doubt.		
<u>Conclusion</u> - That confirmation would be sought regarding the next step		
The meeting closed at 7.05pm Next Meeting to be held on <u>Tuesday 14 May</u> At the Council Meeting Room at 6pm		

UTEC minutes

Meeting Title – UTEC COMMITTEE	
Date – 9 April 2019	Meeting Time – 6pm
Meeting Location – Council Meeting Room	
Type of meeting	Monthly
Chairperson	Kent Mayo
Secretary	Kath Corcoran
Attendees	Kent Mayo, Sonia Repin, Bob Anderson, Annie Mayo, Kath Corcoran, Carol Higginbottom, Noelene Porter; James Sinclair; Louis van Ekert. Council Representatives: Cr Isobel Strutt, Cr Levi Sampson; Observer – Matt Clarkson (USC)
Apologies	Phil Smith, Col Hull; Shaun Platford <u>Moved</u> – Bob Anderson <u>Seconded</u> – Annie Mayo
Correspondence	Cr Isobel Strutt – Heritage Advisory Memo – Fuller Park Matt Clarkson (USC) – UTEC Meeting Recommendations No response required. Both people were thanked for the items
	Kent Mayo thanked the Secretary for the compilation and distribution of notes from the last meeting. Agreement by acclamation was then shared.
Agenda Topic 1 - Information Booth at The Glen	
Discussion	Bob Anderson shared that he had a conversation with Carl Merton who is away at present. He expressed his willingness to continue the conversation. Bob agreed that Uralla Arts would present a Proposal following those conversations.

Conclusions	<u>Moved</u> - Bob Anderson <u>Seconded</u> – Kent Mayo
Agenda Topic 2 – ‘Louis’ List‘	
Discussion	<p>UTEC Draft Policy (input to “Park and Open Space” Strategy)</p> <ol style="list-style-type: none"> 1. Continuity and consistency in design themes 2. Project Register created and maintained containing all projects 3. Priority for projects in progress/abeyance over new projects 4. Community in put for all projects 5. No work on projects which have no proven community benefit

UTEC minutes

	<p>6. Adherence to state/national/international standards for design</p> <p>7. Adoption of Uralla Creative Village Team's recommendations - a guide for Park and Open Space Strategy (as documented in the "U-Watch" document</p> <p>Louis gave a brief explanation of each item. The items were generally described by Louis as Guiding Principles, which the Committee members see as vital in the ongoing life of UTEC</p> <p>There was general agreement about each item on the list. There was general agreement that this will be referred to as 'Louis' List'.</p> <p>Item 2. Project Register – the meeting decided that this was different to the document presented by Matt Clarkson, which was a running record of the items from UTEC presented to Council and Council's response.</p>
Conclusions	<p>That this item will be brought forward to the next meeting</p> <p>Moved - Louis van Ekert Seconded – Kath Corcoran</p>
Agenda Topic 3 – Bridge St Upgrade Plan	
Discussion	<p>Proposed Recommendations were discussed. Chairperson Kent Mayo began by stating that the issues of Pedestrian Safety and Street beautification were always UTEC's consideration.</p> <p>Three of the Recommendations (see attached) were discussed and changes made to a number of items.</p> <p>Key discussion points:</p> <ul style="list-style-type: none"> • Street narrowing – agreement that this was not recommended • Blisters in Bridge Street – landscaping and maintenance recommendations • Lighting – as per amended Recommendations <p>Other Recommendations will be discussed and formalised at the next meeting.</p>
	<p>All other Agenda items were held over till next meeting</p> <p>The meeting closed at 7pm</p>

UTEC minutes

	Next Meeting to be held on Tuesday 11 June at the Council Meeting Room at 6pm	
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PROPOSED RECOMMENDATIONS FOR DISCUSSION

FROM BRIDGE STREET UPGRADE REPORT

(Changes made at meeting indicated in italics)

a. **NARROWING** (Recommendations)

That there be no narrowing of any streets

Moved: Sonia R Seconded: Bob Anderson

b. **BLISTERS** (Recommendations)

- 1) There be no Bridge St blisters between Park and Salisbury Sts
- 2) There be no additional blisters in the CBD
- 3) The blister near the Wool Store be reconfigured to allow driveway access *to new building*
- 4) The blisters be landscaped *e.g. with more boulders*
- 5) The blister gardens be revamped, and allow for healthier tree root systems
- 6) The existing trees remain
- 7) New exotic trees be planted in the 'empty' northern blisters
- 8) The gap between blisters and footpath be remediated as per the Report
- 9) Council budget for the outdoor staff to regularly maintain the blister gardens
 - *With the addition of community input and support e.g. Council mulch supply*
 - *Sonia R to approach Business Chamber for input*
 - *Advice be sought from Uralla Garden Club on above matters and an invitation to attend the next UTEC Meeting*
 - *Council invite Uralla Arts and local schools to be involved in ideas for public art installations in blisters*

Moved – Bob Anderson

Seconded – Sonia Repin

(c) **LIGHTING** - Recommendations:

- 1) That the tall lights not be lowered.

- 2) The replica kerosene lamps (2) and gas lamps (2) be maintained as they are
- 3) The 'modern' lamp posts in the blisters be repainted in the original blues, (Not Heritage Red) and the "lantern" fittings in Salisbury St be replaced with the original down light fittings
- 4) *Investigate additional subdued lighting options in the blisters*
- 5) Council invite Uralla Arts to suggest ideas for public art installations in blisters

Moved: Bob Anderson

Seconded: Jim Sinclair

(d) PEDESTRIAN CROSSINGS - Deferred till next meeting

(e) MISCELLEANOUS - Deferred till next meeting

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 31 May, 2019 consisting of cash and overnight funds of \$3,257,062, term deposits of \$13,550,000 totalling \$16,807,062 of readily convertible funds.

2. Council note the loan position as at 31 May, 2019 totalling \$2,423,893.

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 \$13,550,000 spread over the next twelve months will receive a range of interest from 2.32% to 2.75% with an average rate of 2.64%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 May, 2019.

KEY ISSUES:

The RBA decreased interest rates at its May meeting for the first time in nearly 3 years (previously 33 months unchanged). This decision was taken "to support employment growth and provide greater confidence that inflation will be consistent with the medium term target". The market expects there to be further reductions in official interest rates in 2019. This should mean that our current budgeted interest rate may 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 31 May, 2019 Diary of Investment Maturity Dates and Amounts

Uralla Shire Council
Council Business Paper – 25 June 2019

Uralla Shire Council		
Investments at 31 May, 2019		
Cash at Bank – Operating Accounts:		
Institution	Account	Bank Statement
National Australia Bank	Main Account	\$524,344.36
National Australia Bank	Trust Account	\$31,296.33
Community Mutual	Bundarra RTC	\$25,361.83
Total		\$581,002.52
Business Investment (Cash Management) Account		
Institution	Interest rate	Balance
Professional Funds	0.15% above RBA cash rate	\$2,676,059.84
Total		\$2,676,059.84

Term Deposits:			
Institution	Interest rate	Maturity	Balance
Commonwealth Bank	2.74%	5/07/2019	\$500,000.00
Westpac Banking Corporation	2.74%	25/07/2019	\$1,000,000.00
Commonwealth Bank	2.65%	15/08/2019	\$250,000.00
National Australia Bank	2.70%	26/08/2019	\$1,000,000.00
Commonwealth Bank	2.71%	29/08/2019	\$800,000.00
Bank of Queensland	2.75%	12/06/2019	\$800,000.00
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
Bank of Queensland	2.75%	4/06/2019	\$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
ANZ	2.70%	30/01/2020	\$500,000.00
National Australia Bank	2.50%	1/04/2020	\$600,000.00
National Australia Bank	2.50%	10/04/2020	\$500,000.00
National Australia Bank	2.34%	6/05/2020	\$600,000.00
Total			\$13,550,000.00

Uralla Shire Council
Council Business Paper – 25 June 2019

Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$49,520.86
167	Rear Service Lane Land	\$0.00
168	Community Centre	\$35,265.20
176	Library Extensions	\$171,795.17
177	Grace Munro Centre	\$137,462.22
181	Creative Village Works	\$4,729.29
185	Public Toilets Alma Park	\$661.94
186	Public Toilets Pioneer Park	\$8,098.25
187	Undergrounding Power and Main Street Upgrade	\$140,825.24
188	Paving and Power Undergrounding	\$35,078.62
189	Bridge Construction	\$211,153.56
190	Bridge construction & industrial land development	\$1,629,302.46
Total		\$2,423,892.81



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Chief Financial Officer</i>
Reference/Subject:	Report 2 – Public Exhibition of Draft Delivery Program 2017-21 and Operational Plan 2019-20

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
Action:	4.1.1.2.4	Develop and monitor the annual Operational Plan

SUMMARY:

The purpose of this report is for Council to consider any submissions received on the combined Draft 2017-2021 Delivery Program and Draft 2019-2020 Operational Plan, which was placed on public exhibition from Wednesday, 15 May to Thursday, 13 June 2019, and to adopt the combined 2017-21 Delivery Program and 2019-2020 Operational Plan and determine and set the relevant rates, fees and charges associated therewith.

OFFICER'S RECOMMENDATION 1:

1. That in accordance with Sections 533, 534, 535 and 536 of the Local Government Act 1993, Council make and levy the rates and annual charges for 2019-20 as set out below:
 - a) That in relation to Ordinary Rates, Council apply the 2.7% rate increase as determined by the Independent Pricing and Regulatory Tribunal;
 - b) That pursuant to Section 494 of the NSW Local Government Act 1993, Council make and levy the following Ordinary Rates for the year 1 July 2019 to 30 June 2020:

Category & Sub-Category	Base Amount \$	Base Amount %	Ad-Valorem Rate in the \$
Farmland	\$290.00	8.18%	0.3753
Residential – Ordinary	\$290.00	45.93%	0.3753
Residential – Rural	\$290.00	31.13%	0.3753
Business	\$290.00	41.20%	0.3753
Mining	\$290.00	0.00%	0.3753

- c) That in relation to water supply charges and pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following charges on all consumers connected to, or capable of being connected to, the Uralla or Bundarra water supply systems for water supply services for the year 1 July 2019 to 30 June 2020:

Uralla Shire Council
Council Business Paper – 25 June 2019

Location	Water Supply Access Charges
Uralla Water	\$341.00
Bundarra Water	\$341.00
	Water Supply Consumption Charges per KL
Uralla Water	\$2.47
Bundarra Water	\$2.47

- d) That in relation to sewerage service charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer system for sewerage services for the year 1 July 2019 to 30 June 2020:

Location	Residential Sewer Access Charges
Uralla Sewerage	\$601.00
Bundarra Sewerage	

- e) That in relation to sewerage service charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for sewerage services for the year 1 July 2019 to 30 June 2020:

Location and charge	Non-Residential Sewer Access Charges
Uralla Sewerage – Access	\$420.00
Bundarra Sewerage – Access	
	Sewer Usage Charges per KL
Uralla Sewerage – Usage	\$1.31
Bundarra Sewerage – Usage	

- f) That in relation to trade waste charges pursuant to Sections 501 and 502 of the NSW Local Government Act 1993, Council make and levy the following rates and charges on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for trade waste services for the year 1 July 2019 to 30 June 2020:

Location and charge	Trade Waste Annual Charges
Uralla Sewerage – Access	\$77.50
Bundarra Sewerage – Access	
	Trade Waste Usage Charge per KL
Uralla Sewerage – Usage	\$1.40
Bundarra Sewerage – Usage	

- g) That in relation to the sewerage service charges for Bundarra noted at (d), (e), and (f) above, Council has determined, in accordance with resolution X09.03/19 that Council “lift the charge for the coming Financial Year (2019/2020) and reapply it from the financial year after the additional required funding (*for the implementation of the Bundarra Sewerage Scheme*) is secured”. However, should additional funding be secured prior to 30 June 2019 then the following charges will apply:

1. Residential sewer service charge – Bundarra Sewerage	\$601.00
2. Non-residential sewer service charge – Bundarra Sewerage	\$420.00
3. Non-residential sewer usage charges per KL – Bundarra Sewerage	\$1.31
4. Trade waste access charges – Bundarra Sewerage	\$77.50
5. Trade waste usage charge per KL – Bundarra Sewerage	\$1.40

Uralla Shire Council
Council Business Paper – 25 June 2019

- h) That in relation to stormwater management services (drainage charges) pursuant to Section 496A of the NSW Local Government Act 1993, Council make and levy the following annual charge on all urban residential, business and industrial lots with impervious surfaces for stormwater management services for the year 1 July 2019 to 30 June 2020:

Charge per Lot	Stormwater Service Management Charge
Urban residential levy	\$25.00
Urban strata residential levy	\$12.50
Charge per 350m ²	
Urban Business and industrial	\$25.00

- i) That in relation to waste management facilities pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charge on all rateable properties as a waste management facility fee for the year 1 July 2019 to 30 June 2020:

Description	Charge
Waste Facility Fee	\$224.00

- j) That in relation to waste management charges pursuant to Sections 496 of the NSW Local Government Act 1993, Council make and levy the following annual charges for the provision of waste management collection services on each parcel of rateable land for which services are available for the year 1 July 2019 to 30 June 2020:

Waste Charge Description	Residential Charge
Uralla Residential	\$342.00
Bundarra Residential	\$342.00
Invergowrie Residential	\$342.00
Additional Recycling Bin	\$118.00

- k) That in relation to waste management charges pursuant to Sections 503(2) of the NSW Local Government Act 1993, Council make and levy the following annual charges for the removal of material from non-rateable properties for the year 1 July 2019 to 30 June 2020:

Waste Charge Description	Non-Rateable Charge
Uralla Non-Rateable	\$342.00
Bundarra Non-Rateable	\$342.00
Additional Recycling Bin	\$118.00

- l) That in relation to waste management charges pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charges for the removal of material from non-residential properties for the year 1 July 2019 to 30 June 2020:

Waste Charge Description	Non Residential Charge
Uralla Commercial – Large	\$256.00
Bundarra Commercial – Small	\$197.00
Bundarra Commercial – Large	\$256.00

- m) That in relation to environmental levy pursuant to Sections 501 of the NSW Local Government Act 1993, Council make and levy the following annual charges on every rateable assessment in the Shire for Environmental Levy for the year 1 July 2019 to 30 June 2020:

Description	Charge
Environmental Levy	\$81.00

- n) That the interest rate on overdue rates and charges, pursuant to Section 566(3) of the NSW Local Government Act 1993, be the maximum rate of interest payable on overdue rates and charges for the 2019-2020 rating year of 7.5% as determined by the Office of Local Government.

OFFICER'S RECOMMENDATION 2:

1. That Council:

- a. Approve expenditure and vote funds as detailed in the combined Draft 2017-2021 Delivery Program and 2019-20 Operational Plan, contained at Attachment A, in accordance with Part 9, Division 5, clause 211(2) of the Local Government (General) Regulation 2005.
- b. Adopt the combined 2017-2021 Delivery Program and 2019-20 Operational Plan, including the 2019-20 Statement of Revenue Policy incorporating the annual budget and fees and charges.

BACKGROUND:

The Local Government Act 1993 requires Council to adopt a four-year Delivery Program and annual Operational Plan; make and levy rates and charges, and approve expenditure and vote funds.

REPORT:

At the Extraordinary Meeting held 14 May 2019, Council resolved to place the combined Draft 2017-2021 Delivery Program and 2019-20 Operational Plan on public exhibition for a period of 28 days [X04.05/19]. The combined Draft 2017-2021 Delivery Program and 2019-2020 Operational Plan was placed on public exhibition from Wednesday, 15 May to Thursday, 13 June 2019, with no submissions received by Council at the expiration of the public exhibition period.

No substantial adjustments have been made to principal activities or annual actions detailed in the combined Draft 2017-2021 Delivery Program and 2019-2020 Operational Plan, contained at Attachment A. Minor wording changes and corrections have been made for clarity and understanding.

Delivery Program 2017-2021 and Operational Plan

The combined 2017-2021 Delivery Program and 2019-2020 Operational Plan has been amended to include minor wording changes and corrections to the draft Operational Plan 2019-20.

Statement of Revenue Policy

The draft Operational Plan 2019-20 includes a statement of Council's revenue policy (Statement of Revenue Policy), as required under section 405(5)(2) of the Act. The draft Statement of Revenue Policy includes separable parts detailing the proposed draft Fees and Charges and draft Budget for 2019-20.

The draft Statement of Revenue Policy has been prepared to conform to the requirements as prescribed within the Regulations and embodies all the rates, special rates, annual charges, interest on unpaid accounts and proposed fees and charges to be applied by Council during 2019-20. The General Fund Rate increase is based on the IPART approved 2.7 per cent increase for 2019-20.

The following amendments have been made to the Statement of Revenue Policy:

1. Budget adjustments have been requested to occur as a result of operational decisions made since the original drafting of actions and budgets in April 2019 and further information becoming available to Council including:
 - a. Councillor and mayoral remuneration be adjusted per Council resolution 15.05/19 – increase expenditure by \$505;

- b. Increase workers compensation premium to align to estimate provided by insurer – increase expenditure by \$72,262;
 - c. Minor adjustments to wage costs – reduce expenditure by \$2,062;
 - d. Additional expenditure on safety system software – increase expenditure by \$9,750;
 - e. Reduce the grant from RMS for the annual Repair Program – reduce income by \$16,347;
 - f. Net cost of completing Integrated Water Cycle Management Strategy (IWCM) – increase expenditure by \$5,000;
 - g. Instalment 2 of a capital grant for the upgrade of bathrooms at McMaugh Gardens was received in May 2019 instead of July 2019 – decrease capital grants by \$185,000;
 - h. Interest earned on investments was reduced by 0.5% following the RBA decision on 5 June 2019 and the expectation of one or two further reductions of 0.25% in the next three months – reduce interest and investment revenue by \$59,500.
2. The following fees and charges be amended:
- a. Companion animal registrations (reported by OLG on 12 June 2019):
 - i. Entire animal (not desexed) \$210.00
 - ii. Desexed \$ 58.00
 - iii. Pensioner \$ 24.00
 - iv. Registered breeders \$ 58.00
 - v. Desexed purchased pound \$ 29.00
 - b. Some fees have had the GST status changed following a review by an external consultant;
 - c. Some minor wording changes have been made to make the cost of the fee or charge clearer;

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The combined Draft 2017-2021 Delivery Program and 2019-2020 Operational Plan was placed on public exhibition for a period of 28 days and no submissions were. The notice of public exhibition was published in Council's monthly community newsletter and on Council's website, with the document available for inspection at the Council Chambers and Administration Centre at Uralla.

2. Policy and Regulation

- NSW Local Government Act (1993)

501 For what services can a council impose an annual charge?

(1) A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis by the council:

- water supply services
- sewerage services
- drainage services
- waste management services (other than domestic waste management services)
- any services prescribed by the regulations.

(2) A council may make a single charge for two or more such services.

(3) An annual charge may be levied on each parcel of rateable land for which the service is provided or proposed to be provided.

502 Charges for actual use

A council may make a charge for a service referred to in section 496 or 501 according to the actual use of the service.

533 Date by which a rate or charge must be made

(4) *A rate or charge must be made before 1 August in the year for which the rate or charge is made or before such later date in that year as the Minister may, if the Minister is of the opinion that there are special circumstances, allow.*

534 Rate or charge to be made for a specified year

Each rate or charge is to be made for a specified year, being the year in which the rate or charge is made or the next year.

535 Rate or charge to be made by resolution

A rate or charge is made by resolution of the council.

536 What criteria are relevant in determining the base amount?

(1) *In determining a base amount of a rate, the council must have regard to (but is not limited to) the following:*

- *its general administration and overhead costs*
- *the extent to which projected ad valorem rates on individual properties do not reflect the cost of providing necessary services and facilities*
- *the level of grant or similar income available to provide necessary services and facilities*
- *the degree of congruity and homogeneity between the values of properties subject to the rate and their spread throughout the area*
- *whether a rate that is wholly an ad valorem rate would result in an uneven distribution of the rate burden because a comparatively high proportion of assessments would bear a comparatively low share of the total rate burden*
- *in the case of a special rate--the cost of providing the works, services, facilities or activities to the parcels of land subject to the rate (ignoring the rateable value of those parcels).*

(2) *The council, in having regard to its general administration and overhead costs, must use net costs, with income being included in the calculation of standard costs for all community service functions, library services, recreational and cultural facilities and amenities and the like.*

537 Form of resolution specifying base amounts of rates

In the resolution that specifies a base amount of a rate, or the base amount of a rate for a category or sub-category of an ordinary rate, the council must state:

- (a) *the amount in dollars of the base amount, and*
- (b) *the percentage, in conformity with section 500, of the total amount payable by the levying of the rate, or the rate for the category or sub-category concerned of the ordinary rate, that the levying of the base amount will produce.*

- NSW Local Government (General) Regulations 2005;

211 Authorisation of expenditure

(1) *A council, or a person purporting to act on behalf of a council, must not incur a liability for the expenditure of money unless the council at the annual meeting held in accordance with subclause (2) or at a later ordinary meeting:*

- (a) *has approved the expenditure, and*
- (b) *has voted the money necessary to meet the expenditure.*

(2) *A council must each year hold a meeting for the purpose of approving expenditure and voting money.*

(3) *All such approvals and votes lapse at the end of a council's financial year. However, this subclause does not apply to approvals and votes relating to:*

- (a) *work carried out or started, or contracted to be carried out, for the council, or*
- (b) *any service provided, or contracted to be provided, for the council, or*

*(c) goods or materials provided, or contracted to be provided, for the council, or
(d) facilities provided or started, or contracted to be provided, for the council, before the end of the year concerned, or to the payment of remuneration to members of the council's staff.*

- NSW Integrated Planning and Reporting (IP&R) Regulation;
- Uralla Shire Council Community Engagement Strategy.

3. Financial (LTFP)

The combined Draft 2017-2021 Delivery Program and 2019-2020 Operational Plan also includes the annual budget for 2019-20 as well as the rates, fees and charges for the financial year and will impact upon the Long term Financial Plan (LTFP) which is being reported elsewhere.

4. Asset Management (AMP)

The level and quality of information available to the development of the LTFP from the asset management systems has been updated over the past twelve months and is expected to improve further during the coming year.

5. Workforce (WMP)

The Workforce Management Plan is being progressively implemented and the Draft 2017-2021 Delivery Program and 2019-2020 Operational Plan contains four key actions that will assist in achieving the organisational objectives set out in the WMP.

6. Legal and Risk Management

Council must adopt a four-year Delivery Program and annual Operational Plan, and make the rates, fees and charges for the forthcoming financial year by no later than the 30th of June.

7. Performance Measures

As contained in the combined Draft 2017-2021 Delivery Program and Draft 2019-20 Operational Plan.

8. Project Management

Nil.

Prepared by staff member:	Simon Paul, Chief Financial Officer
TRIM Reference Number:	UINT/19/3478
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager
Attachments:	Attachment A - Combined Draft 2017-2021 Delivery Program and Draft 2019-20 Operational Plan



DELIVERY PROGRAM 2017-2021 OPERATIONAL PLAN 2019-2020

INFORMATION ABOUT THIS DOCUMENT

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
Version 1	29 April 2019	Draft for Executive Team Review
Version 2	3 May 2019	Draft for circulation to Councillors
Version 3	9 May 2019	Draft document prepared for 14 May 2019 Extraordinary Meeting of Council
Version 4	15 May 2019	Draft document placed on exhibition per council resolution X04.05/19
Version 5	19 June 2019	Document finalised following submission period Nil submissions received

Further Document Information and Relationships

Related Legislation*	Local Government Act 1993 Local Government (General) Regulations 2005 Office of Local Government Integrated Planning and Reporting Guidelines
Related Policies	Nil
Related Procedures/ Protocols, Statements, documents	Community Strategic Plan Resourcing Strategy

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PART 1: OVERVIEW

General Manager's Message

The 2019-2020 financial year represents the third year of the current 2017 to 2021 Council 4-year Delivery Program.

This Delivery Program and corresponding third year Operational Plan set out the Principal Activities and annual Actions aimed at progressing the Strategies and achieving the Goals set out in the Community Strategic Plan.

Council's plans, such as the Community Strategic Plan, the Delivery Program and the Operational Plan are interconnected and interact so that Council can plan in a holistic way for both the short and longterm, enabling Council to plan for a sustainable future for the Uralla Shire.

The suite of strategic plans allows Council to ensure that a common set of community goals are integrated across all documents; that a detailed program on how these community goals will be achieved and measured is in place; and the resources required to achieve these goals are both allocated and within Council's means.

In addition to this, over the past several years Council has implemented a range of organisational improvement initiatives to improve the capacity and capability of the organisation, which will ultimately allow services to be delivered more efficiently into the future. These efforts will be continued in 2019-20 through the implementation of Council's Improvement Program, which will see the organisation improve staff performance and efficiency through upgrades to information technology and software and streamlined compliance and financial management practices.

The Operational Plan for the coming year includes the continuation of service delivery across the full range of operations currently provided to residents, as well as the following major projects:

- Delivering multiple projects in parks and sporting facilities throughout the shire. These capital improvements are funded through the NSW Government's Stronger Country Communities Fund with Council providing the project and administrative management.
- Continuing with the upgrade of Bingara Road, with funding assistance from the NSW Government.
- Progressing the implementation of the Bundarra Sewerage Scheme, 75% funded by the NSW Government.
- Progressing the development of the light industrial project in Rowan Avenue, Uralla.
- Progressing the Uralla Visitor Information Centre Improvement Project. And
- Exploring opportunities to secure the long term sustainability of Council's service provision through further efficiency gains, cost reductions and increased revenues including discussing the need for a special rate variation (SRV) with the Uralla Shire community.

In addition to this Council will also deliver through our regular capital renewal programs, including:

- Roads renewal, resealing and resheeting programs.
- Water Supply infrastructure renewal program.
- Sewerage Service infrastructure renewal program. And
- Buildings renewal program.

The elected Councillors and the staff look forward to another successful and productive year delivering for the entire community of Uralla Shire.

Andrew Hopkins
General Manager

Background

Integrated Planning and Reporting

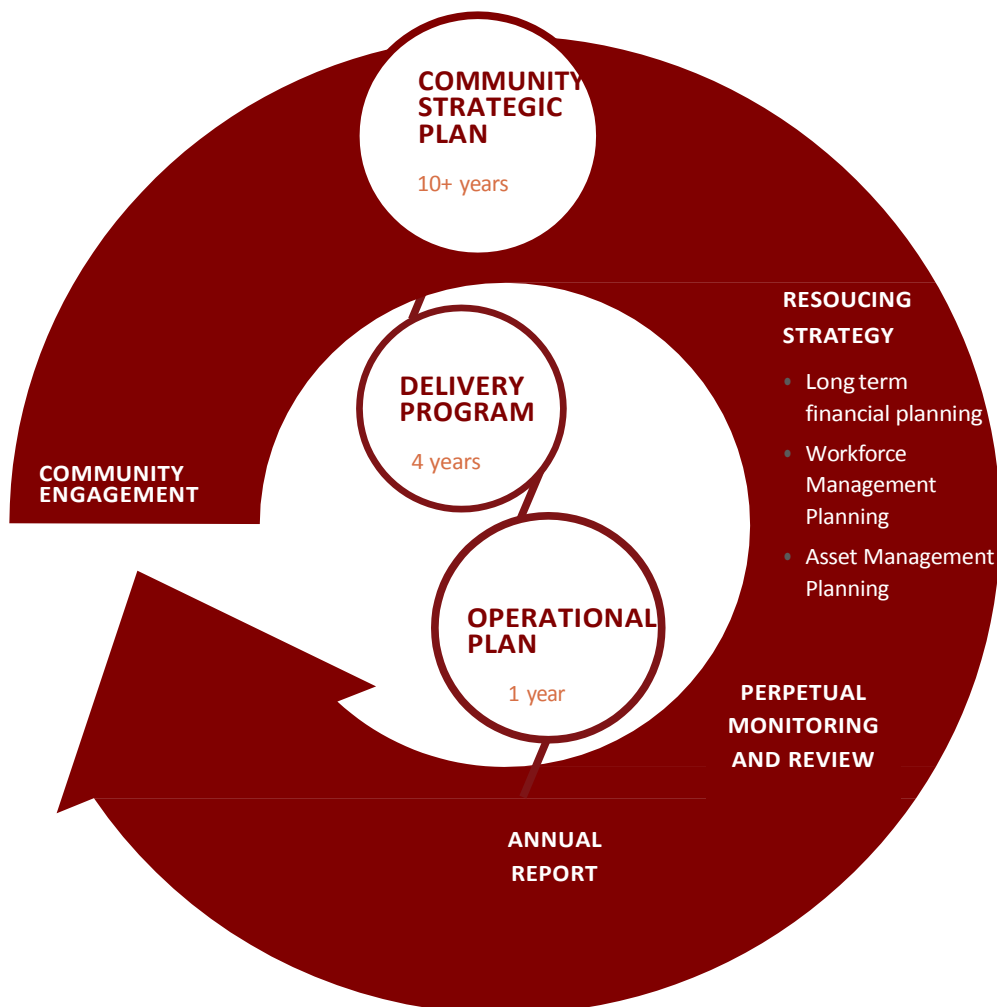
In October 2009, the NSW Government's new framework for strategic planning and reporting for local councils came into effect through the introduction of the Local Government Amendment (Planning & Reporting) Act 2009. This act amended the NSW Local Government Act 1993 with regard to Councils strategic planning and reporting requirements.

The Integrated Planning & Reporting framework requires councils to better integrate their various plans and to plan holistically for the future. It requires councils and their communities to have informed discussions about funding priorities, acceptable service levels and to plan in partnership for a more sustainable future.

The framework is an improved way of doing business and ensures that all of council's plans and policies work together to achieve the community's goals. Each council must prepare a number of plans, which provide details on how the Council intends to deliver services and infrastructure across both the short and long term, based on the community priorities that have been identified through community engagement programs.

The Integrated Planning and Reporting Framework is captured in the diagram below:

Integrated Planning and Reporting Diagram



Our Planning Framework

Uralla Shire Council's Delivery Program 2017-2021 and Operational Plan 2019-2020 are two parts of the suite of Integrated Planning and Reporting documents. These documents are linked together by a matrix of actions that details how the community's long term aspirations and outcomes will be achieved.

Long Term (10-Years) - Community Strategic Plan 2017-2027

The Community Strategic Plan 2027 was developed in consultation with the community, the long term community aspirations for the future direction of Uralla Shire have been captured as Community Goals within the Community Strategic Plan. Long Term Strategies have been included and they outline how the Community Goals will be achieved.

Medium Term (4-Years) Delivery Program 2017-2021

The four year program details the Principal Activities which Council will undertake in order to work towards achieving the Community Goals of the Community Strategic Plan.

Short Term (1-Year) Operational Plan 2019-2020

The annual Operational Plan lists activities Council will undertake in the coming 12 month period. The Operational Plan also includes the Statement of Revenue Policy, which contains the annual budget, rates and charges, borrowings, and fees and charges.

Like the 2018-19 plan, this Operational Plan has been prepared in context of the State Government's Fit for the Future process and therefore includes performance targets contained in Council's Improvement Program to strengthen Council's long term sustainability.

In addition, this suite of documents is underpinned by Council's Resourcing Strategy which consists of a Long Term Financial Plan, Asset Management Plans and Workforce Plan. These documents outline how Council has considered, in the medium to long term, the Shire's finances, assets and workforce to achieve the Community Strategic Plan goals.

Addressing the Quadruple Bottom Line

The Integrated Planning & Reporting framework is designed to help improve the sustainability of the community, the local government area, and the Council using the 'quadruple bottom line' (QBL) approach. This is made up of four themes – Society, Economy, Environment and Leadership.

Society, also commonly referred to as community, is the physical and emotional health of the community and how they interact with each other within the community and with others who use and support the local services and facilities.

Economy is not financial management, it is about where Council spends the community's money and how it provides connectivity and support for the local economy and encourages investment and employment opportunities for the local government area.

Environment refers to ecological pressures and the state of natural resources.

Leadership, also commonly known as governance, relates not only to the way Council interacts and works with the community but also the way the community and other agencies might become involved with delivering the Operational Plan's objectives. It also relates to democracy and the operations of the elected Council.

Disability Inclusion Act 2014 (NSW)

In the context of disability inclusion and action planning, 'disability' means a functional limitation or impairment, including cognitive, physical, mental, sensory and functional deficits, which may be present from birth, acquired by accident or illness or due to the process of ageing. The impairments or deficits may be temporary or permanent.

The Disability Inclusion Act 2014 (NSW) provides the legislative framework to guide state and local government disability inclusion action planning. The Act supports people with disabilities to access:

- The same human rights as other members of the community.
- Independence and social and economic inclusion within the community. And
- Choice and control in the pursuit of their goals and the planning and delivery of their supports and services.

In meeting the requirements under the Act for disability inclusion and access planning, Council must:

- a) Include strategies to support people with disability
- b) Include details of its consultation about the plan with people with disability
- c) Explain how planning supports the goals of the NSW State Disability Inclusion Plan in the four key areas of:
 - Attitudes and behaviours.
 - Liveable communities.
 - Employment.
 - Systems and processes.

Uralla Shire Council has included its disability inclusion action planning, in response to these priorities, into the Integrated Planning and Reporting Framework.

Our Mission

"The Uralla Shire Council is committed to creating a unique environment which offers an excellent quality of life and economic opportunities for its people."

Our Values

The Uralla Shire community strives to:

- Enjoy a high quality of life.
- Have thriving business centres.
- Have educational and job opportunities available for people with a wide range of skills and aptitudes.
- Have an innovative, adaptive and diverse economy.
- Have access to good public services and relevant infrastructure.
- Have a continuing improvement in its socio-economic status.

- Treasure its natural and built heritage and continue to be progressive.
- Ensure sustainability.
- Provide security and safety for its residents.
- Have a growing population and a sound demographic structure. And
- Retain its own independent community-based local government authority.

Our Community Goals

Our Society

1. A proud, unique and inviting community.
2. A safe, active and healthy shire.
3. A diverse and creative culture.
4. Access to and equity of services.

Our Economy

5. An attractive environment for business, tourism and industry.
6. Growing and diversified employment, education and tourism opportunities.
7. A safe and efficient network of arterial roads and supporting infrastructure, town streets, footpaths and cycleways that are adequate, interconnected and maintained.
8. Communities that are well serviced with essential infrastructure.

Our Environment

9. To preserve, protect and renew our beautiful natural environment.
10. Maintain a healthy balance between development and the environment.
11. Reuse, recycle and reduce wastage.
12. Secure, sustainable and environmentally sound water-cycle infrastructure and services.

Our Leadership

13. A strong, accountable and representative Council.
14. An effective and efficient organisation.
15. Deliver the goals and strategies of the Community Strategic Plan.

Delivery Program and Operational Plan Layout

The Delivery Program and Operational Plan is presented in this document in four key parts:

- Delivery Program.
- Operational Plan.
- Budget.
- Statement of Revenue Policy.

Part 2: Combined Delivery Program 2017-2021 and Operation Plan 2019-2020

The Delivery Program part of the document provides the Principal Activities Council will undertake over the four years of this Council term to achieve the objectives and strategies of the Community Strategic Plan's four major themes.

The Operational Plan sets out Council's proposed Actions which will be undertaken in the third year to meet the four year Actions of the Delivery Program. The Operational Plan also outlines whom is responsible for each Action, Council's primary role in each Action (ie either as a provider, a facilitator or as an advocate – Council is not the provider of all the actions listed within the Operational Plan), and a measure and target to determine when the Action is achieved.

Part 3: Budget 2019-2020

This part of the document is laid out by fund. It sets out our budget for the year ahead and includes the financial plans and budgets for capital works and where funds and resources come from, and go to, in terms of carrying out day-to-day Council operations and to helping fund capital expenditure items.

Part 4: Statement of Revenue Policy 2018-2019

This part of the document includes Council rates, charges and levies to be applied.

Elected Members



Back Row (L to R): Cr Mark Dusting, Cr Tom O'Connor, Cr Tara Toomey, Cr Rob Bell, Cr Natasha Ledger, Cr Levi Sampson.
Front Row (L to R): Cr Isabel Strutt, Cr Michael Pearce (Mayor), Cr Bob Crouch (Deputy Mayor)

Roles and responsibilities

Uralla Shire Council consists of nine councillors (one of whom is the Mayor), selected by the community during local government elections every four years. The local government elections were held in September 2016 at which time eight councillors were elected, four from each of two wards. The Mayor was, for the first time, popularly elected by the community.

The Mayor's roles include chairing meetings of the Council, presiding at civic functions, representing the council to other local governments and other levels of government and, when necessary, exercising Council's policy-making functions in-between those meetings.

Each councillor has the responsibility of representing the broader needs and wishes of the whole community when making decisions. Councillors are responsible for making decisions on all areas of policy and strategic priorities which have a direct impact on the projects and services Council carries out.

Decisions are adopted through a majority voting system, with each councillor allocated one vote. In the case of a tied vote, the chairperson (usually the Mayor) must make the casting vote.

Council must appoint a General Manager, who is responsible for Council's day-to-day operations and ensures Council policies and decisions are implemented. Council operates within a legislative framework of the *Local Government Act 1993* (NSW) and other NSW and Commonwealth legislation.

The councillors, as the elected body of Council, are responsible for the delivery of programs and services identified in the Delivery Program.

At the end of the current term of Council, an End-of-Term Report (September 2016- August 2020) will be provided to the community detailing Council's overall achievements in implementing the Community Strategic Plan.

Council meetings

Council meetings are held in accordance with Councils Code of Meeting Practice. The Ordinary Meetings of Council are held on the fourth Tuesday of each month from 12.30pm.

Agendas and business papers for meetings are available on Council's website at www.uralla.nsw.gov.au by Thursday of the week preceding the meeting. Minutes of Council meetings are released as soon as possible following each Council meeting.

Council's senior staff prepare reports and make recommendations for councillors to consider. Matters can also be raised as Mayoral Minutes and councillor Notices of Motion for debate at a Council meeting.

Budget Review and Finance Committee

In 2018 Council established the Budget Review and Finance Committee. The charter of the Budget Review and Finance Committee is to examine Council's financial position and undertake a detailed review of Council's budget and expenditure. The committee is to:

- a. Be tasked with examining Council's budget and service delivery to keep the budget in surplus.
- b. Focus on key Council functions and clearly identify options to service level delivery and operating procedures necessary to support (a).
- c. Scrutinise discretionary expenditure, including cost benefit analyses as appropriate for recommendation to Council.
- d. Be a Committee of the Whole.
- e. Meet monthly or more frequently if determined by the Committee. And
- f. Be chaired by a councillor.

Budget Review and Finance Committee meetings are held in accordance with Councils Code of Meeting Practice on the second Tuesday of each month from 12.30pm.

Agendas and business papers for meetings are available on Council's website at www.uralla.nsw.gov.au by Thursday of the week preceding the meeting. Minutes of the Budget Review and Finance Committee meetings are released as soon as possible following each Council meeting.

Organisation Structure

ELECTED COUNCIL

MAYOR

GENERAL MANAGER

DIRECTOR INFRASTRUCTURE AND DEVELOPMENT

- Asset Management
- Roads and Bridges
- Water
- Sewer
- Drainage
- Parks and Gardens
- Open Space and Recreation
- Swimming Pool Complex
- Property and Buildings
- Land-Use Planning
- Assessment and Certification
- Regulation
- Waste Management
- Stores & Workshop
- Environmental Management and Sustainability

EXECUTIVE MANAGER CORPORATE SERVICES

- Community Strategic Plan
- Delivery Program and Operational Plan
- Corporate Governance
- Internal Audit and Risk Management
- Work Health and Safety
- Technology and Information
- Tourism and Visitor Servicing
- Community and Economic Development
- Library Services

CHIEF FINANCIAL OFFICER

- Long Term Financial Planning
- Financial Sustainability
- Financial Management and Reporting
- Fees and Charges
- Creditors

MANAGER OF HUMAN RESOURCES

- Workforce Planning
- Recruitment
- Training and Development
- Organisational Development

EXECUTIVE MANAGER COMMUNITY CARE

- Ageing and Disability Services
- Community Transport
- Aged Care Facility

Council Improvement Plan

The Council Improvement Plan (CIP) is a document completed and endorsed by Council resolution in June 2015. The CIP highlights the key issues facing Uralla Shire Council and lists the improvement strategies and outcomes in order for Council to maintain its financial sustainability and Fit for the Future rating. The CIP forms part of Council's Fit for the Future submission to the State Government which is located on Council's website.

At the time of compiling the CIP, Council had undertaken a community engagement program to inform the construction of its new 2015 Community Strategic Plan (now the 2017-2027 Community Strategic Plan). The engagement program included a community survey that revealed very conclusive key themes as follows:

- 92% of respondents wanted Council to remain independent and not pursue a voluntary merger.
- Of the respondents who wanted Council to remain independent, 94% committed to some level of special rate variation to return Councils operating result, before capital grants, into surplus.
- Almost 70% of those respondents stated that a special variation of between 10 and 20 percent was acceptable, to return Councils operating result before capital grants into surplus.
- A number of service areas were identified for review of their current service levels as a part of achieving the operating performance ratio benchmark.

The Survey results informed Council's CIP initiatives, and included:

- Continuing implementation of Councils Organisation Development Strategy and related Action Plan to further build on Council organisation capacity and capability.
- Implementation of a rolling service review program.
- Review of all Business Plans and strategies for Council's commercial business undertakings.
- A further review of all of Council's User Fees and Charges to ensure that income is maximised as much as possible under a revised user pays philosophy.
- A further investigation of expanded opportunities for resource sharing or joint tendering with other regional Councils.
- The implementation of a number of systems to maximise automation and improve Council's data collection and business intelligence capabilities.
- The ongoing implementation of Council's Workforce Management Strategy and the targeted actions contained therein. And
- An application to the Independent Pricing and Regulatory Tribunal (IPART) for a Special Rate Variation.

Funding our future

In the 2018-19 financial year Council considered a detailed report about the capacity of the Shire to remain financially sustainable and its ability to fund existing services and infrastructure maintenance and renewal over the next 10 years.

In response to the detailed report Council established the Budget Review and Finance Committee to examine opportunities for expenditure savings and to address financial sustainability.

The Budget Review and Finance Committee has identified a range of potential expenditure reduction opportunities which Council is either implementing or investigating further.

Through the Budget Review and Finance Committee and the proactive efforts of the Council staff Council continues to drive organisational efficiencies and examine opportunities for expenditure savings and additional revenue sources, other than rates.

However, despite these initiatives, extensive financial modelling demonstrates that Council still does not have sufficient revenue to ensure that the number of assets in poor condition does not continue to grow and become unsustainable. Therefore, a Special Rate Variation (SRV) is a necessary consideration to ensure the financial sustainability of the Shire.

What is rate pegging?

At present, Council's revenue is regulated under "rate pegging". This is where IPART sets a rate peg which limits the amount by which Councils can increase their rate revenue from one year to the next. Making an application for a Special Rate Variation (SRV) is a way for Council to increase its rates above the rate peg.

What is a Special Rate Variation?

After IPART announces the rate peg for the following year, Council is then able to have a conversation with our community as to whether the increase is sufficient to continue enabling the delivery of the existing range and standard of services our community enjoys, whilst also ensuring there is sufficient funds to maintain and renew local infrastructure. If our community feels the increase is insufficient, Council can request an increase above the rate peg limit. These increases are known as a Special Rate Variation.

Applications for increases above the rate peg limit are assessed by IPART against stringent criteria, including extensive community consultation. Council must demonstrate to IPART that it has undertaken significant consultation with our community, including clearly showing to our community the impact of any proposal on ratepayers, before an application for a Special Rate Variation will be approved.

How will Council progress a Special Rate Variation in 2019/20?

Council's Improvement Program (2015) highlights, at points 1.5 and 2.3 of the 'Improvement Action Plan' the key improvement action of making a Special Rate Variation, under section 508(A) of the Local Government Act 1993 to increase rate revenue to bring the General Fund into an operating surplus, generating revenue to support a program of works centered on asset maintenance, asset renewal, and improvement of Council's operating performance.

As it did in the 2018-19 Operational Plan, Council has included an action in the 2019/20 Operational Plan, at Activity 4.2.2.1 of this document, to commence the process to make an application to IPART for a Special Rate Variation. As part of this process, Council will undertake extensive engagement with our community and before finalising and submitting an application, Council will meet to make a final determination about the matter.

Knowing Why We Need an SRV

Prior to 2015, Council lacked sufficient robust data related to assets managed by it – roads, buildings, water, sewer, landfill and plant and equipment. As new or revised plans are developed or tested, more accurate data becomes available and is included and modelled within the Long Term Financial Plan (LTFP). When all of this information is collated, it provides Council with a clear indication of the operational and capital needs of the future. It allows decisions to be made about the management of assets, what standards should be maintained, whether or not borrowings should be utilised and what standard of service can be delivered. This information then helps form the basis for the quantum of any proposed SRV.

PART 2:

DELIVERY PROGRAM 2017-2021

&

OPERATIONAL PLAN 2019-2020

Responsibility Index

Each of the actions contained in Council's combined Delivery Program 2017-2021 and Operational Plan 2019-2020 is assigned to a council staff position. That position holder provides progress reports to Council each quarter. Set out below is the responsibility legend used throughout the following combined Delivery Program 2017-2021 and Operational Plan 2019-2020:

• 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
• MIW	Manager Infrastructure and Works	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

Reference Documents

Transportation Asset Management Plan:

<https://www.uralla.nsw.gov.au/files/assets/public/council/governance-documents/asset-management-plan-transport.pdf>

Buildings Asset Management Plan:

<https://www.uralla.nsw.gov.au/files/assets/public/council/governance-documents/asset-management-plan-buildings.pdf>

Fit for the Future Program Submission 30 June 2015

<https://www.uralla.nsw.gov.au/files/assets/public/hptrim/corporate-management-reviewing-organisational-reviews-fit-for-the-future-program/uralla-shire-council-fit-for-the-future-submission-30-june-2015.pdf>

A proud, unique and inviting community
Provide vibrant and welcoming town centre, streets and meeting places

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020			
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
1.1.1.1 Maintain parks, gardens and open spaces	Provide	✓	✓	✓	✓	1.1.1.1.1 Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces.	EMC	Volunteer maintenance activities/ increased
		✓	✓	✓	✓	1.1.1.1.2 Undertake annual maintenance program of parks.	MIW	Service levels/ maintained

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020			
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
1.1.2.1 Prepare open space strategy	Provide				✓	1.1.2.1.1 Engage with the community and key stakeholders in developing the Open Spaces Strategy.	MDP	Engagement program/ implemented
					✓	1.1.2.1.2 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

Strategy 1.1.3

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target
		1	2	3	4			
1.1.3.1 Provide cemetery services	Provide	✓	✓	✓	✓	1.1.3.1.1 Undertake annual maintenance program of all cemeteries.	MIW	Service levels/ met
		✓	✓	✓	✓	1.1.3.1.2 Seek heritage funding to carry out restoration work at Uralla’s Old Cemetery.	MIW	Heritage funding application/ lodged
		✓	✓	✓	✓	1.1.3.1.3 Provide family history information and interment services.	MIW	Services/ provided

Strategy 1.1.4

Support, encourage and celebrate community participating and volunteerism

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target
		1	2	3	4			
1.1.4.1 Encourage volunteer participation	Provide	✓	✓	✓	✓	1.1.4.1.1 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

A safe, active and healthy shire
Provide accessible quality sport and recreation facilities that encourage participation

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target
		1	2	3	4			
1.2.1.1 Maintain community swimming complex, sports and recreation facilities	Provide	✓	✓	✓	✓	1.2.1.1.1 Undertake the necessary maintenance to enable the operation of the Uralla swimming pool.	MIW	Service levels/ maintained
				✓	✓	1.2.1.1.2 Upgrade lining to Uralla swimming pool and provide additional shade – through the NSW Stronger Country Communities Fund.	MDP	Upgrades/ completed
		✓	✓	✓	✓	1.2.1.1.3 Maintain and test pool water quality in compliance with Department of Health guidelines.	MIW	Water quality/ compliant
				✓	✓	1.2.1.1.4 Implement upgrades to the Uralla Sporting Complex through the Stronger Country Communities Fund.	MDP	Upgrades/ completed
		✓	✓	✓	✓	1.2.1.1.5 Undertake the annual maintenance program at sporting fields (DIAP 2.7).	MIW	Service levels/ maintained
1.2.1.2 Provide shared footpaths and cycleways	Provide	✓	✓	✓				
					1.2.1.2.1 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	

Strategy 1.2.2

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
1.2.2.1	Improve access to regional health services	Facilitate	✓	✓	✓	✓	1.2.2.1.1 Liaise with medical practitioners to prepare for participation in the 2019-2020 Bush Bursary/CWA Scholarship program.	CCDE	Liaison with medical practices/completed

Strategy 1.2.3

Provide, maintain and develop children’s play and recreational facilities that encourage active participation

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
1.2.3.1	Enhance recreational facilities for children	Provide	✓	✓	✓	✓	1.2.3.1.1 Deliver upgrades to children’s recreation facilities throughout the shire through the Stronger Country Communities Fund.	DID	Grant funding/milestones met

Strategy 1.2.4

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
1.2.4.1	Preserve community safety	Facilitate	✓	✓	✓	✓	1.2.4.1.1 Give support, within Council’s area of functional responsibility, to the police, emergency services, and community groups to preserve community safety.	DID	Support/provided

Strategy 1.2.5

Provide effective regulatory, compliance and enforcement services for the community

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020			
Principal Activity	Council Role	Year				Annual Action	Responsibility	Measure/ Target
		1	2	3	4			
1.2.5.1 Provide effective regulatory, compliance and enforcement services	Provide	✓	✓	✓	✓	1.2.5.1.1 Carry out food premises inspections to ensure compliance with the Food Act.	MDP	Food premises inspected annually/ 100%
		✓	✓	✓	✓	1.2.5.1.2 Submit annual food premises compliance report.	MDP	Food premises returns submitted/ annually
		✓	✓	✓	✓	1.2.5.1.3 Issue and serve Orders where necessary under relevant legislation.	MDP	Issued orders are compliant with legislation/ 100%
		✓	✓	✓	✓	1.2.5.1.4 Register, licence and inspect onsite sewerage treatment systems.	MDP	Number of inspections undertaken as scheduled/ 90%
		✓	✓	✓	✓	1.2.5.1.5 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%
		✓	✓	✓	✓	1.2.5.1.6 Finalise and implement a trade waste policy.	MDP	Policy/ Implemented

A diverse and creative culture

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target
		1	2	3	4			
1.3.1.1 Provide library services and programs	Provide	✓	✓	✓	✓	1.3.1.1.1 Manage the service level agreement with Central Northern Regional Library.	CCDE	Service level agreement/ compliant
		✓	✓	✓	✓	1.3.1.1.2 Attend Central Northern Regional Library committee meetings.	CCDE	Committee meetings/ attended
		✓	✓	✓	✓	1.3.1.1.3 Operate the Uralla library service and programs.	CCDE	Uralla library open/ 7 days a week
		✓	✓	✓	✓	1.3.1.1.4 Operate the Bundarra library service.	CCDE	Bundarra library operating and resources renewed/ quarterly

Strategy 1.3.2

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target
		1	2	3	4			
1.3.2.1 Facilitate the development of a range of community and cultural activities	Facilitate	✓	✓	✓	✓	1.3.2.1.1 Coordinate the development of a Uralla Shire event toolkit.	TPOO	Toolkit/ completed
		✓	✓	✓	✓	1.3.2.1.2 Attend Arts North West regional meetings.	CCDE	Meetings/ attended

Strategy 1.3.3

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target	
		1	2	3	4				
1.3.3.1	Enhance opportunities for community cultural and creative expression	Facilitate	✓	✓	✓	✓	1.3.3.1.1 Coordinate and deliver Council’s annual community grants and financial assistance programs.	CCDE	Grants program rounds delivered/ = 2

Access to and equity of services
Operate and maintain the McMaugh Gardens Aged Care Facility

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
1.4.1.1 Operate a residential aged care facility	Provide	✓	✓	✓	✓	1.4.1.1.1 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
		✓	✓	✓	✓	1.4.1.1.2		Annual average occupancy at benchmark/ per plan
		✓	✓	✓	✓	1.4.1.1.3 Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes.	MMG	Accreditation/ maintained
		✓	✓	✓	✓	1.4.1.1.4		Quality audit outcomes/ satisfactory
					✓	1.4.1.1.5 Undertake ensuite upgrades in accordance with federal government grant.	MMG	Upgrades/ complete

Strategy 1.4.2

Provide quality Community Care, Ageing and Disability services

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
1.4.2.1 Provide aged and disability services	Provide	✓	✓	✓	✓	1.4.2.1.1 Manage consumer directed aged and disability services in a financially sustainable manner.	MCC	Net operating surplus/achieved
		✓	✓	✓	✓	1.4.2.1.2 Manage state and federal funding agreements and grant acquittals for compliance.	MCC	Funding agreements reporting and acquittals/compliant
		✓	✓	✓	✓	1.4.2.1.3 Maintain accreditation and satisfactory quality audit outcomes.	MCC	Accreditation/Maintained
		✓	✓	✓	✓	1.4.2.1.4		Quality audit outcomes/satisfactory
1.4.2.2 Provide community transport services	Provide	✓	✓	✓	✓	1.4.2.2.1 Manage community transport services in a financially sustainable manner.	MCC	Net operating surplus/achieved
		✓	✓	✓	✓	1.4.2.2.2 Manage NSW State Government funding agreements and grant acquittals for compliance.	MCC	Funding agreements reporting and acquittals/compliant
		✓	✓	✓	✓	1.4.2.2.3 Maintain satisfactory service reviews and audit outcomes.	MCC	Audit outcomes/satisfactory

Strategy 1.4.3

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
1.4.3.1	Promote Council's services and facilities	Provide	✓	✓	✓	✓	1.4.3.1.1 Coordinate a local government week program to raise awareness of the services provided by Council.	CCDE	Program/delivered
			✓	✓	✓	✓	1.4.3.1.2 Prepare and distribute a regular Council newsletter to residents.	CCDE	Newsletter published/monthly

Strategy 1.4.4

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
1.4.4.1	Increase community participation in community and cultural events	Facilitate	✓	✓	✓	✓	1.4.4.1.1 Promote Uralla Shire community events through Council's website.	TPOO	Events promoted/as requested
			✓	✓	✓	✓	1.4.4.1.2 Seek Youth Week funding and facilitate the coordination of the Youth Week program of activities.	CCDE	Funding application/lodged
			✓	✓	✓	✓	1.4.4.1.3		Youth Week activities/delivered
			✓	✓	✓	✓	1.4.4.1.4 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

Strategy 1.4.5

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
1.4.5.1	Enhance transport services	Advocate	✓	✓	✓	✓	1.4.5.1.1 Advocate, when necessary, for continuing access to Mascot airport at peak times.	GM	Advocate/ as necessary

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

Strategy 1.4.6

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Outcome	
		1	2	3	4				
1.4.6.1	Develop and implement a range of strategies to improve access and inclusion to council facilities and services	Provide	✓	✓	✓	✓	1.4.6.1.1 Incorporate principles of inclusion into Council's asset planning and renewal programs (DIAP).	DID	Principles/ implemented
			✓	✓	✓	✓	1.4.6.1.2 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

OUR ECONOMY

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, work, visit and invest

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
2.1.1.1 Promote Uralla Shire through the visitor information centre	Provide	✓	✓	✓	✓	2.1.1.1.1 Operate the Visitor Information Centre.	TPOO	Visitor Information Centre open/ 7 days a week
				✓	✓	2.1.1.1.2 Finalise costs and timeframes for the Visitor Information Centre improvement project.	TPOO	Estimated projects costs and timeframes/ established
				✓	✓	2.1.1.1.3 Commence implementation of the Visitor Information Centre improvement project subject to Council resolution.	TPOO	Project implementation/ commenced

Strategy 2.1.2

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
2.1.2.1 Improve recognition of Uralla Shire and the region's strategic economic advantages	Advocate		✓	✓	✓	2.1.2.1.1 Partner with neighbouring councils to coordinate delivery of the Regional Economic Development Strategy.	EMCS	Sub-regional working group meetings/ attended

Strategy 2.1.3

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
2.1.3.1 Enhance infrastructure to support regional education, transport and health development	Advocate	✓	✓	✓	✓	2.1.3.1.1 Lobby government for funding to undertake necessary upgrades to provide HML capacity.	DID	Number of lobbying activities/maintained
		✓	✓	✓	✓	2.1.3.1.2 Develop a list of priority transport infrastructure projects to capitalise on grant funding opportunities.	DID	Priority list/compiled

Strategy 2.1.4

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
2.1.4.1 Process building and development application	Provide	✓	✓	✓	✓	2.1.4.1.1 Assess and determine development, construction, and other regulatory applications.	MDP	Applications determined/ = statutory timeframes
		✓	✓	✓	✓	2.1.4.1.2 Construction certificates provided in accordance with legislation.	MDP	Certificates provided/ = statutory timeframes

OUR ECONOMY

Goal 2.2

Growing diversified employment, education and tourism opportunities

Strategy 2.2.1

Provide land use planning that facilitates employment creation

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.2.1.1	Optimise land use planning instruments to support employment creating business and industries	Provide	✓	✓	✓	✓	2.2.1.1.1 Monitor and review Council's Local Environment Plan and other strategic and supporting planning documents.	MDP	LEP and DCP/ maintained

Strategy 2.2.2

Support and encourage existing business and industry to develop and grow

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.2.2.1	Encourage business and industry development	Provide	✓	✓	✓	✓	2.2.2.1.1 Assess and maintain a sufficient supply of residential, lifestyle, agricultural commercial and industrial zoned land.	MDP	Supply and demand review/ completed
			✓	✓			2.2.2.1.2 Determine cost for construction of Stage 1 of the industrial subdivision project in Rowan Avenue, Uralla.	DID	Cost Estimate/ Complete
			✓	✓	✓	✓	2.2.2.1.3 Commence construction of Stage 1 for the Rowan Avenue, Uralla, subdivision, subject to resolution of Council.	DID	Construction of Stage 1/commenced

Strategy 2.2.3

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.2.3.1	Provide information to support new and existing business operators	Provide	✓	✓	✓	✓	2.2.3.1.1 Provide consultation with potential new business operators and pre-development application assistance.	MDP	Consultation and assistance activities/ documented

Strategy 2.2.4

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.2.4.1	Promote Uralla Shire and the region as a tourism destination	Facilitate	✓	✓	✓	✓	2.2.4.1.1 Collaborate with other councils and tourism bodies to promote the region with a Uralla Shire focus.	TPOO	Promotional activity/ =2

OUR ECONOMY

Goal 2.3

Strategy 2.3.1

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

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/ Target
		1	2	3	4			
2.3.1.1 Deliver road and drainage maintenance services and capital works programs	Provide	✓	✓	✓	✓	2.3.1.1.1 Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points – per Transportation Asset Management Plan.	MIW	Percentage of program completed/ =>90%
		✓	✓	✓	✓	2.3.1.1.2 Deliver sealed roads capital renewal program – per Transportation Asset Management Plan.	MIW	Percentage of program completed/ =>90%
		✓	✓	✓	✓	2.3.1.1.4 Seek funding for transport infrastructure expansion projects.	MIW	Number of funding applications/ maintained
		✓	✓	✓	✓	2.3.1.1.5 Deliver unsealed roads grading program in line with established service levels and intervention points – per Transportation Asset Management Plan.	MIW	Percentage of program completed/ =>90%
		✓	✓	✓	✓	2.3.1.1.6 Deliver unsealed roads re-sheeting program in line with established service levels – per Transportation Asset Management Plan.	MIW	Percentage of program completed/ =>90%

Strategy 2.3.2

Maintain, review and replace Council bridges and culverts as required

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
2.3.2.1 Deliver bridge and culvert maintenance services and capital works programs	Provide	✓	✓	✓	✓	2.3.2.1.1 Inspect all bridges and carry out the required maintenance programs.	MIW	Percentage of program completed/ =>90%
		✓	✓	✓	✓	2.3.2.1.2 Deliver bridge and culvert capital works program – per Transportation Asset Management Plan.	MIW	Percentage of program completed/ =>90%

Strategy 2.3.3

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
2.3.3.1 Deliver roads, lighting, signs, guard rail, and posts maintenance and renewal program	Provide	✓	✓	✓	✓	2.3.3.1.1 Deliver unsealed road network supporting infrastructure replacement program.	MIW	Percentage of program completed/ =>90%
		✓	✓	✓	✓	2.3.3.1.2 Renew and maintain lighting, signs, posts, and guard rail assets as necessary.	MIW	As necessary/ completed

Strategy 2.3.4

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target
			1	2	3	4			
2.3.4.1	Deliver town and village streets maintenance services and capital works programs	Provide	✓	✓	✓	✓	2.3.4.1.1 Deliver town streets maintenance and resealing programs – per Transportation Asset Management Plan.	MIW	Percentage of program completed/ =>90%

Strategy 2.3.5

Maintain existing walking and cycling networks across the region

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Year				Annual Action	Responsibility	Measure/ Target
			1	2	3	4			
2.3.5.1	Deliver walkways and cycle ways maintenance services and capital works programs	Provide	✓	✓	✓	✓	2.3.5.1.1 Inspect footpaths and deliver maintenance and repair program.	MIW	Percentage of program completed/ =>90%

Strategy 2.3.6

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.3.6.1	Expand the Shire's integrated and accessible cycle ways and walkways network	Provide	✓	✓	✓	✓	2.3.6.1.1 Seek funding from Roads and Maritime Services to extend Maitland Ave shared pedestrian/cycleway.	MIW	Funding applications/ submitted

Strategy 2.3.7

Implement and maintain developer contribution plans

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.3.7.1	Develop section 94 and section 64 contribution framework	Provide		✓	✓	✓	2.3.7.1.1 Develop Section 64 contribution plans for consideration	MDP	Plan/ completed

Strategy 2.3.8

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.3.8.1	Enhance Council's public transport infrastructure	Provide	✓	✓	✓	✓	2.3.8.1.1 Develop a renewal and maintenance program for Council bus stops.	MIW	Service levels/ developed

OUR ECONOMY
Goal 2.4
Strategy 2.4.1

Communities that are well serviced with essential infrastructure
Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.4.1.1	Provide public amenities for residents and visitors	Provide	✓	✓	✓	✓	2.4.1.1.1 Deliver maintenance and renewal programs for public amenities – per Buildings Asset Management Plan.	DID	Service levels/maintained

Strategy 2.4.2 **Implement Council’s strategic asset management plan and continue to develop asset systems, plans and practices for infrastructure assets to minimize whole of life costs**

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.4.2.1	Develop and implement asset management plans	Provide	✓	✓	✓	✓	2.4.2.1.1 Prepare an overarching asset management policy and strategy.	DID	draft/completed
			✓	✓	✓	✓	2.4.2.1.2 Review and update the Plant Asset Management Plan.	DID	Plan update/completed
			✓	✓	✓	✓	2.4.2.1.3 Review and update the Buildings Asset Management Plan, including service levels.	DID	Plan/finalised
			✓	✓	✓	✓	2.4.2.1.4 Review and update the Transport Asset Management Plan.	DID	Review/completed
			✓	✓	✓	✓	2.4.2.1.5 Incorporate Council cemeteries into the Parks and Open Spaces Asset Management Plan.	DID	Plan/completed
			✓	✓	✓	✓	2.4.2.1.6 Review and update the Sewer Asset Management Plan.	MWWS	Plan update/completed

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
		✓	✓	✓	✓	2.4.2.1.7 Review and update the Water Supply Asset Management Plan.	MWWS	Plan update/completed
		✓	✓	✓	✓	2.4.2.1.8 Implement the Stormwater Drainage Asset Management Plan.	DID	Plan update/completed

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.4.3.1	Provide connectivity to public spaces	Provide	✓	✓	✓	✓	2.4.3.1.1 Connect footpaths and cycle ways.	MIW	Connectivity/Improved

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2018-2019				
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
2.4.4.1	Maintain kerb and guttering to established service levels	Provide	✓	✓	✓	✓	2.4.4.1.1 Inspect all kerb and gutter and undertake the required repair and replacement program.	MIW	Program delivered/=>90%

OUR ENVIRONMENT

Goal 3.1

Strategy 3.1.1

To preserve, protect and renew our beautiful natural environment

Record and promote the region’s heritage in partnership with the community

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
3.1.1.1	Preserve Uralla Shire’s heritage	Provide	✓	✓	✓	✓	3.1.1.1.1 Progressively implement the recommended actions from the Heritage Strategy.	MDP	Strategy actions/implemented

Strategy 3.1.2

Protect the Shire’s historic buildings and sites, recognizing their value to the community

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
3.1.2.1	Provide heritage services and support	Provide	✓	✓	✓	✓	3.1.2.1.1 Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund.	MDP	Number of service activities/maintained

Strategy 3.1.3

Protect and maintain a healthy catchment and waterways

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
3.1.3.1	Maintain compliant catchment and waterways management	Provide	✓	✓	✓	✓	3.1.3.1.1 Undertake annual maintenance program for Council’s gross pollutant traps.	MIW	As necessary/ maintained
			✓	✓	✓	✓	3.1.3.1.2 Continue to Implement the actions for the Wooldridge fossicking area management plan.	EMC	Implementation/ commenced
			✓	✓	✓	✓	3.1.3.1.3 Review Kentucky Creek Dam Safety Plan.	MWWSS	Plan/ reviewed
			✓	✓	✓	✓	3.1.3.1.4 Maintain compliance with Environmental Protection Licence requirements for the Uralla landfill, sewer and water treatment plants.	MWWSS	Testing regime/ compliant

Strategy 3.1.4

Raise community awareness of environmental and biodiversity issues

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
3.1.4.1	Provide bush regeneration activities and information	Provide	✓	✓	✓	✓	3.1.4.1.1 Continue to review and implement the Bush Regeneration Strategy and Action Plan.	EMC	Implementation/ commenced
			✓	✓	✓	✓	3.1.4.1.2 Continue to review and Implement the Environmental Sustainability Action Plan priorities.	EMC	Implementation of priorities/ commenced

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
3.2.1.1	Preserve sensitive greenbelt lands	Provide	✓	✓	✓	✓	3.2.1.1.1 Review and monitor vegetation and environmental protection measures for sensitive land.	MDP	LEP and DCP/ maintained

Strategy 3.2.2

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
3.2.2.1	Raise community awareness of sustainability practices	Facilitate	✓	✓	✓	✓	3.2.2.1.1 Collaborate and partner with the Uralla ZNET.	EMC	Number of awareness programs/ maintained

Strategy 3.2.3

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
3.2.3.1	Collaborate with service providers to be emergency response ready	Provide	✓	✓	✓	✓	3.2.3.1.1 Participate in natural disaster mitigation and provide local emergency management officer.	DID	Seasonal mitigation activities/ maintained

Reuse, recycle and reduce wastage

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
3.3.1.1 Provide waste removal and recycling services within the Shire	Provide	✓	✓	✓	✓	3.3.1.1.1 Provide general waste collection services to the defined service areas.	MWWSS	Service levels/maintained
		✓	✓	✓	✓	3.3.1.1.2 Provide recycling waste collection services to the defined service areas.	MWWSS	Service levels/maintained
			✓	✓	✓	3.3.1.1.3 Continue operations evaluation and begin community consultation regarding future operation of the Bundarra Landfill site.	MWWSS	Evaluation/progressing
				✓	✓	3.3.1.1.4 Develop a Waste Services Asset Management Plan	MWWSS	Plan/complete
					✓	3.3.1.1.3 Undertake a review of Council's waste management operating and service delivery environment.	MWWSS	Review/complete

Strategy 3.3.2

Providing education to the community on ways to minimize the waste produced by households

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
3.3.2.1 Improve community awareness of recycling and waste minimisation	Provide	✓	✓	✓	✓	3.3.2.1.1 Support the Northern Inland Regional Waste Community Recycling Centre Regional Communication and Education Plan	MWWSS	Program/delivered
		✓	✓	✓	✓	3.3.2.1.2 Offer schools access to Council-supported participation in waste education programs	MWWSS	School participants/3
		✓	✓	✓	✓	3.3.2.1.3 Operate the Uralla Community Recycling Centre	MWWSS	Service levels/maintained

Strategy 3.3.3

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

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target		
		1	2	3	4					
3.3.3.1 Promote litter reduction	Provide	✓	✓	✓	✓	3.3.3.1.1 Continue to participate in the Northern Inland Regional Waste Litter Implementation Plan.	MWWSS	Program/delivered		
			✓	✓		3.3.3.1.2 Review the NSW Illegal Dumping Strategy for participation and implementation opportunities.	MMWWS	Strategy/reviewed		

Strategy 3.3.4

Identifying and implementing water conservation and sustainable water usage practices in council operations

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target		
		1	2	3	4					
3.3.4.1 Minimise water wastage	Provide			✓	✓	3.3.4.1.1 Review council water consumption for major council facilities against historical records.	DID	Inspections/completed		

Strategy 3.3.5

Identify technologies in council facilities, infrastructure and service delivery to reduce our ecological footprint

DELIVERY PROGRAM 2017-2021							OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target		
		1	2	3	4					
3.3.5.1 Reduce Council's environmental footprint	Provide	✓	✓	✓	✓	3.3.5.1.1 Partner with ZNET to deliver the Elephants in the Woodlands project.	EMC	Participation at meetings/=4		
		✓	✓	✓	✓	3.3.5.1.2 Update and implement criteria to assess environmental management in infrastructure projects.	EMC	Criteria implementation/commenced		

Secure sustainable and environmentally sound water-cycle infrastructure and services

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
3.4.1.1	Provide water supply	Provide	✓	✓	✓	✓	3.4.1.1.1 Deliver Uralla and Bundarra water supply in compliance with the Drinking Water Quality Management Plan.	MWWSS	Compliance/achieved
					✓	✓	3.4.1.1.2 Work with landholders to improve protection of Kentucky Creek and Taylors Pond drinking water storages.	MWWSS	Improvement initiatives/implemented
			✓	✓	✓	✓	3.4.1.1.3 Progress the investigations for the augmentations of the Bundarra and Uralla water supplies to increase yield, as identified in the Yield Study.	MWWSS	Review/completed
			✓	✓	✓	✓	3.4.1.1.4 Continue annual water main replacement program.	MWWSS	Program/continued
							3.4.1.1.5 Renew filter media at the Uralla water treatment plant.	MWWSS	Renewal/completed
							3.4.1.1.6 Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes.	MWWSS RMSO	Improvements/completed

Strategy 3.4.2

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
3.4.2.1	Provide sewerage services	Provide	✓	✓	✓	✓	3.4.2.1.1 Operate the Uralla sewer treatment plant in an efficient and effective manner.	MWWSS	Licence compliance/met
			✓	✓	✓	✓	3.4.2.1.2 Maintain and renew the sewer infrastructure network in-line with established programs.	MWWSS	Service levels/met
			✓	✓	✓	✓	3.4.2.1.3 Seek additional government funding to progress Bundarra sewerage scheme.	MWWSS	Additional funding/secured
					✓		3.4.2.1.4 Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	MWWSS RMSO	Improvements/Completed

Strategy 3.4.3

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
3.4.3.1	Provide stormwater and drainage infrastructure	Provide	✓	✓	✓	✓	3.4.3.1.1 Maintain and renew stormwater and drainage infrastructure.	MIW	Maintenance program/met
					✓		3.4.3.1.2 Develop a stormwater asset management plan for the urban stormwater network.	DID	Plan/complete
					✓		3.4.3.1.3 Undertake stormwater augmentation works to Rowen Ave, near Plane Ave, Uralla.	MIW	Works/completed

OUR LEADERSHIP

Goal 4.1

Strategy 4.1.1

A strong, accountable and representative Council

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
4.1.1.1	Deliver integrated strategic planning and reporting requirements	Provide	✓	✓	✓	✓	4.1.1.1.1 Continue to develop and adjust the Resourcing Strategy in support of the 4-year Delivery Program. The resourcing strategy consists of the: <ul style="list-style-type: none"> Asset Management Strategy Workforce Management Plan Long Term Financial Plan 	DID MHR CFO	Resourcing Strategy/ monitored and updated
			✓	✓	✓	✓	4.1.1.1.2 Develop and monitor the annual Operational Plan, including Budget.		
			✓	✓	✓	✓	4.1.1.1.2.3		Progress reported/ =>6 monthly
			✓	✓	✓	✓	4.1.1.1.2.4 Coordinate and produce the Annual Report.	EMCS	Report adopted and provided to the Office of Local Government/ 30 November

Strategy 4.1.2

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
4.1.2.1	Incorporate inclusive community consultation and stakeholder engagement in Council decision making	Facilitate	✓	✓	✓	✓	4.1.2.1.1 Facilitate the delivery of community presentations to Council.	SEO	Eligible community presentations to Council/facilitated
		Provide	✓	✓	✓	✓	4.1.2.1.2 Conduct Councillors community engagement events.	CCDE	Number of councillor community engagement activities/ =3

Strategy 4.1.3

Provide open, accountable and transparent decision making for the community

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target	
		1	2	3	4				
4.1.3.1 Implement and maintain a transparent and accountable decision making framework	Provide		✓			4.1.3.1.1 Review and update the agency information guide.	EMCS	Update/completed	
			✓	✓	✓	4.1.3.1.2 Coordinate the publication of identified open access information to the website.	CTI	Identified open access information published/ =>50%	
			✓	✓	✓	4.1.3.1.3 Publish the formal Access to Information disclosure log to the new website.	CTI	Information disclosure log updated and published/ every 45 days	
			✓	✓	✓	4.1.3.1.4 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	
		✓	✓	✓	✓	4.1.3.1.5 Priority statutory and corporate policies and codes reviewed and updated as part of a broader policy register review program.	EMCS	Implementation milestones/ progressing	
		✓	✓	✓	✓	4.1.3.1.6 Business papers and minutes are distributed to Councillors and published to the community within agreed service levels.	SEO	Three days prior to meeting/ met	
		✓	✓	✓	✓	4.1.3.1.7 Council ordinary and extraordinary meetings are conducted and open to the public.	GM	Adopted schedule of meetings/ conducted	

Strategy 4.1.4

Provide strong representation for the community at the regional, state and federal levels

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2018-2019			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
4.1.4.1	Maintain effective partnerships and advocacy activities	Advocate	✓	✓	✓	✓	4.1.4.1.1 Advocate the needs of the shire to State and Federal Governments through regional joint organisations of council	GM	As necessary advocacy activities/ maintained

Strategy 4.1.5

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
4.1.5.1	Implement and manage Council's integrity system	Provide	✓	✓	✓	✓	4.1.5.1.1 Maintain Public Interest Disclosure, Conflict of Interest, Related Party Disclosures and Code of Conduct Complaints Registers in accordance with legislative requirements.	EMCS	Registers/ maintained
			✓	✓	✓	✓	4.1.5.1.2 Coordinate Public Interest Disclosures and Code of Conduct complaints in accordance with legislation, policy, and procedures.	EMCS	Reporting/ compliant
			✓	✓	✓	✓	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.	EMCS	Interests disclosure log updated and published/ every 45 days
			✓	✓	✓	✓	4.1.5.1.4 Implement the Office of Local Government's Local Government Act reform program.	EMCS	New legislation Implementation/ progressing
			✓	✓	✓	✓	4.1.5.1.5 Implement the Fraud and Corruption Control Strategy.	EMCS	Implementation milestones/ progressing

OUR LEADERSHIP

Goal 4.2

Strategy 4.2.1

An effective and efficient organisation

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

DELIVERY PROGRAM 2017-2021					OPERATIONAL PLAN 2019-2020				
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
4.2.1.1	Improve the cost effectiveness and efficiency of community service provision	Provide	✓	✓	✓	✓	4.2.1.1.1 Complete 2 Infrastructure and Development 'service level' reviews.	DID	2 service level reviews/completed
			✓	✓	✓	✓	4.2.1.1.2 Complete 2 Aged and Community Care 'service level' reviews.	EMACC	2 service level reviews/completed
			✓	✓	✓	✓	4.2.1.1.3 Complete 2 Corporate Services 'service level' reviews.	EMCS	2 service level reviews/completed

Strategy 4.2.2

Operate in a financially responsible and sustainable manner

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2019-2020				
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
4.2.2.1 Maintain and control financial system and improve long term financial sustainability	Provide	✓	✓	✓	✓	4.2.2.1.1 Review and revise the 10-year Long Term Financial Plan.	CFO	Reviewed and adopted/ annually
				✓	✓	4.2.2.1.2 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
		✓	✓	✓	✓	4.2.2.1.3 Complete and report quarterly budget review statements.	CFO	Budget review reported/ quarterly
				✓	✓	4.2.2.1.4 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
		✓	✓	✓	✓	4.2.2.1.5 Maximise return on investment within the risk parameters provided by the USC Investments Policy 2019.	CFO	Investment returns / appropriate for risk
		✓	✓	✓	✓	4.2.2.1.6 Model and adopt rate structures to maximize equity across the Council area and between categories.	CFO	Rate structure review/ completed
		✓	✓	✓	✓	4.2.2.1.7 Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts.	CFO	Outstanding debts/ =<6.5%
		✓	✓	✓	✓	4.2.2.1.8 Develop a Procurement Policy.	CFO	Policy/ developed
		✓	✓	✓	✓	4.2.2.1.9 Implement a procurement guideline and toolkit.	CFO	Guidelines and toolkit/ implemented
		✓	✓	✓	✓	4.2.2.1.11 Identify strategies to achieve annual expenditure reduction - (FFTF).	CFO	Expenditure reduction opportunities/ proposed
		✓	✓	✓	✓	4.2.2.1.12 Review all fees and charges for full cost recovery where appropriate - (FFTF).	CFO	Review/ completed

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
			✓	✓	✓	✓	4.2.2.1.13 Review asset valuations and depreciation methodology for all asset classes.	CFO	Roads/ completed
			✓	✓	✓	✓	4.2.2.1.14 Update Council's borrowing policy and capital expenditure guidelines.	CFO	Review/ completed
			✓	✓	✓	✓	4.2.2.1.15 Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF).	CFO DID	Asset maintenance backlog/ determined
4.2.2.2	Develop and implement business plans for all business areas	Provide	✓	✓	✓	✓	4.2.2.2.1 Finalise a draft business plan for McMaugh Gardens (PBPR).	EMACC	Plan/ developed
			✓	✓	✓	✓	4.2.2.2.2 Finalise a draft business plan for Tablelands Community Support.	EMACC	Plan/ developed
			✓	✓	✓	✓	4.2.2.2.3 Finalise a draft business plan for Tablelands Community Transport.	EMACC	Plan/ developed
			✓	✓	✓	✓	4.2.2.2.4 Finalise a draft waste management services business plan (FFTF).	MWWS	Plan/ developed
			✓	✓	✓	✓	4.2.2.2.5 Finalise a draft water supply business plan (PBPR).	MWWS	Plan/ developed
			✓	✓	✓	✓	4.2.2.2.6 Finalise a draft sewer business plan.	MWWS	Plan/ developed
			✓	✓	✓	✓	4.2.2.2.7 Finalise a draft business plan for caravan parks.	DID	Plan/ developed
4.2.2.3	Maximise grant and funding partnership opportunities	Provide	✓	✓	✓	✓	4.2.2.3.1 Identify and seek grant funding opportunities for Infrastructure and Development projects or services.	DID	Number of grant funding opportunities pursued/ maintained
			✓	✓	✓	✓	4.2.2.3.2 Identify and seek grant funding and partnership opportunities for Aged and Community Care projects or services.	EMACC	Number of grant funding opportunities pursued/ maintained

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
4.2.2.4	Achieve efficiency gains for internal services with a program of continuous improvement	Provide	✓	✓	✓		4.2.2.4.1 Complete implementation of the Virtuous Circle Project to improve organisational capacity and effectiveness.	EMCS	Project milestones/complete
				✓	✓	✓	4.2.2.4.2 Undertake process reviews of identified Corporate Services priorities.	EMCS	Number of process reviews completed/ =1
				✓	✓	✓	4.2.2.4.3 Undertake process reviews of identified Infrastructure and Development priorities.	DID	Number of process reviews completed/ =1
				✓	✓	✓	4.2.2.4.4 Undertake process reviews of identified Finance priorities.	CFO	Number of process reviews completed/ = 1
				✓	✓	✓	4.2.2.4.5 Undertake process reviews of identified Aged and Community Care priorities.	MHR	Number of process reviews completed/ =1

Strategy 4.2.3

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
4.2.3.1	Provide asset revaluation and long term funding scenarios for asset maintenance and renewal	Provide	✓	✓	✓	✓	4.2.3.1.1 Develop long term funding scenarios that explore options to fund asset maintenance and renewal.	CFO	Long term financial plan scenarios/ developed
			✓	✓	✓	✓	4.2.3.1.2 Deliver the asset revaluation program.	DID CFO	Roads/ completed

Strategy 4.2.4

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Year				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
4.2.4.1 Enhance Council's reputation as an innovative and inclusive workplace	Provide		✓	✓		4.2.4.1.1 Continue to develop a succession planning program for key positions (WMP 2.1 & 5.2).	MHR	Program/complete
					✓	4.2.1.1.2 Implement new staff performance review process.	MHR	New process/implemented
		✓	✓	✓	✓	4.2.1.1.3 Proactively manage the return to work and workers compensation processes (WMP 1.2).	MHR	Number of absentee days/maintained or reducing
				✓	✓	4.2.1.1.4 Formalise and implement a staff training and health and wellbeing program.	MHR	Program/Operational

Strategy 4.2.5

Provide customer service excellence

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020		
Principal Activities	Council Role	Years				Annual Action	Responsibility	Measure/Target
		1	2	3	4			
4.2.5.1 Enhance customer service effectiveness	Provide	✓	✓	✓		4.2.5.1.1 Review and update Council's Customer Service Charter.	CCDE	Charter review/draft
			✓	✓	✓	4.2.5.1.2 Implement Council's customer satisfaction and community wellbeing surveys.	CCDE	Survey development/commenced
					✓	4.2.5.1.3 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
				✓	✓	4.2.5.1.4 Manage customer complaints in accordance with the USC Complaints Management Policy 2019.	CCDE	Complaint management/compliance with policy

Strategy 4.2.6

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2019-2020					
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
4.2.6.1	Develop and incorporate a risk management framework which is effective and accessible.	Provide	✓	✓	✓	✓	4.2.6.1.1 Develop a workplace safety system.	RMSO	Workplace health and safety system/ progressing
			✓	✓	✓		4.2.6.1.2 Finalise development of an enterprise wide risk management framework.	RMSO	Risk management framework/ progressing
			✓	✓	✓	✓	4.2.6.1.3 Facilitate regular meetings of the Audit, Risk and Improvement Committee.	EMCS	Committee meetings held/ =>3
				✓	✓	✓	4.2.6.1.4 Facilitate an annual internal audit program.	RMSO	Audit program completed/ => 1

Strategy 4.2.7

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

DELIVERY PROGRAM 2017-2021				OPERATIONAL PLAN 2019-2020					
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/Target
			1	2	3	4			
4.2.7.1	Improve the corporate governance framework	Provide	✓	✓	✓	✓	4.2.7.1.1 Establish and implement the Corporate Governance Improvement Action Plan.	EMCS	Action Implementation milestones/progressing
			✓	✓	✓	✓	4.2.7.1.2 Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive.	EMCS	Compliance status reports/quarterly
			✓	✓	✓	✓	4.2.7.1.3 Maintain the Gifts and Benefits Register.	EMCS	Register/maintained
			✓	✓	✓	✓	4.2.7.1.4 Complete and lodge annual Financial Statements in accordance with statutory requirements.	CFO	Statutory requirements/met
			✓	✓	✓	✓	4.2.7.1.5 Complete all taxation returns and grant acquittals as required by external bodies.	CFO	Returns and acquittals/provided
			✓	✓	✓	✓	4.2.7.1.6 Organise and manage the external audit of Council and address any management letter recommendations.	CFO	External audit/completed
			✓	✓	✓	✓	4.2.7.1.7		Management letter actions/addressed

OUR LEADERSHIP

Goal 4.3

Strategy 4.3.1

Deliver the goals and strategies of the Community Strategic Plan

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

DELIVERY PROGRAM 2017-2021						OPERATIONAL PLAN 2019-2020			
Principal Activities		Council Role	Years				Annual Action	Responsibility	Measure/ Target
			1	2	3	4			
4.3.1.1	Enhance the effectiveness of Council resourcing strategies and practices	Provide	✓	✓	✓	✓	Review organisation structure to enable delivery of agreed services levels and projects.	GM	Structure/ reviewed

PART 3: FINANCIAL SUMMARY

Uralla Shire Council
Budget for the Year ending 30 June 2020
INCOME STATEMENT - CONSOLIDATED
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	6,159,000	6,366,524	6,504,332
User Charges & Fees	4,875,000	4,779,273	4,830,139
Interest & Investment Revenue	393,000	312,499	255,700
Other Revenues	616,000	505,815	477,309
Grants & Contributions provided for Operating Purposes	7,761,000	7,237,461	7,521,988
Grants & Contributions provided for Capital Purposes	1,552,000	1,974,244	5,085,813
Other Income:			
Net gains from the disposal of assets	-	-	-
Total Income from Continuing Operations	21,356,000	21,175,816	24,675,281
Expenses from Continuing Operations			
Employee Benefits & On-Costs	9,424,000	9,358,897	10,249,608
Borrowing Costs	167,000	155,673	156,321
Materials & Contracts	3,890,000	4,229,958	3,870,674
Depreciation & Amortisation	4,270,000	4,534,012	4,345,341
Impairment	-	-	-
Other Expenses	1,623,000	1,926,921	1,982,678
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	84,000	-	-
Total Expenses from Continuing Operations	19,458,000	20,205,461	20,604,623
Operating Result from Continuing Operations	1,898,000	970,355	4,070,658
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	1,898,000	970,355	4,070,658
Net Operating Result before Grants and Contributions provided for Capital Purposes	346,000	(1,003,889)	(1,015,155)

Uralla Shire Council
Budget for the Year ending 30 June 2020
INCOME STATEMENT - GENERAL FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	5,063,000	5,211,133	5,386,846
User Charges & Fees	3,324,000	3,419,736	3,288,462
Interest & Investment Revenue	213,000	146,831	118,900
Other Revenues	605,000	550,946	499,236
Grants & Contributions provided for Operating Purposes	5,524,000	4,930,930	5,366,280
Grants & Contributions provided for Capital Purposes	1,454,000	1,364,960	1,753,213
Other Income:			
Net gains from the disposal of assets	-	-	-
Total Income from Continuing Operations	16,183,000	15,624,536	16,412,938
Expenses from Continuing Operations			
Employee Benefits & On-Costs	6,572,000	6,830,488	7,626,887
Borrowing Costs	156,000	146,657	146,655
Materials & Contracts	2,605,000	2,740,447	2,444,419
Depreciation & Amortisation	3,381,000	3,649,117	3,457,506
Impairment	-	-	-
Other Expenses	1,567,000	1,557,341	1,683,227
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	84,000	-	-
Total Expenses from Continuing Operations	14,365,000	14,924,050	15,358,694
Operating Result from Continuing Operations	1,818,000	700,486	1,054,243
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	1,818,000	700,486	1,054,243
Net Operating Result before Grants and Contributions provided for Capital Purposes	364,000	(664,474)	(698,970)

Uralla Shire Council
Budget for the Year ending 30 June 2020
INCOME STATEMENT - WATER FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	388,000	438,221	466,876
User Charges & Fees	604,000	527,546	590,528
Interest & Investment Revenue	66,000	64,542	54,100
Other Revenues	7,000	-	7,000
Grants & Contributions provided for Operating Purposes	18,000	21,031	38,117
Grants & Contributions provided for Capital Purposes	-	-	-
Other Income:			
Net gains from the disposal of assets	-	-	-
Total Income from Continuing Operations	1,083,000	1,051,340	1,156,621
Expenses from Continuing Operations			
Employee Benefits & On-Costs	457,000	311,857	309,272
Borrowing Costs	-	-	-
Materials & Contracts	349,000	386,120	348,069
Depreciation & Amortisation	485,000	463,883	484,327
Impairment	-	-	-
Other Expenses	-	342,068	297,296
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Total Expenses from Continuing Operations	1,291,000	1,503,928	1,438,964
Operating Result from Continuing Operations	(208,000)	(452,588)	(282,343)
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	(208,000)	(452,588)	(282,343)
Net Operating Result before Grants and Contributions provided for Capital Purposes	(208,000)	(452,588)	(282,343)

Uralla Shire Council
Budget for the Year ending 30 June 2020
INCOME STATEMENT - SEWER FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	708,000	717,170	650,610
User Charges & Fees	9,000	8,827	16,109
Interest & Investment Revenue	54,000	53,176	44,340
Other Revenues	-	-	1,000
Grants & Contributions provided for Operating Purposes	16,000	16,844	13,138
Grants & Contributions provided for Capital Purposes	98,000	239,284	3,202,600
Other Income:			
Net gains from the disposal of assets	-	-	-
Total Income from Continuing Operations	885,000	1,035,301	3,927,797
Expenses from Continuing Operations			
Employee Benefits & On-Costs	290,000	182,081	191,565
Borrowing Costs	-	-	-
Materials & Contracts	193,000	147,790	86,320
Depreciation & Amortisation	235,000	224,707	233,966
Impairment	-	-	-
Other Expenses	4,000	228,699	200,014
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Total Expenses from Continuing Operations	722,000	783,277	711,865
Operating Result from Continuing Operations	163,000	252,024	3,215,932
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	163,000	252,024	3,215,932
Net Operating Result before Grants and Contributions provided for Capital Purposes	65,000	12,740	13,332

Uralla Shire Council
Budget for the Year ending 30 June 2020
INCOME STATEMENT - AGED CARE (MCMAUGH) FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
Income from Continuing Operations			
Revenue:			
Rates & Annual Charges	-	-	-
User Charges & Fees	938,000	823,164	935,040
Interest & Investment Revenue	60,000	47,950	38,360
Other Revenues	4,000	-	15,000
Grants & Contributions provided for Operating Purposes	2,203,000	2,268,656	2,104,453
Grants & Contributions provided for Capital Purposes	-	370,000	130,000
Other Income:			
Net gains from the disposal of assets	-	-	-
Total Income from Continuing Operations	3,205,000	3,509,770	3,222,853
Expenses from Continuing Operations			
Employee Benefits & On-Costs	2,105,000	2,034,471	2,121,884
Borrowing Costs	11,000	9,016	9,666
Materials & Contracts	743,000	432,960	439,385
Depreciation & Amortisation	169,000	196,305	169,542
Impairment	-	-	-
Other Expenses	52,000	366,585	399,550
Interest & Investment Losses	-	-	-
Net Losses from the Disposal of Assets	-	-	-
Total Expenses from Continuing Operations	3,080,000	3,039,337	3,140,027
Operating Result from Continuing Operations	125,000	470,433	82,826
Discontinued Operations - Profit/(Loss)	-	-	-
Net Profit/(Loss) from Discontinued Operations	-	-	-
Net Operating Result for the Year	125,000	470,433	82,826
Net Operating Result before Grants and Contributions provided for Capital Purposes	125,000	100,433	(47,174)

Uralla Shire Council
Budget for the Year ending 30 June 2020
CASH FLOW STATEMENT - CONSOLIDATED
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
Cash Flows from Operating Activities			
Receipts:			
Rates & Annual Charges	6,087,000	6,411,553	6,500,036
User Charges & Fees	4,995,000	4,884,450	4,801,292
Interest & Investment Revenue Received	366,000	370,391	283,185
Grants & Contributions	8,807,000	9,681,753	12,582,429
Bonds & Deposits Received	-	-	-
Other	1,369,000	358,891	273,623
Payments:			
Employee Benefits & On-Costs	(9,467,000)	(9,246,925)	(10,210,902)
Materials & Contracts	(4,347,000)	(4,489,345)	(3,833,909)
Borrowing Costs	(147,000)	(157,070)	(157,489)
Bonds & Deposits Refunded	-	-	-
Other	(1,966,000)	(1,926,921)	(1,982,678)
Net Cash provided (or used in) Operating Activities	5,697,000	5,886,777	8,255,586
Cash Flows from Investing Activities			
Receipts:			
Sale of Investment Securities	17,850,000	967,316	3,149,663
Sale of Real Estate Assets	-	-	-
Sale of Infrastructure, Property, Plant & Equipment	351,000	119,000	-
Other Investing Activity Receipts	-	-	-
Payments:			
Purchase of Investment Securities	(21,750,000)	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(4,943,000)	(6,498,734)	(13,038,628)
Purchase of Real Estate Assets	-	-	-
Other Investing Activity Payments	-	-	-
Net Cash provided (or used in) Investing Activities	(8,492,000)	(5,412,418)	(9,888,965)
Cash Flows from Financing Activities			
Receipts:			
Proceeds from Borrowings & Advances	1,058,000	-	-
Proceeds from Finance Leases	-	-	-
Other Financing Activity Receipts	-	-	-
Payments:			
Repayment of Borrowings & Advances	(202,000)	(220,914)	(225,343)
Repayment of Finance Lease Liabilities	-	-	-
Other Financing Activity Payments	(1,400,000)	-	-
Net Cash Flow provided (used in) Financing Activities	(544,000)	(220,914)	(225,343)
Net Increase/(Decrease) in Cash & Cash Equivalents	(3,339,000)	253,445	(1,858,722)
plus: Cash, Cash Equivalents & Investments - beginning of year	9,782,000	6,443,000	6,696,445
Cash & Cash Equivalents - end of the year	6,443,000	6,696,445	4,837,723
Cash & Cash Equivalents - end of the year	6,443,000	6,696,445	4,837,723
Investments - end of the year	8,550,000	7,582,684	4,433,021
Cash, Cash Equivalents & Investments - end of the year	14,993,000	14,279,129	9,270,744
Representing:			
- External Restrictions	9,050,000	9,586,709	7,124,987
- Internal Restrictions	4,894,000	3,468,350	2,041,159
- Unrestricted	1,049,000	1,224,070	104,598
	14,993,000	14,279,129	9,270,744

Uralla Shire Council
Budget for the Year ending 30 June 2020
CASH FLOW STATEMENT - GENERAL FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
Cash Flows from Operating Activities			
Receipts:			
Rates & Annual Charges	4,989,000	5,241,287	5,380,715
User Charges & Fees	3,454,000	3,432,430	3,291,046
Interest & Investment Revenue Received	181,000	202,720	146,136
Grants & Contributions	6,473,000	6,765,938	7,094,121
Bonds & Deposits Received	-	-	-
Other	1,354,000	299,022	492,425
Payments:			
Employee Benefits & On-Costs	(6,864,000)	(6,718,516)	(7,588,181)
Materials & Contracts	(3,275,000)	(2,999,834)	(2,407,654)
Borrowing Costs	(136,000)	(148,054)	(147,823)
Bonds & Deposits Refunded	-	-	-
Other	(1,449,000)	(1,557,341)	(1,683,227)
Net Cash provided (or used in) Operating Activities	4,727,000	4,517,652	4,577,558
Cash Flows from Investing Activities			
Receipts:			
Sale of Investment Securities	17,850,000	967,316	3,149,663
Sale of Real Estate Assets	-	-	-
Sale of Infrastructure, Property, Plant & Equipment	351,000	119,000	-
Other Investing Activity Receipts	-	-	-
Payments:			
Purchase of Investment Securities	(21,750,000)	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(4,858,000)	(5,643,943)	(7,507,228)
Purchase of Real Estate Assets	-	-	-
Other Investing Activity Payments	-	-	-
Net Cash provided (or used in) Investing Activities	(8,407,000)	(4,557,627)	(4,357,565)
Cash Flows from Financing Activities			
Receipts:			
Proceeds from Borrowings & Advances	-	-	-
Proceeds from Finance Leases	(342,000)	-	-
Other Financing Activity Receipts	-	-	-
Payments:			
Repayment of Borrowings & Advances	(198,000)	(216,025)	(219,993)
Repayment of Finance Lease Liabilities	-	-	-
Other Financing Activity Payments	-	-	-
Net Cash Flow provided (used in) Financing Activities	(540,000)	(216,025)	(219,993)
Net Increase/(Decrease) in Cash & Cash Equivalents	(4,220,000)	(256,000)	0
plus: Cash, Cash Equivalents & Investments - beginning of year	4,477,000	256,000	0
Cash & Cash Equivalents - end of the year	257,000	0	0
Cash & Cash Equivalents - end of the year	256,000	0	0
Investments - end of the year	8,550,000	7,582,684	4,433,021
Cash, Cash Equivalents & Investments - end of the year	8,806,000	7,582,684	4,433,021
Representing:			
- External Restrictions	2,863,000	2,890,264	2,287,264
- Internal Restrictions	4,894,000	3,468,350	2,041,159
- Unrestricted	1,049,000	1,224,070	104,598
	8,806,000	7,582,684	4,433,021

Uralla Shire Council
Budget for the Year ending 30 June 2020
CASH FLOW STATEMENT - WATER FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
Cash Flows from Operating Activities			
Receipts:			
Rates & Annual Charges	388,000	438,986	464,637
User Charges & Fees	492,000	622,032	561,575
Interest & Investment Revenue Received	66,000	64,597	53,973
Grants & Contributions	18,000	21,031	38,117
Bonds & Deposits Received	-	-	-
Other	7,000	-	7,000
Payments:			
Employee Benefits & On-Costs	(457,000)	(311,857)	(309,272)
Materials & Contracts	(357,000)	(386,120)	(348,069)
Borrowing Costs	-	-	-
Bonds & Deposits Refunded	-	-	-
Other	-	(342,068)	(297,296)
Net Cash provided (or used in) Operating Activities	157,000	106,601	170,665
Cash Flows from Investing Activities			
Receipts:			
Sale of Investment Securities	-	-	-
Sale of Real Estate Assets	-	-	-
Sale of Infrastructure, Property, Plant & Equipment	-	-	-
Other Investing Activity Receipts	-	-	-
Payments:			
Purchase of Investment Securities	-	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(52,000)	(312,075)	(489,900)
Purchase of Real Estate Assets	-	-	-
Other Investing Activity Payments	-	-	-
Net Cash provided (or used in) Investing Activities	(52,000)	(312,075)	(489,900)
Cash Flows from Financing Activities			
Receipts:			
Proceeds from Borrowings & Advances	-	-	-
Proceeds from Finance Leases	-	-	-
Other Financing Activity Receipts	-	-	-
Payments:			
Repayment of Borrowings & Advances	-	-	-
Repayment of Finance Lease Liabilities	-	-	-
Distributions to Minority Interests	-	-	-
Other Financing Activity Payments	-	-	-
Net Cash Flow provided (used in) Financing Activities	-	-	-
Net Increase/(Decrease) in Cash & Cash Equivalents	105,000	(205,474)	(319,235)
plus: Cash, Cash Equivalents & Investments - beginning of year	2,170,000	2,275,000	2,069,526
Cash & Cash Equivalents - end of the year	2,275,000	2,069,526	1,750,292
Cash & Cash Equivalents - end of the year	2,275,000	2,069,526	1,750,292
Investments - end of the year	-	-	-
Cash, Cash Equivalents & Investments - end of the year	2,275,000	2,069,526	1,750,292
Representing:			
- External Restrictions	-	-	-
- Internal Restrictons	-	-	-
- Unrestricted	2,275,000	2,069,526	1,750,292
	2,275,000	2,069,526	1,750,292

Uralla Shire Council
Budget for the Year ending 30 June 2020
CASH FLOW STATEMENT - SEWER FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
Cash Flows from Operating Activities			
Receipts:			
Rates & Annual Charges	687,000	731,280	654,683
User Charges & Fees	9,000	6,823	13,631
Interest & Investment Revenue Received	54,000	55,124	44,716
Grants & Contributions	114,000	256,128	3,215,738
Bonds & Deposits Received	-	-	-
Other	-	-	1,000
Payments:			
Employee Benefits & On-Costs	(290,000)	(182,081)	(191,565)
Materials & Contracts	(230,000)	(147,790)	(86,320)
Borrowing Costs	-	-	-
Bonds & Deposits Refunded	-	-	-
Other	(4,000)	(228,699)	(200,014)
Net Cash provided (or used in) Operating Activities	340,000	490,785	3,451,869
Cash Flows from Investing Activities			
Receipts:			
Sale of Investment Securities	-	-	-
Sale of Real Estate Assets	-	-	-
Sale of Infrastructure, Property, Plant & Equipment	-	-	-
Other Investing Activity Receipts	-	-	-
Payments:			
Purchase of Investment Securities	-	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(128,000)	(402,716)	(4,861,500)
Purchase of Real Estate Assets	-	-	-
Other Investing Activity Payments	-	-	-
Net Cash provided (or used in) Investing Activities	(128,000)	(402,716)	(4,861,500)
Cash Flows from Financing Activities			
Receipts:			
Proceeds from Borrowings & Advances	-	-	-
Proceeds from Finance Leases	-	-	-
Other Financing Activity Receipts	-	-	-
Payments:			
Repayment of Borrowings & Advances	-	-	-
Repayment of Finance Lease Liabilities	-	-	-
Distributions to Minority Interests	-	-	-
Other Financing Activity Payments	-	-	-
Net Cash Flow provided (used in) Financing Activities	-	-	-
Net Increase/(Decrease) in Cash & Cash Equivalents	212,000	88,069	(1,409,631)
plus: Cash, Cash Equivalents & Investments - beginning of year	1,830,000	2,042,000	2,130,069
Cash & Cash Equivalents - end of the year	2,042,000	2,130,069	720,439
Cash & Cash Equivalents - end of the year	2,042,000	2,130,069	720,439
Investments - end of the year	-	-	-
Cash, Cash Equivalents & Investments - end of the year	2,042,000	2,130,069	720,439
Representing:			
- External Restrictions	-	-	-
- Internal Restrictons	-	-	-
- Unrestricted	2,042,000	2,130,069	720,439
	2,042,000	2,130,069	720,439

Uralla Shire Council
Budget for the Year ending 30 June 2020
CASH FLOW STATEMENT - AGED CARE (MCMAUGH) FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
Cash Flows from Operating Activities			
Receipts:			
Rates & Annual Charges	-	-	-
User Charges & Fees	833,000	823,164	935,040
Interest & Investment Revenue Received	57,000	47,950	38,360
Grants & Contributions	2,203,000	2,638,656	2,234,453
Bonds & Deposits Received	-	-	-
Other	8,000	105,000	(181,875)
Payments:			
Employee Benefits & On-Costs	(2,105,000)	(2,034,471)	(2,121,884)
Materials & Contracts	(750,000)	(432,960)	(439,385)
Borrowing Costs	(11,000)	(9,016)	(9,666)
Bonds & Deposits Refunded	-	-	-
Other	(52,000)	(366,585)	(399,550)
Net Cash provided (or used in) Operating Activities	183,000	771,738	55,493
Cash Flows from Investing Activities			
Receipts:			
Sale of Investment Securities	-	-	-
Sale of Real Estate Assets	-	-	-
Sale of Infrastructure, Property, Plant & Equipment	-	-	-
Other Investing Activity Receipts	-	-	-
Payments:			
Purchase of Investment Securities	-	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(55,000)	(140,000)	(180,000)
Purchase of Real Estate Assets	-	-	-
Other Investing Activity Payments	-	-	-
Net Cash provided (or used in) Investing Activities	(55,000)	(140,000)	(180,000)
Cash Flows from Financing Activities			
Receipts:			
Proceeds from Borrowings & Advances	-	-	-
Proceeds from Finance Leases	-	-	-
Other Financing Activity Receipts	1,058,000	-	-
Payments:			
Repayment of Borrowings & Advances	(5,000)	(4,889)	(5,350)
Repayment of Finance Lease Liabilities	-	-	-
Distributions to Minority Interests	-	-	-
Other Financing Activity Payments	(1,400,000)	-	-
Net Cash Flow provided (used in) Financing Activities	(347,000)	(4,889)	(5,350)
Net Increase/(Decrease) in Cash & Cash Equivalents	(219,000)	626,849	(129,857)
plus: Cash, Cash Equivalents & Investments - beginning of year	2,089,000	1,870,000	2,496,849
Cash & Cash Equivalents - end of the year	1,870,000	2,496,849	2,366,992
Cash & Cash Equivalents - end of the year	1,870,000	2,496,849	2,366,992
Investments - end of the year	-	-	-
Cash, Cash Equivalents & Investments - end of the year	1,870,000	2,496,849	2,366,992
Representing:			
- External Restrictions	-	-	-
- Internal Restrictions	-	-	-
- Unrestricted	1,870,000	2,496,849	2,366,992
	1,870,000	2,496,849	2,366,992

Uralla Shire Council
Budget for the Year ending 30 June 2020
BALANCE SHEET - CONSOLIDATED
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	6,443,000	6,696,445	4,837,723
Investments	8,550,000	7,582,684	4,433,021
Receivables	2,065,000	1,147,087	1,372,152
Inventories	213,000	204,791	188,291
Other	54,000	55,063	53,484
Non-current assets classified as "held for sale"	-	-	-
Total Current Assets	17,325,000	15,686,071	10,884,671
Non-Current Assets			
Investments	-	-	-
Receivables	-	-	-
Inventories	-	-	-
Infrastructure, Property, Plant & Equipment	231,289,000	232,905,722	241,599,009
Investment Property	-	-	-
Intangible Assets	-	-	-
Non-current assets classified as "held for sale"	-	-	-
Other	-	-	-
Total Non-Current Assets	231,289,000	232,905,722	241,599,009
TOTAL ASSETS	248,614,000	248,591,793	252,483,679
LIABILITIES			
Current Liabilities			
Bank Overdraft	-	-	-
Payables	3,836,000	3,332,043	3,388,266
Income received in advance	475,000	207,309	197,656
Borrowings	221,000	225,343	225,245
Provisions	2,351,000	2,386,911	2,386,911
Liabilities associated with assets classified as "held for sale"	-	-	-
Total Current Liabilities	6,883,000	6,151,605	6,198,079
Non-Current Liabilities			
Payables	-	-	-
Income received in advance	-	-	-
Borrowings	2,423,000	2,197,743	1,972,498
Provisions	2,241,000	2,205,089	2,205,089
Liabilities associated with assets classified as "held for sale"	-	-	-
Total Non-Current Liabilities	4,664,000	4,402,832	4,177,587
TOTAL LIABILITIES	11,547,000	10,554,437	10,375,666
Net Assets	237,067,000	238,037,355	242,108,014
EQUITY			
Retained Earnings	72,961,000	73,931,355	78,002,014
Revaluation Reserves	164,106,000	164,106,000	164,106,000
Council Equity Interest	237,067,000	238,037,355	242,108,014
Minority Equity Interest	-	-	-
Total Equity	237,067,000	238,037,355	242,108,014

Uralla Shire Council
Budget for the Year ending 30 June 2020
BALANCE SHEET - GENERAL FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	256,000	-	-
Investments	8,550,000	7,582,684	4,433,021
Receivables	1,521,000	817,448	816,291
Inventories	213,000	204,791	188,291
Other	54,000	55,063	53,484
Non-current assets classified as "held for sale"	-	-	-
Total Current Assets	10,594,000	8,659,986	5,491,087
Non-Current Assets			
Investments	-	-	-
Receivables	-	-	-
Inventories	-	-	-
Infrastructure, Property, Plant & Equipment	203,451,000	205,097,826	209,147,548
Investment Property	-	-	-
Intangible Assets	-	-	-
Non-current assets classified as "held for sale"	-	-	-
Other	-	-	-
Total Non-Current Assets	203,451,000	205,097,826	209,147,548
TOTAL ASSETS	214,045,000	213,757,812	214,638,634
LIABILITIES			
Current Liabilities			
Bank Overdraft	-	-	-
Payables	1,836,000	1,332,043	1,388,266
Income received in advance	475,000	207,309	197,656
Borrowings	216,000	219,993	219,451
Provisions	2,351,000	2,386,911	2,386,911
Liabilities associated with assets classified as "held for sale"	-	-	-
Total Current Liabilities	4,878,000	4,146,256	4,192,285
Non-Current Liabilities			
Payables	-	-	-
Income received in advance	-	-	-
Borrowings	2,374,000	2,153,982	1,934,531
Provisions	2,241,000	2,205,089	2,205,089
Liabilities associated with assets classified as "held for sale"	-	-	-
Total Non-Current Liabilities	4,615,000	4,359,071	4,139,620
TOTAL LIABILITIES	9,493,000	8,505,326	8,331,905
Net Assets	204,552,000	205,252,486	206,306,729
EQUITY			
Retained Earnings	55,795,000	56,495,486	57,549,729
Revaluation Reserves	148,757,000	148,757,000	148,757,000
Council Equity Interest	204,552,000	205,252,486	206,306,729
Minority Equity Interest	-	-	-
Total Equity	204,552,000	205,252,486	206,306,729

Uralla Shire Council
Budget for the Year ending 30 June 2020
BALANCE SHEET - WATER FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	2,275,000	2,069,526	1,750,292
Investments	-	-	-
Receivables	374,000	278,694	310,012
Inventories	-	-	-
Other	-	-	-
Non-current assets classified as "held for sale"	-	-	-
Total Current Assets	2,649,000	2,348,220	2,060,304
Non-Current Assets			
Investments	-	-	-
Receivables	-	-	-
Inventories	-	-	-
Infrastructure, Property, Plant & Equipment	14,614,000	14,462,192	14,467,765
Investment Property	-	-	-
Intangible Assets	-	-	-
Non-current assets classified as "held for sale"	-	-	-
Other	-	-	-
Total Non-Current Assets	14,614,000	14,462,192	14,467,765
TOTAL ASSETS	17,263,000	16,810,412	16,528,069
LIABILITIES			
Current Liabilities			
Bank Overdraft	-	-	-
Payables	-	-	-
Income received in advance	-	-	-
Borrowings	-	-	-
Provisions	-	-	-
Liabilities associated with assets classified as "held for sale"	-	-	-
Total Current Liabilities	-	-	-
Non-Current Liabilities			
Payables	-	-	-
Income received in advance	-	-	-
Borrowings	-	-	-
Provisions	-	-	-
Investments Accounted for using the equity method	-	-	-
Liabilities associated with assets classified as "held for sale"	-	-	-
Total Non-Current Liabilities	-	-	-
TOTAL LIABILITIES	-	-	-
Net Assets	17,263,000	16,810,412	16,528,069
EQUITY			
Retained Earnings	8,641,000	8,188,412	7,906,069
Revaluation Reserves	8,622,000	8,622,000	8,622,000
Council Equity Interest	17,263,000	16,810,412	16,528,069
Minority Equity Interest	-	-	-
Total Equity	17,263,000	16,810,412	16,528,069

Uralla Shire Council
 Budget for the Year ending 30 June 2020
BALANCE SHEET - SEWER FUND
 Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	2,042,000	2,130,069	720,439
Investments	-	-	-
Receivables	65,000	50,946	48,974
Inventories	-	-	-
Other	-	-	-
Non-current assets classified as "held for sale"	-	-	-
Total Current Assets	2,107,000	2,181,015	769,413
Non-Current Assets			
Investments	-	-	-
Receivables	-	-	-
Inventories	-	-	-
Infrastructure, Property, Plant & Equipment	8,924,000	9,102,009	13,729,543
Investment Property	-	-	-
Intangible Assets	-	-	-
Non-current assets classified as "held for sale"	-	-	-
Other	-	-	-
Total Non-Current Assets	8,924,000	9,102,009	13,729,543
TOTAL ASSETS	11,031,000	11,283,024	14,498,956
LIABILITIES			
Current Liabilities			
Bank Overdraft	-	-	-
Payables	-	-	-
Income received in advance	-	-	-
Borrowings	-	-	-
Provisions	-	-	-
Liabilities associated with assets classified as "held for sale"	-	-	-
Total Current Liabilities	-	-	-
Non-Current Liabilities			
Payables	-	-	-
Income received in advance	-	-	-
Borrowings	-	-	-
Provisions	-	-	-
Investments Accounted for using the equity method	-	-	-
Liabilities associated with assets classified as "held for sale"	-	-	-
Total Non-Current Liabilities	-	-	-
TOTAL LIABILITIES	-	-	-
Net Assets	11,031,000	11,283,024	14,498,956
EQUITY			
Retained Earnings	5,499,000	5,751,024	8,966,956
Revaluation Reserves	5,532,000	5,532,000	5,532,000
Council Equity Interest	11,031,000	11,283,024	14,498,956
Minority Equity Interest	-	-	-
Total Equity	11,031,000	11,283,024	14,498,956

Uralla Shire Council
Budget for the Year ending 30 June 2020
BALANCE SHEET - AGED CARE (MCMAUGH) FUND
Scenario: Adopted Operational Plan

	Actuals 2017/18 \$	Current Year 2018/19 \$	Projected Years 2019/20 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	1,870,000	2,496,849	2,366,992
Investments	-	-	-
Receivables	105,000	-	196,875
Inventories	-	-	-
Other	-	-	-
Non-current assets classified as "held for sale"	-	-	-
Total Current Assets	1,975,000	2,496,849	2,563,867
Non-Current Assets			
Investments	-	-	-
Receivables	-	-	-
Inventories	-	-	-
Infrastructure, Property, Plant & Equipment	4,300,000	4,243,695	4,254,153
Investment Property	-	-	-
Intangible Assets	-	-	-
Non-current assets classified as "held for sale"	-	-	-
Other	-	-	-
Total Non-Current Assets	4,300,000	4,243,695	4,254,153
TOTAL ASSETS	6,275,000	6,740,544	6,818,020
LIABILITIES			
Current Liabilities			
Bank Overdraft	-	-	-
Payables	2,000,000	2,000,000	2,000,000
Income received in advance	-	-	-
Borrowings	5,000	5,350	5,794
Provisions	-	-	-
Liabilities associated with assets classified as "held for sale"	-	-	-
Total Current Liabilities	2,005,000	2,005,350	2,005,794
Non-Current Liabilities			
Payables	-	-	-
Income received in advance	-	-	-
Borrowings	49,000	43,761	37,967
Provisions	-	-	-
Investments Accounted for using the equity method	-	-	-
Liabilities associated with assets classified as "held for sale"	-	-	-
Total Non-Current Liabilities	49,000	43,761	37,967
TOTAL LIABILITIES	2,054,000	2,049,111	2,043,761
Net Assets	4,221,000	4,691,433	4,774,259
EQUITY			
Retained Earnings	3,026,000	3,496,433	3,579,259
Revaluation Reserves	1,195,000	1,195,000	1,195,000
Council Equity Interest	4,221,000	4,691,433	4,774,259
Minority Equity Interest	-	-	-
Total Equity	4,221,000	4,691,433	4,774,259

Uralla Shire Council
Budget for the Year ending 30 June 2020
CAPITAL EXPENDITURE
Scenario: Adopted Operational Plan

General Fund

Plant and Equipment	Renewal	2,296,384
Technology replacement	Renewal	30,500
Industrial land redevelopment	New	618,545
Sporting Complex, Squash Courts and Amenities	Renewal	260,880
Amenities & Lunchroom, Machinery Parking Bay,	Renewal	26,800
Aged Persons Unit x 4	Renewal	12,000
MR73-Thunderbolts Way_Ch 23000 to 23650	Renewal	260,000
MR73-Thunderbolts Way_Ch 22000 to 23000	Renewal	140,000
Urban Local Rehab - John Street - Bridge to Queen	Renewal	100,000
Urban Local Rehab - Park Street - From Queen Street 100m	Renewal	50,000
Urban Local Rehab - Gilmore Place - AC overlay 00 to 140m	Renewal	40,000
Urban Local - Reseals	Renewal	63,997
Rural Local Upgrade - Bingara Road - Seal 6.68 to 15.0km	New	1,181,817
Rural Local Upgrade - Leece Road - Rehab and realigmt 350m	Renewal	120,000
Rural Local Rehab - Reeves Road - 00 to 1.0km	Renewal	186,000
Rural Local Rehab - Noalimba Avenue - 5.0 to 6.0km	Renewal	345,000
Rural Local - Reseals	Renewal	335,733
Stormwater Repalcement	New	45,000
Uralla Parks & Reserves	New	260,945
Unsealed Regional Roads - Gravel Resheeting	Renewal	20,085
Swimming Pool	Renewal	93,321
Caravan parks	Renewal	400
Library	Renewal	250
Waste Equipment	Renewal	17,500
Administration Building	Renewal	5,000
Courthouse and Memorial Hall	Renewal	42,000
Footpaths	Renewal	59,554
Kerb & Gutter	Renewal	70,600
Regional Roads Sealed - Reseals	Renewal	248,500
Unsealed Rural Roads - Gravel resheeting	Renewal	482,667
Bike Tracks	Renewal	93,750
Sub-total		7,507,228

Water Fund

Upgrade Water treatment Bulding	Renewal	25,400
Upgrade Uralla Filtration Systems	Renewal	300,000
WHS Improvement Works	Renewal	140,000
General Equipment	Renewal	24,500
Sub-total		489,900

Sewer Fund

Uralla Sewerage System WHS Improvement works	Renewal	80,000
Bundarra sewerage system	New	4,780,000
Building AMP requirements for sewer fund	Renewal	1,500
Sub-total		4,861,500

McMaugh Gardens

Resident room bathroom upgrades	Renewal	130,000
General furniture and Equipment	Renewal	50,000
Sub-total		180,000

Total

PART 4: REVENUE POLICY

Rating Policy

Rate Income

In accordance with Section 514 of the Local Government Act 1993, each parcel of land within Council's area must be categorised for rating purposes.

Section 497 of the Local Government Act 1993 provides the method for structure of the general rate. The options are:

- a) an ad-valorem;
- b) an ad-valorem with a minimum; or
- c) a base amount plus an ad-valorem.

Uralla Shire Council utilises option c, being the use of a base amount plus an ad-valorem.

A base amount is an amount paid by every rateable property in each land category, regardless of land value. An Ad Valorem amount (c in \$ applied to Land Value) is the amount calculated in addition to the base amount. The base amount and Ad Valorem amount are combined to give the total amount of the rate.

The Valuer Generals Department is the agency who determines the unimproved capital value of all properties within a Council area for the purposes of rating and re-values all properties within the Uralla Shire Council area once every five years. A revaluation was carried out in 2017 and that has been used for rating purposes in this Operational Plan. Information on the valuation methodology can be obtained through the Valuer General website at http://www.valuergeneral.nsw.gov.au/land_values/valuation_method.

Rate Pegging

For 2019/20 Council has increased its notional general rate income by the permissible increase of 2.70% announced by the Independent Pricing and Regulatory Tribunal (IPART) on 11 September 2018.

IPART advised that in determining the 2019/20 rate peg, they took into consideration the rise in the Local Government Cost Index. The main contributors to increasing the level of the index over the year ending June 2018 were increases in labour and energy costs and higher construction costs for roads, drains, footpaths, kerbing and bridges.

The main components of the index and their percentage of the overall index are:

- Employee benefits and on-costs (41.7%)
- Construction works – roads, drains, footpaths, kerbing, bridges (19.2%)
- Other expenses (8.9%)
- Other business services – including items such as contractor and consultancy costs (6.0%)
- Buildings – non-dwelling (4.1%)
- Plant and equipment – machinery (3.4%)

- Electricity (2.7%)
- Road, footpath, kerbing, bridge and drain building materials (2.4%)

Annual charges for water and sewerage funds are not subject to rate pegging legislation, however, reflect the requirement to finance the maintenance, renewal and replacement of infrastructure required for effective water supplies and sewerage systems.

Rating Categories

There are four land categories used for rating purposes, being: Farmland, Residential, Mining and Business. Council has made one sub-category of the Residential Category called Rural Residential.

Farmland Rate

The Farmland Rate applies to all rateable assessments categorised as farmland under Section 515 of the Local Government Act throughout the whole of the Council area. A map of the area to which the Farmland Rate applies (whole of shire) is included at the end of this document.

Residential Rate

The Residential Rate applies to all rateable assessments categorised as residential under Section 516 of the Local Government Act throughout the whole of the Council area. A map of the area to which the Residential Rate applies (whole of shire) is included at the end of this document.

Rural Residential Rate

The Rural Residential Rate applies to all rateable assessments categorised as Rural Residential under Section 529 of the Local Government Act throughout the whole of the Council area. A map of the area to which the Rural Residential Rate applies (whole of shire) is included at the end of this document.

Business Rate

The Business Rate applies to all rateable assessments categorised as Business under Section 518 of the Local Government Act throughout the whole of the Council area. A map of the area to which the Business Rate applies (whole of shire) is included at the end of this document.

Mining Rate

The Mining Rate applies to all rateable assessments categorised as Mining under Section 517 of the Local Government Act throughout the whole of the Council area. A map of the area to which the Mining Rate applies (whole of shire) is included at the end of this document.

Rates Structure – 2019/20

Rate Type	Category	Sub Category	Ad Valorem Amount Cents in \$		Base Amount \$		Base Amount % Yield		Rate Yield \$	
			2019/2020	2018/2019	2019/2020	2018/2019	2019/2020	2018/2019	2019/2020	2018/2019
Ordinary	Farmland		0.3753	0.3684	\$290.00	\$280.00	8.18%	8.07%	\$2,110,259	\$2,064,121
Ordinary	Residential	Ordinary	0.3753	0.3684	\$290.00	\$280.00	45.93%	45.51%	\$907,367	\$882,795
Ordinary	Residential	Rural	0.3753	0.3684	\$290.00	\$280.00	31.13%	30.67%	\$787,296	\$762,418
Ordinary	Business		0.3753	0.3684	\$290.00	\$280.00	41.20%	40.76%	\$106,281	\$103,044
Ordinary	Mining		0.3753	0.3684	\$290.00	\$280.00	0.00%	0.00%	\$0	\$0

Average Rate for each Land Category 2019/2020

	Farmland	Residential	Rural Residential	Business	Mining
Approximate Total Rates from Category	\$2,110,259	\$907,367	\$787,296	\$106,281	\$0
% of Total Rates	53.95%	23.2%	20.13%	2.72%	0
Number of assessments	595	1,437	845	151	0
Average rates per assessment	\$3,547	\$631	\$932	\$704	\$0
Total Land Value of category	\$516,309,325	\$130,732,080	\$144,483,410	\$16,651,010	\$0
% of Total Land Value	63.886%	16.176%	17.878%	2.060%	0

Average Rate for each Land Category 2018/2019

	Farmland	Residential	Rural Residential	Business	Mining
Approximate Total Rates from Category	\$2,064,121	\$882,795	\$762,418	\$103,044	\$0
% of Total Rates	54.14%	23.16%	20.00%	2.70%	0
Number of assessments	595	1,435	835	150	0
Average rates per assessment	\$3,469	\$615	\$913	\$687	\$0
Total Land Value of category	\$515,070,805	\$130,563,180	\$143,490,120	\$16,570,010	\$0
% of Total Land Value	63.93%	16.20%	17.81%	2.06%	0

Average Rate for each Land Category 2017/18

	Farmland	Residential	Rural Residential	Business	Mining
Approximate Total Rates from Category	\$2,008,997	\$863,974	\$743,551	\$100,346	\$0
% of Total Rates	54.05%	23.25%	20.00%	2.70%	0
Number of assessments	585	1,428	825	149	0
Average rates per assessment	\$3,434	\$605	\$901	\$673	\$0
Total Land Value of category	\$513,755,720	\$130,297,150	\$143,261,620	\$16,509,010	\$0
% of Total Land Value	63.91%	16.21%	17.82%	2.06%	0

Annual Charges

Water Supply - Access Charges

In accordance with Section 501 of the Local Government Act 1993, it is proposed to levy a charge on all consumers connected to, or capable of being connected to, the Uralla or Bundarra water supply systems for water services, based on the table below.

Annual Water Access Charges				
Charge	Amount		Yield	
	2019/2020	2018/2019	2019/2020	2018/2019
Uralla Water	\$341.00	\$324.00	\$419,430	\$395,928
Bundarra Water	\$341.00	\$324.00	\$78,771	\$74,844
Total			\$498,201	\$470,772

Water Supply – Consumption Charges

In accordance with Section 502 of the Local Government Act 1993, it is proposed to levy a charge for the consumption of water for all properties, as detailed in the table below:

Water Usage Charge				
Charge	Amount		Estimated Yield	
	2019/2020	2018/2019	2019/2020	2018/2019
Uralla Water Usage Charge	\$2.47	\$2.35	\$500,850	\$443,000
Bundarra Water Usage Charge	\$2.47	\$2.35	\$77,700	\$69,000
Total			\$578,550	\$512,000

Sewerage Charges - Residential

In accordance with Sections 501 and 502 of the Local Government Act 1993, it is proposed to levy a charge on all residential consumers connected to, or capable of being connected to, the Uralla sewer system for sewerage services, as detailed in the table below:

Annual Sewer Charges - Residential				
Charge	Amount		Yield	
	2019/2020	2018/2019	2019/2020	2018/2019
Uralla Sewerage	\$601.00	\$572.00	\$635,858	\$602,316
Bundarra Sewerage		\$572.00	\$Nil	\$113,480
Total			\$635,858	\$715,796

Sewerage Charges – Non - Residential

In accordance with Sections 501 and 502 of the Local Government Act 1993, it is proposed to levy an access charge (70% of residential charge) plus a usage charge (per kilolitre) on all non-residential consumers connected to, or capable of being connected to, the Uralla or Bundarra sewer systems for sewerage services, as detailed in the table below:

Annual Sewer Charges – Non-Residential				
Charge	Amount		Yield	
	2019/2020	2018/2019	2019/2020	2018/2019
Uralla Sewerage – Access	\$420.00	\$400.00	\$38,640	\$36,800
Uralla Sewerage – Usage	\$1.31	\$1.25		
Bundarra Sewerage – Access		\$400.00	\$0	\$0
Bundarra Sewerage – Usage		\$1.25		

Trade Waste Charges

In accordance with Sections 501 and 502 of the Local Government Act 1993, it is proposed to levy an annual charge plus a usage charge (per kilolitre) on all non-residential consumers connected to, or capable of being connected to, the Uralla sewer system for sewerage services, as detailed in the table below:

Trade Waste Charges – Non-Residential				
Charge	Amount		Yield	
	2019/2020	2018/2019	2019/2020	2018/2019
Trade Waste - Annual	\$77.50	\$76.00	\$5,200	\$6,000
Trade Waste - Usage	\$1.40	\$1.38		

In relation to the sewerage service charges for Bundarra noted above, Council has determined, in accordance with resolution X09.03/19 that Council “lift the charge for the coming Financial Year (2019/2020) and reapply it from the financial year after the additional required funding (*for the implementation of the Bundarra Sewerage Scheme*) is secured”. However, should additional funding be secured prior to 30 June 2019 then the following charges will apply:

1. Residential sewer service charge – Bundarra Sewerage \$601.00
2. Non-residential sewer service charge – Bundarra Sewerage \$420.00
3. Non-residential sewer usage charges per KL – Bundarra Sewerage \$1.31
4. Trade waste access charges – Bundarra Sewerage \$77.50
5. Trade waste usage charge per KL – Bundarra Sewerage \$1.40

Stormwater Management Levy

In accordance with Section 496A of the Local Government Act 1993, it is proposed to levy a charge for the provision of stormwater management services.

The levy applies to all urban residential, business and industrial lots with impervious surfaces, as detailed in the table below:

Stormwater Management Levy				
Charge per lot	Amount		Estimated Yield	
	2019/2020	2018/2019	2019/2020	2018/2019
Urban Residential levy	\$25.00	\$25.00	\$23,950	\$23,775
Urban Strata residential levy	\$12.50	\$12.50	\$213	\$213
Charge per 350m ²	Amount		Estimated Yield	
Urban Business and industrial	\$25.00	\$25.00	\$5,750	\$5,225

Waste Facility Fee

In accordance with Section 501 of the Local Government Act 1993, it is proposed to levy an annual charge on all rateable properties as a Waste Management Facility fee. This charge recognises that all rateable properties potentially produce waste and hence should contribute to the costs of running Council's Waste Management Facilities. Gate charges will apply as per Council's Fees and Charges Policy.

Waste Facility Fee				
Charge	Amount		Yield	
	2018/2019	2018/2019	No of Assess.	Total Yield
Waste Facility Fee	\$224.00	\$218.00	3,028	\$678,272

Waste Management Charge (Residential)

In accordance with Section 496 of the Local Government Act 1993 Council proposes to levy annual charges for the provision of waste management collection services on each parcel of rateable land for which services are available. The charges will be made as set out in the table below:

Waste Management Charge - Residential				
Charge	Amount		Yield	
	2019/2020	2018/2019	Services	Total Yield
Uralla Residential	\$342.00	\$333.00	1,089	\$372,792
Bundarra Residential	\$342.00	\$333.00	178	\$61,100
Invergowrie Residential	\$342.00	\$333.00	514	\$175,080
Additional Recycling Bin	\$118.00	\$115.00	1	\$118
TOTAL				\$609,090

Waste Management Charge (Non Rateable)

In accordance with Section 503(2) of the Local Government Act 1993, Council proposes to levy an annual charge for the removal of material from non-rateable properties. The charges will be made as set out in the table below:

Charge	Amount	
	2018/2019	2018/2019
Uralla Non-Rateable	\$342.00	\$333.00
Bundarra Non-Rateable	\$342.00	\$333.00
Additional Recycling Bin	\$118.00	\$115.00

Waste Management Charge (Non Residential)

In accordance with Section 501 of the Local Government Act 1993, Council proposes to levy an annual charge for the removal of material from non-residential properties. The charges will be made as set out in the table below:

Waste Management Charge – Non-Residential				
Charge	Amount		Yield	
	2019/2020	2018/2019	Services	Total Yield
Uralla Commercial - Large	\$256.00	\$249.00	135	\$34,560
Uralla Commercial - Small	\$197.00	\$192.00	46	\$9,062
Bundarra Commercial	\$256.00	\$249.00	38	\$9,728
TOTAL				\$53,350

Environmental Levy

In accordance with Section 501 of the Local Government Act 1993, Council proposes to levy an annual Environmental Levy on every rateable assessment in the Shire. The levy is utilized to continue bush regeneration projects throughout the Shire and to match external funding for environmental management projects that are obtained. The levy is as detailed in the table below:

Environmental Levy				
Charge	Amount		Estimated Yield	
	2018/2019	2018/2019	2018/2019	2018/2019
Environmental Levy	\$81.00	\$79.00	\$245,268	\$238,185

Borrowings

There are no proposed borrowings for 2018/19.

Interest on Rates & Charges

Interest will be charged on overdue rates and charges as regulated by the Office of Local Government. Council will apply the maximum rate determined under this regulation. Interest will be calculated on a simple daily basis. In accordance with section 566(3) of the Act, the Minister has determined that the maximum rate of interest payable on overdue rates and charges for the 2019/20 rating year will be 7.5%

Fees and Charges

In accordance with Section 608 of the Local Government Act, 1993, Council proposes a range of fees and charges as contained in the **2019/2020 Fees and Charges Schedule** contained in this document. Council reserves the right to change any of the fees and charges or strike new fees and charges during 2019/2020.

The application of these fees and charges will reduce the level of cross subsidisation required to be funded by ordinary rates.

The following factors have been taken into account in determining the fees:

- the cost of providing the service;
- the importance of the service to the community;
- the price fixed by the relevant industry body;
- any factors specified in the Local Government Regulations;
- National Competition Policy;
- Goods and Services Tax legislation.

Council provides a range of goods and services where statutory charges are set by regulation, examples include:

- section 603 certificates;
- section 149 certificates;
- information supplied under Freedom of Information Act;
- impounding fees;
- dog registrations; and
- building application fees.

Pricing Policy

Council is committed to providing a variety of goods and services which reflect concern for the individual and the wider community, and which meets the diverse needs of everyone who lives in, works in, or visits the Council area.

Council will ensure that charges are raised as equitably as possible. The charges or fees set have Goods and Services Tax (GST) included where applicable. Those charges or fees subject to GST are indicated in the Fees and Charges Schedule. The principles of competitive neutrality which is part of the National Competition Policy have been taken into consideration in the pricing policy.

Council adopts a user pays principle in the assessing and levying of fees and charges, whilst recognising the need for supplementing income in particular circumstances.

Council will ensure that all rates, charges and fees are set so as to provide adequate cash flows to meet operating costs and to assist in the provision of funding capital renewal and replacement.

Council will pursue all cost effective opportunities in order to maximise its revenue base and to seek an acceptable commercial rate of return on investments, subject to risk parameters.

Council recognises the need to set prices for goods and services in order to provide the most effective level of service to our community and to ensure resources are deployed most efficiently.

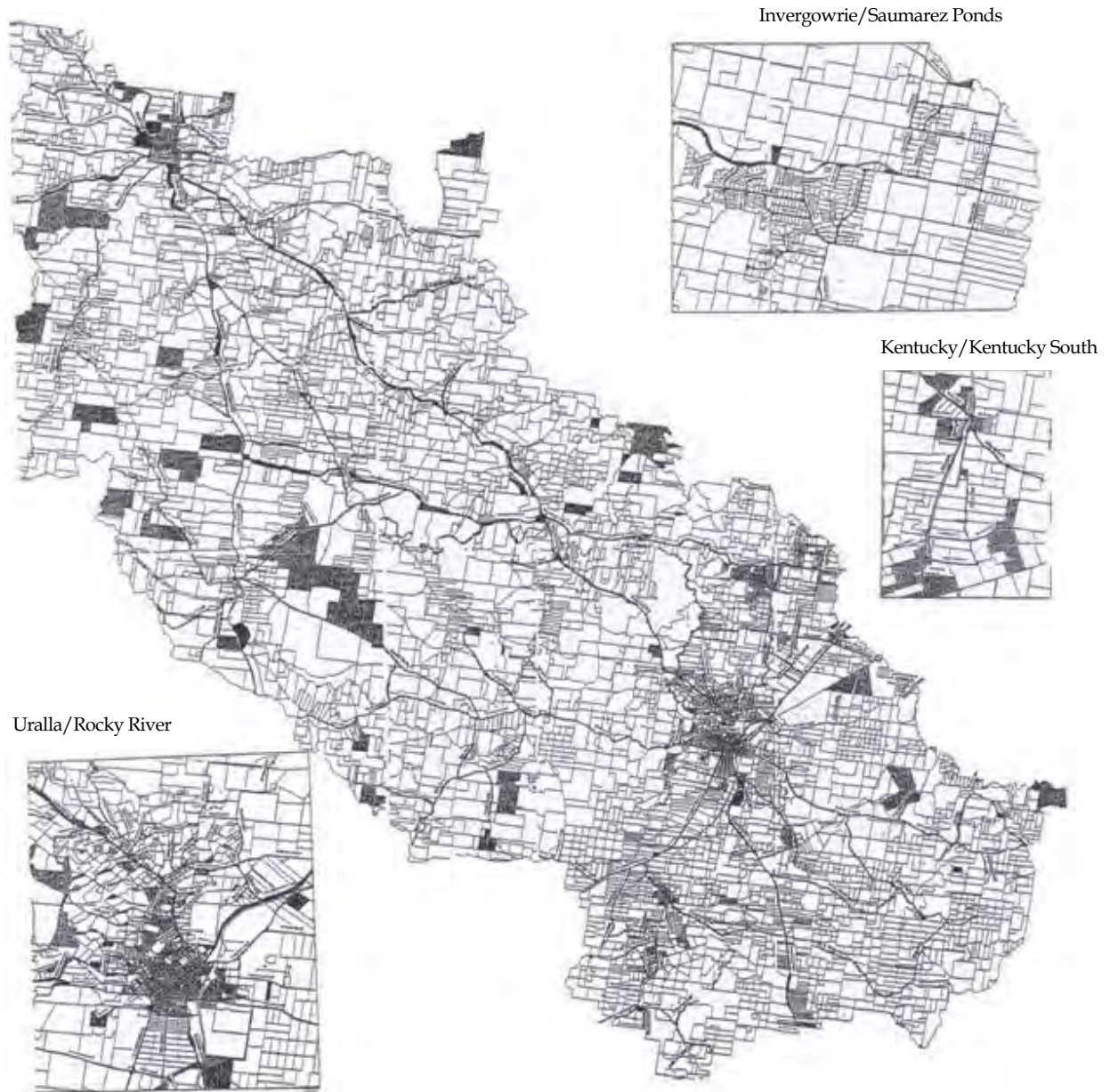
During the next financial year, Council will continue investigations into alternative methods of raising revenue with particular emphasis on user pays principles. Revision of Council's pricing policy will be undertaken during this period.

Council's pricing policy in relation to any particular good or service may be found in the relevant section of the Fees and Charges Schedule.

Council reserves the right to charge for any additional services or facilities, and to cater for legislative changes which are not identified in the fees and charges schedule.

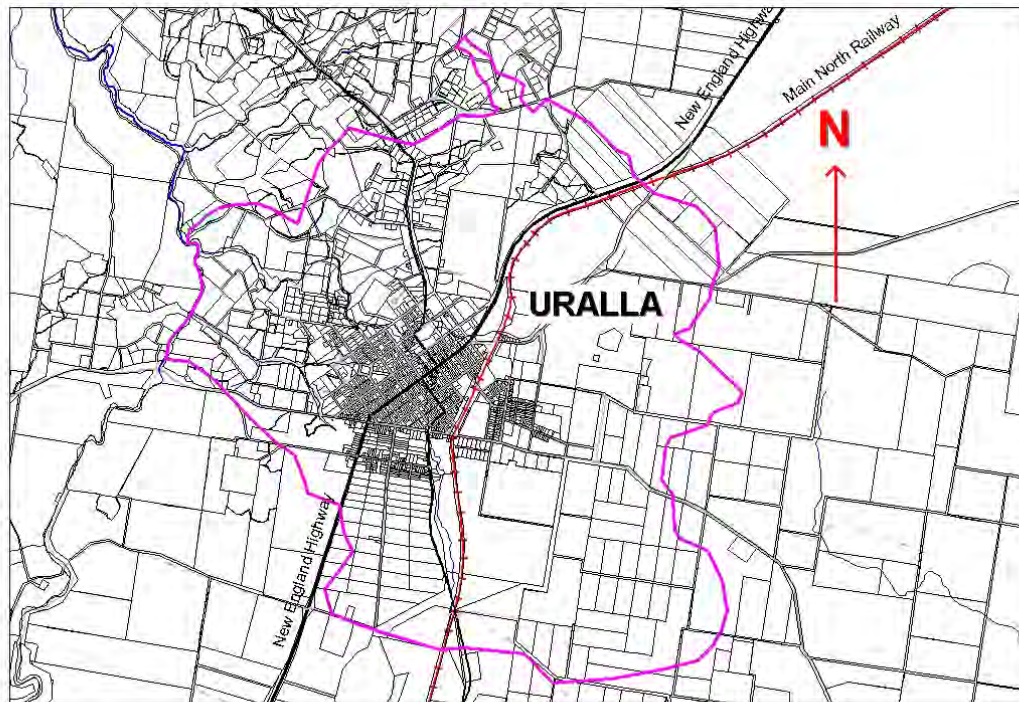
Rating Maps

Map of Ordinary Rate Area



Uralla Shire applies the same base rate and rate in the dollar (ad valorem) for all rating categories (Farmland, Residential, Rural Residential, Mining and Business) across the Shire.

Map of Uralla Stormwater Catchment Area



URALLA SHIRE COUNCIL URBAN STORMWATER CATCHMENT AREA

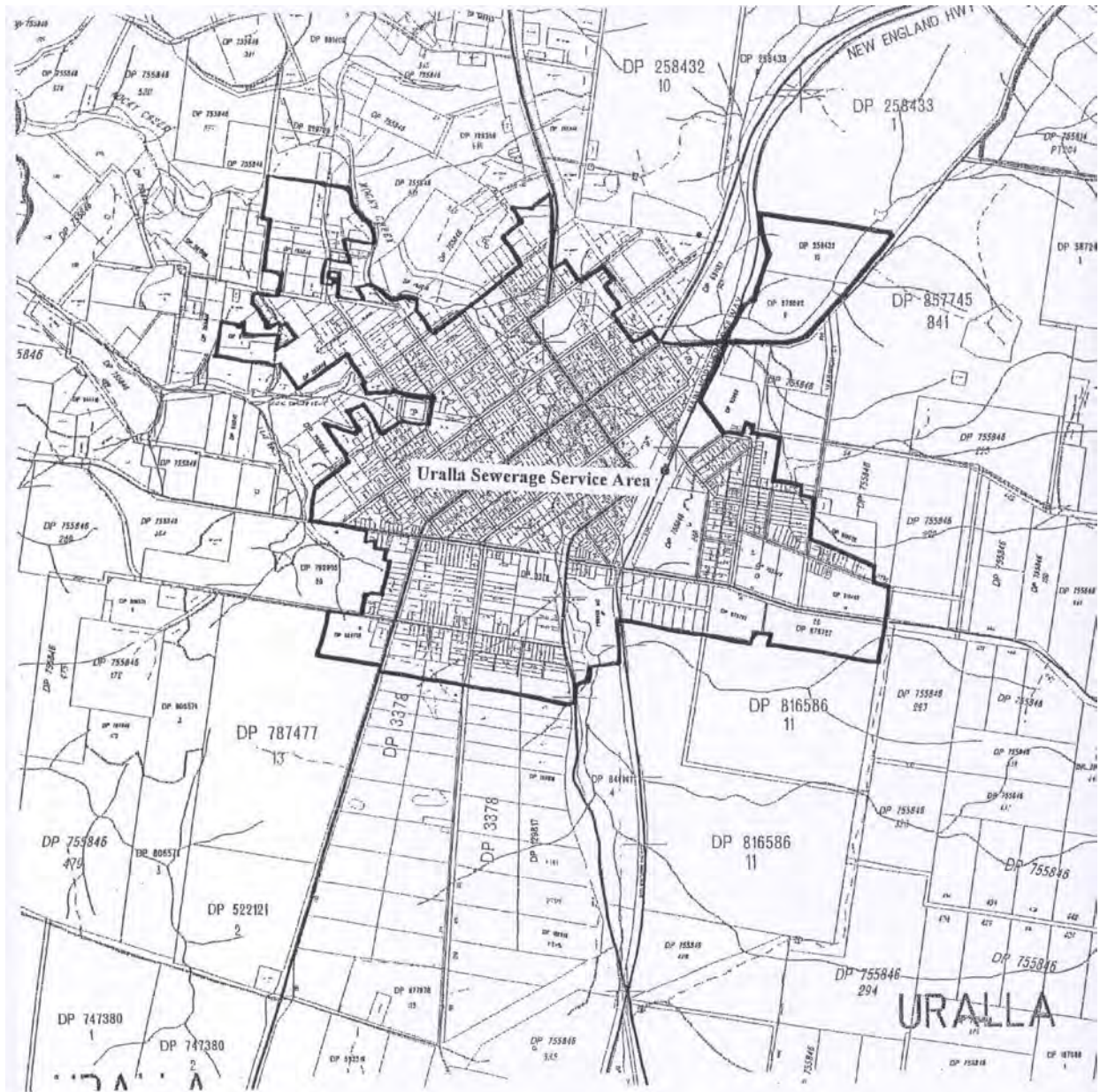
Map of Bundarra Water Service Area



Map of Uralla Water Service Area



Map of Uralla Sewer Service Area



PART 5: FEES & CHARGES



Fees & Charges

Uralla Shire Council

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Uralla Shire Council

Utilities

Water Services

Access and Supply

Water Access Charge Uralla and Bundarra	\$324.00	\$341.00	\$0.00	\$341.00	5.25%	Per annum per assessment	N
Water Supply – consumption charge	\$2.35	\$2.47	\$0.00	\$2.47	5.11%	Per kL	N

Water Connection Fees

Uralla and Bundarra Connection Charge to water main, up to 4 m	\$1,200.00	\$1,225.00	\$0.00	\$1,225.00	2.08%	Per connection within 4 m of water main: 20 mm or 25 mm	N
Uralla and Bundarra Connection Charge to water main, connection over 4 m	Per m construction cost + cost of additional design requirements will apply. Price on application.					Per connection beyond 4 m of water main: 20 mm or 25 mm	N
	Per m construction cost + cost of additional design requirements will apply. Price on application.				Last YR Fee		

Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Other Water Fees and Charges

Water Meter supplied and fitted (20 mm) or replaced	\$180.00	\$198.00	\$0.00	\$198.00	10.00%	Per Meter	N
Water Meter Testing only	\$80.00	\$73.50	\$0.00	\$73.50	-8.13%	Per Meter	N
Fee will be refunded where meter is checked and found to be reading more than 4% over or under as per Australian Std AS3565-1 1998 and 2004							
Water Meter Special read	\$80.00	\$73.50	\$0.00	\$73.50	-8.13%	Per Read	N

Water Sales

Bulk water sales	\$5.00	\$5.10	\$0.00	\$5.10	2.00%	Per kL	N
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Water Restriction Devices

Installation/Removal during service hours (7.30 am-3.00 pm)	\$160.00	\$147.00	\$0.00	\$147.00	-8.13%	Per Activity	N
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Other Costs

Council required to clear vegetation to gain access to a meter, at cost charge	\$80.00	\$82.00	\$0.00	\$82.00	2.50%	Per Activity	N
This charge applies where property owners have not prevented vegetation from growing around the meter and will not clear it themselves. Rates advise that this is an 'at cost' charge.							
Council required to return to property to read meter (e.g. where meter access is denied by locked yards/gates etc)	\$70.00	\$64.50	\$0.00	\$64.50	-7.86%	Per Visit	N

Sewer Charges

Access and Supply

Residential sewer access charge	\$572.00	\$601.00	\$0.00	\$601.00	5.07%	Per annum single dwelling per lot/unit	N
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Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Access and Supply [continued]

Commercial sewer access charge	\$400.00	\$420.00	\$0.00	\$420.00	5.00%	Per annum single business	N
Usage charge	\$1.25	\$1.31	\$0.00	\$1.31	4.80%	Per kL	N
Unconnected lot sewer access charge	\$572.00	\$601.00	\$0.00	\$601.00	5.07%	Per annum per Lot	N

Sewer Connection Charges

Provide junction to main on property, up to 4 m Council staff exposed main	\$1,000.00	\$1,020.00	\$0.00	\$1,020.00	2.00%		N
Provide junction with extension beyond property (previously 'application fee')	Per m construction cost + cost of additional design requirements will apply. Price on application.					Per m construction cost plus other design requirements	N
	Per m construction cost + cost of additional design requirements will apply. Price on application.				Last YR Fee		

Trade Waste Charges

Trade Waste

Trade Waste – application fee	\$76.00	\$77.50	\$0.00	\$77.50	1.97%	Per Annum	N
Trade Waste – usage	\$1.38	\$1.40	\$0.00	\$1.40	1.45%	Per kL	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Drainage Fees

Copy of Drainage Plan	\$37.00	\$38.00	\$0.00	\$38.00	2.70%	Per Plan	N
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Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Engineering Services

General Services

Kerb and Guttering

Private works (not in conjunction with works program)			Full cost of works per DCP plus 25%			Per Metre	N
Adjoining owner charges (in conjunction with works program)	\$101.00	\$93.64	\$9.36	\$103.00	1.98%	Per Metre	N

Gutter Bridges

Gutter Bridge Construction			Full cost of works plus 25%			Per construction	N
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Landscaping Bonds

Residential Flats/Units	\$679.80	\$692.00	\$0.00	\$692.00	1.79%	Per Unit/ Minimum (GST payable only on forfeiture)	N
Light Industry/Industry	\$2,796.45	\$2,845.00	\$0.00	\$2,845.00	1.74%	Per Unit/ Minimum (GST payable only on forfeiture)	N

Rural Addressing

Installation of new/replacement numbering post	\$70.00	\$65.00	\$6.50	\$71.50	2.14%	Per post	N
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Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Fee (excl. GST)	Fee (incl. GST)	Increase %	Unit	S
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Plant Hire Charges

Charges by Plant Item	Internal hire rate plus 25% with a minimum 1 hr applying					Per Item	N
Grading Plant	Internal hire rate plus 25% with a minimum 1 hr applying					Per Crew	N
Grading of private roads and driveways to be charged at full crew costs (grader, water cart & roller) unless alternative work available for unrequested grading items							

Road Restoration Fees

Road Restoration Fees	As per RMS Schedules						N
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Civil Engineering Works

Civil Engineering Works	Estimated full cost of agreed work plus 25% margin or at hourly rates for unspecified work (i.e hire of plant only) plus 25%						N
	Last YR Fee Estimated full cost of agreed work plus 25% margin or at hourly rates for unspecified work (i.e hire of plant only)						
The 25% margin may be varied subject to the nature and value of the work							

Sale of sand, gravel and topsoil

Delivery is at Council Truck hire rates (includes driver) plus 25%.

At cost of winning material, plus 25% margin, subject to the following minimums:

Sale of sand, gravel and topsoil	At cost of winning material, plus 25% margin, subject to the following minimums:						N
Unsieved sand	\$16.50	\$15.27	\$1.53	\$16.80	1.82%	Per Cubic Metre	N
Gravel (Granite) at Depot	\$41.00	\$38.18	\$3.82	\$42.00	2.44%	Per Cubic Metre	N
Gravel – Carlon at Depot	\$28.00	\$25.91	\$2.59	\$28.50	1.79%	Per Cubic Metre	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Sale of sand, gravel and topsoil [continued]

Topsoil	\$55.00	\$50.91	\$5.09	\$56.00	1.82%	Per Cubic Metre	N
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Waste Management Facility

Domestic Waste Management

Waste Facility Fee – included in Environmental Levy	\$218.00	\$224.00	\$0.00	\$224.00	2.75%	Per Annum	N
Annual kerbside service, red and yellow bin	\$333.00	\$342.00	\$0.00	\$342.00	2.70%	Per Annum	N
Additional kerbside recycling service (secondary service residential & commercial)	\$115.00	\$118.00	\$0.00	\$118.00	2.61%	Per Annum	N
Additional kerbside general waste service (secondary service residential & commercial)	\$218.00	\$224.00	\$0.00	\$224.00	2.75%	Per Annum	N

Green Waste Kerbside Collection Fee – Uralla Township

Collection Fee	\$82.00	\$83.50	\$0.00	\$83.50	1.83%	Per Annum & pro rata	N
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Commercial Recycling

Annual kerbside service – Commercial 240 ltr bin	\$249.00	\$256.00	\$0.00	\$256.00	2.81%	Per Property	N
Annual kerbside service – Commercial 140 ltr bin	\$192.00	\$197.00	\$0.00	\$197.00	2.60%	Per Property	N
Manual Collection Weekly – Cardboard Only	\$20.00	\$20.50	\$0.00	\$20.50	2.50%	Per Week	N
Manual Collection bi-weekly – Cardboard Only	\$40.00	\$41.00	\$0.00	\$41.00	2.50%	Per Week	N
Community event bin charge (per bin)	\$5.00	\$5.10	\$0.00	\$5.10	2.00%	Per Event	N
Commercial event bin charge (per bin)	\$20.00	\$20.50	\$0.00	\$20.50	2.50%	Per Event	N

Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Non-Rateable Commercial Recycling

Uralla & Bundarra Non-rateable	\$333.00	\$342.00	\$0.00	\$342.00	2.70%	Per Annum	N
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Waste Product Sales

240L Wheelie Bin	\$88.00	\$98.50	\$0.00	\$98.50	11.93%	Each	N
140L Wheelie Bin	\$78.00	\$79.50	\$0.00	\$79.50	1.92%	Each	N
Delivery – Uralla & Bundarra town area (within 5 km)	\$15.00	\$16.00	\$1.60	\$17.60	17.33%	Per return trip	N
Delivery – Uralla and Bundarra 5-15 km	\$20.00	\$20.91	\$2.09	\$23.00	15.00%	Per return trip	N
Delivery – beyond 15 km from Uralla or Bundarra, maximum 30 km	\$25.00	\$25.91	\$2.59	\$28.50	14.00%	Per return trip	N
Sale of Green Waste (mulched)	\$15.00	\$14.00	\$1.40	\$15.40	2.67%	Per m3	N
Sale of Green Waste (mulched)	\$7.50	\$7.00	\$0.70	\$7.70	2.67%	Per excavator bucket	N
Mulch loading charge (applies to bulk sales > 6 m3)	\$25.00	\$23.18	\$2.32	\$25.50	2.00%	Per service	N

Sorted Recycling

Fee				No charge	Any volume	N
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Residential Waste

Wheelie Bin (up to 240 l and per bin)	\$4.00	\$3.73	\$0.37	\$4.10	2.50%	Per wheelie bin (full or part)	N
Car/sedan/wagon/4X4 domestic	\$5.00	\$4.64	\$0.46	\$5.10	2.00%	Full or part	N
Utility/6 x 4 trailer	\$10.00	\$9.27	\$0.93	\$10.20	2.00%	Level	N
Utility/6 x 4 trailer, heaped	\$15.00	\$14.00	\$1.40	\$15.40	2.67%	Heaped	N

Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Commercial Waste

Bulk waste/ large commercial				Price on application	Per Application	N
Commercial waste fee	\$50.00	\$46.36	\$4.64	\$51.00 2.00%	Per cubic metre, loads not exceeding 10 m3	N

Uncontaminated garden and wood waste

Commercial				No charge	Per cubic metre	N
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Contaminated Garden and Wood Waste

Fee				Charged at residential/commercial waste rates		N
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Clean brick, Concrete, Tile

Wheelie Bin (up to 240 l)	\$5.00	\$4.64	\$0.46	\$5.10 2.00%	Full or part	N
Car/sedan/wagon/4X4 domestic	\$7.00	\$6.55	\$0.65	\$7.20 2.86%	Full or part	N
Utility/6 x 4 trailer	\$8.00	\$7.45	\$0.75	\$8.20 2.50%	Full or part	N
Commercial	\$25.00	\$23.18	\$2.32	\$25.50 2.00%	Per cubic metre	N

Mattresses

Cot mattresses or any stripped mattresses				No charge Min. Fee: \$7.00	Each	N
Single	\$10.00	\$9.27	\$0.93	\$10.20 2.00%	Each	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Mattresses [continued]

King Single	\$12.00	\$11.27	\$1.13	\$12.40	3.33%	Each	N
Double	\$15.00	\$14.00	\$1.40	\$15.40	2.67%	Each	N
Queen	\$20.00	\$18.64	\$1.86	\$20.50	2.50%	Each	N
King	\$22.00	\$20.45	\$2.05	\$22.50	2.27%	Each	N

Lounges

1 seater	\$10.00	\$9.27	\$0.93	\$10.20	2.00%	Each	N
2 seater	\$15.00	\$14.73	\$1.47	\$16.20	8.00%	Each	N
3 seater	\$20.00	\$18.64	\$1.86	\$20.50	2.50%	Each	N

E-Waste

NTCRS eligible e-waste				Free of charge		Per Item	N
Non NTCRS e-waste	\$1.50	\$1.41	\$0.14	\$1.55	3.33%	Per Item	N

Appliances

Fridges, freezers & air-conditioning units containing CFCs	\$15.00	\$14.00	\$1.40	\$15.40	2.67%	Per Unit	N
All other white goods				Free of charge		Per Item	N

Dead Animals

Small domestic animals e.g. cats, chickens, possums, dogs	\$14.50	\$13.45	\$1.35	\$14.80	2.07%	Per Item	N
Medium animals – e.g. goats, sheep, pigs	\$34.00	\$31.82	\$3.18	\$35.00	2.94%	Per Item	N
Large Animals – e.g. horses, cattle	\$47.00	\$43.64	\$4.36	\$48.00	2.13%	Per Item	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Tyres

Loads comprising more than 20 tyres, or tyre loads that are over 200 kg, will not be accepted without evidence of the required tracking and consignment.

Motorcycle	\$8.50	\$5.91	\$0.59	\$6.50	-23.53%	Per Item	N
Car	\$8.50	\$7.00	\$0.70	\$7.70	-9.41%	Per Item	N
4X4	\$9.00	\$10.55	\$1.05	\$11.60	28.89%	Per Item	N
Light truck	\$11.50	\$12.55	\$1.25	\$13.80	20.00%	Per Item	N
Truck	\$23.50	\$23.18	\$2.32	\$25.50	8.51%	Per Item	N
Super single	\$34.50	\$30.91	\$3.09	\$34.00	-1.45%	Per Item	N
Small tractor tyre, up to 1 m	\$50.05	\$43.64	\$4.36	\$48.00	-4.10%	Per Item	N
Medium tractor tyre, 1 m-1.9 m	\$78.50	\$74.55	\$7.45	\$82.00	4.46%	Per Item	N
Large tractor tyre, 2 m-2.8 m	\$107.00	\$97.73	\$9.77	\$107.50	0.47%	Per Item	N
Extra large tractor tyre, > 2.8 m	\$129.00	\$114.55	\$11.45	\$126.00	-2.33%	Per Item	N
Fork lift tyre, small up to 12"	\$15.00	\$14.00	\$1.40	\$15.40	2.67%	Per Item	N
Fork lift tyre, medium 12"-18"	\$22.00	\$22.27	\$2.23	\$24.50	11.36%	Per Item	N
Fork lift tyre, large greater than 18"	\$39.00	\$37.73	\$3.77	\$41.50	6.41%	Per Item	N
Grader tyre	\$122.00	\$114.55	\$11.45	\$126.00	3.28%	Per Item	N
Earth mover, small – up to 1 m	\$98.00	\$90.00	\$9.00	\$99.00	1.02%	Per Item	N
Earth mover, medium, 1 m-1.5 m	\$197.00	\$184.55	\$18.45	\$203.00	3.05%	Per Item	N
Earth mover, large, greater than 1.5 m	\$390.00	\$362.73	\$36.27	\$399.00	2.31%	Per Item	N
Shredded Tyres					NOT ACCEPTED		N

Tyres on Rims

Tyres on rim will be charged at double the rate of tyres off rim

Asbestos

Inadequately wrapped or unbagged asbestos will not be accepted. Please note that asbestos weighing more than 100 kg, or consisting of more than 10 m² of sheeting in one load, will not be accepted without evidence of the required consignment number.

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Asbestos [continued]

Asbestos – asbestos bag including disposal cost, maximum 0.5 m3	\$19.00	\$17.64	\$1.76	\$19.40	2.11%	Per Bag	N
Fee	\$260.00	\$240.00	\$24.00	\$264.00	1.54%	Per tonne	N

Certified ENM and VENM

Clean Fill for use on cell walls, all volumes					No charge	Any Volume	N
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Bio solids

All special wastes must be collected, transported and disposed of strictly in accordance with the requirements of the WorkCover Authority and the Environment Protection Authority.

Processed sludges from water and sewer	\$50.00	\$46.36	\$4.64	\$51.00	2.00%	Per cubic metre	N
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Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Community and Recreational Services

Sporting Fields

Field Hire

External users – details of application should be sought from Council

Hampden Park	\$53.00	\$49.09	\$4.91	\$54.00	1.89%	Per Day	N
Uralla Sporting Complex #	\$53.00	\$49.09	\$4.91	\$54.00	1.89%	Per field/per day	N
Canteen hire (two available) #	\$50.00	\$46.36	\$4.64	\$51.00	2.00%	Per day per canteen	N
Canteen hire bond (for non-regular user groups and for those outside of Uralla Shire area)	\$1,000.00	\$1,020.00	\$0.00	\$1,020.00	2.00%	Per event booking	N

Parks and Gardens

Casual Hiring Fee

Alma Park: Connect power to bandstand	\$33.00	\$30.91	\$3.09	\$34.00	3.03%	Per Day	N
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Aquatic Centre

Admittance Fees

Single Admission Fee – Adult	\$3.00	\$3.18	\$0.32	\$3.50	16.67%	Per Person	N
Single Admission Fee – Child	\$2.00	\$1.82	\$0.18	\$2.00	0.00%	Per Person	N
Books of 10 – Adult	\$24.00	\$28.64	\$2.86	\$31.50	31.25%	Per Book	N
Books of 10 – Child	\$16.00	\$16.36	\$1.64	\$18.00	12.50%	Per Book	N
Books of 20 – Adult	\$42.00	\$54.09	\$5.41	\$59.50	41.67%	Per Book	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Admittance Fees [continued]

Books of 20 – Child	\$28.00	\$30.91	\$3.09	\$34.00	21.43%	Per Book	N
Books of 50 – Adult	\$90.00	\$127.27	\$12.73	\$140.00	55.56%	Per Book	N
Books of 50 – Child	\$60.00	\$72.73	\$7.27	\$80.00	33.33%	Per Book	N

Library Services

Library Fees

Member overdue fee (begins 1 week after due date)	\$0.20	\$0.20	\$0.00	\$0.20	0.00%	Per Item, Per Week	N
Visitor overdue fee (begins 1 week after due date)	\$1.00	\$1.00	\$0.00	\$1.00	0.00%	Per Item	N
Lost membership card replacement	\$5.00	\$5.00	\$0.00	\$5.00	0.00%	Per Card	N

Lost, damaged or stolen books

Processing Fee	\$11.00	\$11.00	\$0.00	\$11.00	0.00%	Per Item	N
Item Replacement					At cost	Per Item	N

Inter-Library Loan Fee

Charge 1 (local library search)					No charge	Per Item	N
Charge 2 (Library Lending Charge)	\$16.50	\$15.00	\$1.50	\$16.50	0.00%	Per Item	N

Photocopies and Printing (self-service)

A4 Black and White	\$0.30	\$0.27	\$0.03	\$0.30	0.00%	Per single sided page	N
A4 Colour	\$0.50	\$0.45	\$0.05	\$0.50	0.00%	Per single sided page	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Photocopies and Printing (self-service) [continued]

A3 Black and White	\$0.40	\$0.45	\$0.05	\$0.50	25.00%	Per single sided page	N
A3 Colour	\$0.80	\$0.91	\$0.09	\$1.00	25.00%	Per single sided page	N

Tourism

Hire

Gold Pan Hire	\$18.00	\$16.73	\$1.67	\$18.40	2.22%	Per Day	N
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Photocopies and Printing (non self-service)

A4 (Black and White)	\$0.60	\$0.59	\$0.06	\$0.65	8.33%	Per single sided page	N
A4 (Colour)	\$1.00	\$0.95	\$0.10	\$1.05	5.00%	Per single sided page	N
A3 (Black and White)	\$1.00	\$0.95	\$0.10	\$1.05	5.00%	Per single sided page	N
A3 (Colour)	\$1.75	\$1.64	\$0.16	\$1.80	2.86%	Per single sided page	N
Fax	\$0.70	\$0.68	\$0.07	\$0.75	7.14%	Each	N

Cemeteries

Searches

Record search for burial details (after 15 minutes)	\$115.00	\$117.00	\$0.00	\$117.00	1.74%	Per Hour	N
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Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Uralla and Bundarra Lawn Cemeteries

Purchase of Double Depth Plot (does not include plaque)	\$1,190.00	\$1,104.55	\$110.45	\$1,215.00	2.10%	Per Plot	N
Interment	\$545.00	\$504.55	\$50.45	\$555.00	1.83%	Per interment	N
Interment: Saturdays, Sundays and Public Holidays loading	\$696.00	\$643.64	\$64.36	\$708.00	1.72%	Per interment	N
Surcharge for digging of grave by hand	\$56.00	\$51.82	\$5.18	\$57.00	1.79%	Per Person, Per Hour	N

Uralla and Bundarra Old Section Cemeteries

Purchase of plot	\$510.00	\$471.82	\$47.18	\$519.00	1.76%	Per Plot	N
Permission to carry out work at existing grave, includes monument erection and inspection	\$62.00	\$63.50	\$0.00	\$63.50	2.42%	Per Plot	N
Interment	\$545.00	\$504.55	\$50.45	\$555.00	1.83%	Per interment	N
Interment in an existing monument	\$696.00	\$643.64	\$64.36	\$708.00	1.72%	Per interment	N
Interment: Saturdays, Sundays and Public Holidays loading	\$696.00	\$643.64	\$64.36	\$708.00	1.72%	Per interment	N
Placement of ashes	\$146.00	\$135.00	\$13.50	\$148.50	1.71%	Minimum Per Placement	N

Uralla and Bundarra Niche Wall and Uralla Niche Garden

Purchase of Niche in wall and Interment of Ashes *	\$383.00	\$354.55	\$35.45	\$390.00	1.83%	Per Niche	N
* Interment includes standard plaque 145mm x 120mm							
Purchase of Niche in garden	\$581.00	\$537.27	\$53.73	\$591.00	1.72%	Per Niche	N
Interment of Ashes	\$124.00	\$115.00	\$11.50	\$126.50	2.02%	Per Interment	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Uralla and Bundarra Niche Wall and Uralla Niche Garden [continued]

Family presence at interment after hours	\$69.00	\$64.09	\$6.41	\$70.50	2.17%	Per Interment	N
Vase	\$67.00	\$62.27	\$6.23	\$68.50	2.24%	Per Vase	N
Additional lines on plaque	\$32.00	\$30.00	\$3.00	\$33.00	3.13%	Per Line	N
Removal of plaques	\$165.00	\$152.73	\$15.27	\$168.00	1.82%	Per Plaque	N

Building Rental – Uralla

* Rental fees for new leases or licences on Council properties negotiated during the year will be based on valuation advice and other relevant factors, such as Community benefit.

Hill Street Uralla *

Per Unit	\$275.00	\$254.55	\$25.45	\$280.00	1.82%	Per Unit Per Fortnight	N
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Uralla Pre-School *

5 Hill Street, Uralla	\$402.90	\$372.73	\$37.27	\$410.00	1.76%	Per Week	N
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Queen Street Uralla Caravan Park

Powered site for up to 2 persons	\$29.00	\$27.27	\$2.73	\$30.00	3.45%	Per Night	N
Unpowered site for up to 2 persons	\$21.00	\$20.00	\$2.00	\$22.00	4.76%	Per Night	N
Additional persons >2	\$5.00	\$4.55	\$0.45	\$5.00	0.00%	Per Night	N
Uninhabited, unpowered tent site	\$5.00	\$5.00	\$0.50	\$5.50	10.00%	Per Night	N

Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Fee (excl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Longer stays (7 nights for 6)

Weekly Powered site for up to 2 persons	\$174.00	\$163.64	\$16.36	\$180.00	3.45%	Per Week	N
Weekly Unpowered site for up to 2 persons	\$126.00	\$120.00	\$12.00	\$132.00	4.76%	Per Week	N
Permanents with metered site	\$115.00	\$106.36	\$10.64	\$117.00	1.74%	Per Week	N
Power for metered site	\$0.36	\$0.36	\$0.04	\$0.40	11.11%	kWh	N

Uralla Community Centre

Tablelands Community Support Options – TCS

TCS Office	\$360.00	\$333.64	\$33.36	\$367.00	1.94%	Per Week	N
Office 1	\$150.00	\$139.09	\$13.91	\$153.00	2.00%	Per Week	N
Office 2	\$37.00	\$34.55	\$3.45	\$38.00	2.70%	Per Week	N

Large Group Room

Local Community Groups – Half Day	\$43.00	\$40.00	\$4.00	\$44.00	2.33%	Half Day	N
Local Community Groups – Full Day	\$81.00	\$75.00	\$7.50	\$82.50	1.85%	Full Day	N
Affiliated Centre Tenants	\$65.00	\$60.45	\$6.05	\$66.50	2.31%	Half Day	N
Commercial Users	\$120.00	\$111.36	\$11.14	\$122.50	2.08%	Full Day	N

Private Parties/ Commercial Functions

Booking	\$140.00	\$129.55	\$12.95	\$142.50	1.79%	Per Day	N
Cleaning bond (refundable)	\$270.00	\$275.00	\$0.00	\$275.00	1.85%	Per Booking	N

Small Group Room

Local Community Groups – Half Day	\$27.00	\$25.00	\$2.50	\$27.50	1.85%	Half Day	N
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Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Small Group Room [continued]

Local Community Groups – Full Day	\$43.00	\$40.00	\$4.00	\$44.00	2.33%	Full Day	N
Affiliated Centre Tenants	\$53.00	\$49.09	\$4.91	\$54.00	1.89%	Half Day	N
Commercial Groups	\$76.00	\$70.45	\$7.05	\$77.50	1.97%	Full Day	N

Kitchen (large room only)

All groups: Including crockery and cutlery	Included in large room hire					Per Day	N
All breakages will be charged at replacement cost	All breakages will be charged at replacement cost						N

Building Rental – Bundarra

Bundarra School of Arts Hall

Hall Hire (less than 2 hours)	\$0.00	\$18.18	\$1.82	\$20.00	∞	Per two hours	N
General Hall Hire <50	\$45.00	\$41.82	\$4.18	\$46.00	2.22%	Per Day	N
General Hall Hire >50	\$69.00	\$64.09	\$6.41	\$70.50	2.17%	Per Day	N
Kitchen Use Extra <50	\$24.00	\$22.27	\$2.23	\$24.50	2.08%	Per Day	N
Kitchen Use Extra >50	\$35.00	\$32.73	\$3.27	\$36.00	2.86%	Per Day	N
Balls/weddings (includes kitchen hire)	\$130.00	\$120.45	\$12.05	\$132.50	1.92%	Per Day	N
Auction Sales, markets and similar uses	\$132.50 plus 25% of subletting fees					Per Day	N
					Last YR Fee \$130 plus 25% of subletting fees		
Small Regular Usage – eg sporting clubs	\$10.00	\$9.09	\$0.91	\$10.00	0.00%	Per Session	N
Cleaning bond (refundable)	\$86.00	\$87.50	\$0.00	\$87.50	1.74%	Per Booking	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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External Equipment Hire

Cleaning bond (refundable)	\$0.00	\$50.00	\$0.00	\$50.00	∞	Per hire	N
Chairs	\$1.40	\$1.36	\$0.14	\$1.50	7.14%	Per Item	N
Tables	\$6.00	\$6.36	\$0.64	\$7.00	16.67%	Per Item	N
Replacement of broken or missing chairs and tables (hall or external use)				At replacement cost		Per Item	N

Bundarra Caravan Park

Powered site for up to 2 persons	\$22.00	\$20.91	\$2.09	\$23.00	4.55%	Per Night	N
Unpowered site for up to 2 persons	\$8.00	\$9.09	\$0.91	\$10.00	25.00%	Per Night	N
Additional persons	\$5.00	\$4.55	\$0.45	\$5.00	0.00%	Per Night	N
Showers	\$3.00	\$2.73	\$0.27	\$3.00	0.00%	Per Use	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Aged and Disabled Services

Tableland Community Support

Home Care Packages and Private Clients

HCP Clients

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Administration HCP Level 1 – Monthly	\$0.00	\$150.00	\$0.00	\$150.00	∞	Per month	N
Administration HCP Level 2 – Monthly	\$0.00	\$280.00	\$0.00	\$280.00	∞	Per month	N
Administration HCP Level 3 – Monthly	\$0.00	\$610.00	\$0.00	\$610.00	∞	Per month	N
Administration HCP Level 4 – Monthly	\$0.00	\$922.00	\$0.00	\$922.00	∞	Per month	N
Care with active sleepover (Sleepover with Active Care) – HCP					Fees by Agreement	24 hrs	N
Case Management HCP Level 1 – Monthly	\$0.00	\$100.00	\$0.00	\$100.00	∞	Per month	N
Case Management HCP Level 2 – Monthly	\$0.00	\$200.00	\$0.00	\$200.00	∞	Per month	N
Case Management HCP Level 3 – Monthly	\$0.00	\$690.00	\$0.00	\$690.00	∞	Per month	N
Case Management HCP Level 4 – Monthly	\$0.00	\$1,050.00	\$0.00	\$1,050.00	∞	Per month	N
Domestic Assistance – Mon to Fri 6am to 6pm (HCP clients)	\$0.00	\$65.00	\$0.00	\$65.00	∞	Per Hour	N
Domestic Assistance – Public holiday (HCP clients)	\$0.00	\$115.00	\$0.00	\$115.00	∞	Per Hour	N
Domestic Assistance – Sat (HCP clients)	\$0.00	\$85.00	\$0.00	\$85.00	∞	Per Hour	N
Domestic Assistance – Sun (HCP clients)	\$0.00	\$100.00	\$0.00	\$100.00	∞	Per Hour	N
In Home Respite – Mon to Fri 6am to 6pm (HCP clients)	\$0.00	\$65.00	\$0.00	\$65.00	∞	Per hour	N
In Home Respite – Public Holiday (HCP clients)	\$0.00	\$115.00	\$0.00	\$115.00	∞	Per hour	N
In Home Respite – Sat (HCP clients)	\$0.00	\$85.00	\$0.00	\$85.00	∞	Per hour	N
In Home Respite – Sun (HCP clients)	\$0.00	\$100.00	\$0.00	\$100.00	∞	Per hour	N
Overnight Respite – HCP					Fees by Agreement	10 hrs	N
Personal Care – Mon to Fri 6am to 6pm (HCP clients)	\$0.00	\$65.00	\$0.00	\$65.00	∞	Per hour	N
Personal Care – Public Holiday (HCP clients)	\$0.00	\$115.00	\$0.00	\$115.00	∞	Per hour	N
Personal Care – Sat (HCP clients)	\$0.00	\$85.00	\$0.00	\$85.00	∞	Per hour	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
Personal Care – Sun (HCP clients)	\$0.00	\$100.00	\$0.00	\$100.00	∞	Per hour	N
Registered Nurse – Mon to Fri 6am to 6pm (HCP clients)	\$0.00	\$115.00	\$0.00	\$115.00	∞	Per hour	N
Registered Nurse – Public Holiday (HCP clients)	\$0.00	\$225.00	\$0.00	\$225.00	∞	Per hour	N
Registered Nurse – Sat (HCP clients)	\$0.00	\$155.00	\$0.00	\$155.00	∞	Per hour	N
Registered Nurse – Sun (HCP clients)	\$0.00	\$180.00	\$0.00	\$180.00	∞	Per hour	N
Social Support – Mon to Fri 6am to 6pm (HCP clients)	\$0.00	\$65.00	\$0.00	\$65.00	∞	Per Hour	N
Social support – Public Holiday (HCP clients)	\$0.00	\$115.00	\$0.00	\$115.00	∞	Per Hour	N
Social Support – Sat (HCP clients)	\$0.00	\$85.00	\$0.00	\$85.00	∞	Per Hour	N
Social support – Sun (HCP clients)	\$0.00	\$100.00	\$0.00	\$100.00	∞	Per Hour	N
Travel (HCP clients)	\$0.00	\$1.10	\$0.00	\$1.10	∞	Per km	N
Home Care Packages – Client Income Assessed Fee		Dept of Social Services Fees – My Aged Care website					N
		Last YR Fee Dept of Social Services Fees – My Aged Care website					

Home Care Packages – Exit Fee	\$600.00	\$600.00	\$0.00	\$600.00	0.00%	Exit	N
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Private Clients

Administration (Private Clients) – Monthly		Charged by agreement relative to service needs (incl GST)					N
Registered Nurse – Mon to Fri 6am to 6pm (Private clients)	\$0.00	\$115.00	\$11.50	\$126.50	∞	Per hour	N
Registered Nurse – Public Holiday (Private clients)	\$0.00	\$225.00	\$22.50	\$247.50	∞	Per hour	N
Registered Nurse – Sat (Private clients)	\$0.00	\$155.00	\$15.50	\$170.50	∞	Per hour	N
Registered Nurse – Sun (Private clients)	\$0.00	\$180.00	\$18.00	\$198.00	∞	Per hour	N
Travel (Private Clients)	\$0.95	\$1.09	\$0.11	\$1.20	26.32%	Per km	N
Case Management (Private clients) – Monthly		Cost by agreement relative to care needs - Plus GST					N
Domestic Assistance – Mon to Fri 6am to 6pm (Private clients)	\$55.00	\$65.00	\$6.50	\$71.50	30.00%	Per Hour	N
Domestic Assistance – Sat (Private clients)	\$82.00	\$85.00	\$8.50	\$93.50	14.02%	Per Hour	N
Domestic Assistance – Sun (Private clients)	\$103.00	\$100.00	\$10.00	\$110.00	6.80%	Per Hour	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Private Clients [continued]

Domestic Assistance – Public holiday (Private clients)	\$128.00	\$115.00	\$11.50	\$126.50	-1.17%	Per Hour	N
Social Support – Mon to Fri 6am to 6pm (Private clients)	\$55.00	\$65.00	\$6.50	\$71.50	30.00%	Per Hour	N
Social Support – Sat (Private clients)	\$82.00	\$85.00	\$8.50	\$93.50	14.02%	Per Hour	N
Social Support – Sun (Private clients)	\$103.00	\$100.00	\$10.00	\$110.00	6.80%	Per Hour	N
Social Support – Public Holiday (Private clients)	\$128.00	\$115.00	\$11.50	\$126.50	-1.17%	Per Hour	N
Personal Care – Mon to Fri 6am to 6pm (Private clients)	\$55.00	\$65.00	\$6.50	\$71.50	30.00%	Per Hour	N
Personal Care – Sat (Private clients)	\$82.00	\$85.00	\$8.50	\$93.50	14.02%	Per Hour	N
Personal Care – Sun (Private clients)	\$103.00	\$100.00	\$10.00	\$110.00	6.80%	Per Hour	N
Personal Care – Public Holiday (Private clients)	\$128.00	\$115.00	\$11.50	\$126.50	-1.17%	Per Hour	N
In Home Respite – Mon to Fri 6am to 6pm (Private clients)	\$55.00	\$65.00	\$6.50	\$71.50	30.00%	Per Hour	N
In Home Respite – Sat (Private clients)	\$82.00	\$85.00	\$8.50	\$93.50	14.02%	Per Hour	N
In Home Respite – Sun (Private clients)	\$103.00	\$100.00	\$10.00	\$110.00	6.80%	Per Hour	N
In Home Respite – Public Holiday (Private clients)	\$128.00	\$115.00	\$11.50	\$126.50	-1.17%	Per Hour	N
Overnight Respite – Private Clients					Fees by Agreement	10 hrs	N
					Last YR Fee By negotiation		
Care with active sleepover (Sleepover with Active Care) – Private Clients					Fees by Agreement	24 hrs	N
					Last YR Fee By negotiation		

Commonwealth Home Support Program

Domestic Assistance	\$9.00	\$9.00	\$0.00	\$9.00	0.00%	Per Hour	N
Personal care	\$9.00	\$9.00	\$0.00	\$9.00	0.00%	Per Hour	N
Respite	\$9.00	\$9.00	\$0.00	\$9.00	0.00%	Per Hour	N
Social Support – Individual	\$9.00	\$9.00	\$0.00	\$9.00	0.00%	Per Hour	N
Social Support – Group	\$9.00	\$9.00	\$0.00	\$9.00	0.00%	Per Hour	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Commonwealth Home Support Program [continued]

Allied Health	\$25.00	\$25.00	\$0.00	\$25.00	0.00%	Service	N
Home Maintenance	\$20.00	\$20.00	\$0.00	\$20.00	0.00%	Service	N

NDIS

Access Community	As per NDIS Price Guide - valid from 1 Feb 2019					Per Hour	Y
Case Coordination	As per NDIS Price Guide - Valid From 1 Feb 2019					Per hour	Y
House cleaning	As per NDIS Price Guide - 1 Feb 2019					Per hour	Y
Plan Management	As per NDIS Price Guide 1 Feb 2019					Per hour	Y
Self-Care Activities	As per NDIS Price Guide 1 Feb 2019					Per hour	Y

McMaugh Gardens Aged Care Centre

Bond

Accommodation Entry Bond	\$200,000.00	\$200,000.00	\$0.00	\$200,000.00	0.00%	Per Room maximum to asset testing	Y
Accommodation Entry Bond – further detail	In line with the Dept of Health & Ageing regulated Pensioner Allowable limit for Accommodation Bonds						Y

Daily Fees

Standard Resident	As per Department of Health schedule of resident fees & charges					Per Day	Y
Protected Resident	As per Department of Health schedule of resident fees & charges					Per Day	Y
Phased Resident	As per Department of Health schedule of resident fees & charges					Per Day	Y
Non Standard Resident	As per Department of Health schedule of resident fees & charges					Per Day	Y

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Respite

Pensioner	As per Department of Health schedule of resident fees & charges					Per Day	Y
Non-Pensioner	As per Department of Health schedule of resident fees & charges					Per Day	Y
Day Respite	As per Department of Health schedule of resident fees & charges					Per Day	Y

Telephone Calls

Local	\$0.55	\$0.55	\$0.05	\$0.60	9.09%	Per Call	N
STD	At cost					Per Call	N
Fax Transmission	\$0.55	\$0.55	\$0.05	\$0.60	9.09%	Per Page	N

Transport Residents

To Armidale	\$35.00	\$32.73	\$3.27	\$36.00	2.86%	Return Trip	N
From Uralla Doctors Surgery or Foot Clinic	\$6.00	\$5.55	\$0.55	\$6.10	1.67%	One Way Trip	N
To and from Uralla CBD	\$6.00	\$5.55	\$0.55	\$6.10	1.67%	One Way Trip	N
To Tamworth	By negotiation					One Way Trip	N
Staff Escort	\$45.00	\$41.82	\$4.18	\$46.00	2.22%	Hour	N

Visitor Meals

Lunch	\$10.00	\$9.27	\$0.93	\$10.20	2.00%	Each	N
Dinner	\$10.00	\$9.27	\$0.93	\$10.20	2.00%	Each	N

Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Fee (excl. GST)	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Tablelands Community Transport

Vehicle Hire (without driver)

Subject to conditions on application

Car

Mini Bus

Client Contributions – Individual Trips

Kentucky – Armidale	\$0.00	\$25.00	\$0.00	\$25.00	∞	Per return trip per person	N
Uralla – Uralla	\$9.00	\$9.00	\$0.00	\$9.00	0.00%	Per Trip Per Person	N
Armidale – Armidale	\$9.00	\$9.00	\$0.00	\$9.00	0.00%	Per Trip Per Person	N
Invergowrie – Armidale	\$20.00	\$20.00	\$0.00	\$20.00	0.00%	Per Trip Per Person	N
Uralla – Armidale	\$20.00	\$20.00	\$0.00	\$20.00	0.00%	Per Trip Per Person	N
Uralla – Tamworth	\$40.00	\$40.00	\$0.00	\$40.00	0.00%	Per Trip Per Person	N
Armidale – Tamworth	\$45.00	\$45.00	\$0.00	\$45.00	0.00%	Per Trip Per Person	N

Client Contributions – Mini Bus Group Trips

Armidale – Armidale	\$0.00	\$9.00	\$0.00	\$9.00	∞	Per return trip per person	N
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Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Client Contributions – Mini Bus Group Trips [continued]

Kentucky – Armidale	\$0.00	\$15.00	\$0.00	\$15.00	∞	Per return trip per person	N
Uralla – Armidale	\$9.00	\$9.00	\$0.00	\$9.00	0.00%	Per Trip Per Person	N

Other Services

Community transport – other	Cost is variable based on km and time used						N
					Last YR Fee By negotiation		

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Development and Health Services

Development Control

The fees identified as a Statutory Fee in the Council Cost Recovery Policy column will be charged in accordance with the maximum fee payable under the Environmental Planning and Assessment Act 1979 (as amended). The applicable fees at the time of printing are as follows and may be changed without notice.

Section 7.11 Contributions

Previously Section 94 Contributions

Section 7.11 Contributions	See: Section 94 Contributions Document	N
	Last YR Fee See: Section 94 Contributions Document	

Complying Development Certificates – Fees based on construction cost

To \$5,000	\$197.00 plus \$5.50 per \$1,000	Per Application	N
	Last YR Fee \$194.00 plus \$5.50 per \$1,000		
\$5,001-\$100,000	\$228.00 plus \$3.85 per \$1,000 above \$5,000	Per Application	N
	Last YR Fee \$224.00 plus \$3.85 per \$1,000 above \$5,000		
\$100,001-\$250,000	\$627.00 plus \$2.20 per \$1,000 above \$100,000	Per Application	N
	Last YR Fee \$617.00 plus \$2.20 per \$1,000 above \$100,000		

Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Complying Development Certificates – Fees based on construction cost [continued]

Over \$250,000			\$985.00 plus \$1.10 per \$1,000 above \$250,000		Per Application	N
			Last YR Fee \$969.00 plus \$1.10 per \$1,000 above \$250,000			

Bushfire Attack Certification

Risk Certification	\$291.00	\$270.22	\$27.02	\$297.24	2.14%	Per Assessment	N
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Development Applications – Building Works – Based on cost of works

Environmental Planning & Assessment Regulation 2000 (EPAR) Clause 246B

Less than \$5000	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	Per Application	Y
\$5,001-\$50,000		\$170.00 + \$3.00 per \$1,000, or part thereof, above \$5,000				Per Application	Y
\$50,001-\$250,000		\$352.00 + \$3.64 per \$1,000, or part thereof, above \$50,000				Per Application	Y
\$250,001-\$500,000		\$1,160.00 + \$2.34 per \$1,000, or part thereof, above \$250,000				Per Application	Y
\$500,001-\$1,000,000		\$1,745.00 + \$1.64 per \$1,000, or part thereof, above \$500,000				Per Application	Y
\$1,000,001-\$10,000,000		\$2,615.00 + \$1.44 per \$1,000, or part thereof, above \$1,000,000				Per Application	Y
Greater than \$10,000,001		\$15,875.00 + \$1.19 per \$1,000, or part thereof, above \$10,000,000				Per Application	Y

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Development Application

Designated development requiring advertising	\$0.00	\$2,220.00	\$0.00	\$2,220.00	∞	Per Application	Y
Designated Development – Standard DA Fees plus additional fee(c.251)	\$920.00	\$920.00	\$0.00	\$920.00	0.00%	Per Application	Y
Erection of dwelling costing less than \$100,000 (c.247)	\$455.00	\$455.00	\$0.00	\$455.00	0.00%	Per Application	Y
Residential Flat Development Review Panel under SEPP 65	\$760.00	\$840.00	\$0.00	\$840.00	10.53%	Per Application	Y
Development not involving the erection of a building, the carrying out of a work, or the subdivision of land or demolition	\$285.00	\$285.00	\$0.00	\$285.00	0.00%	Per Application	Y
Advertising Signs (c.250)	\$285.00	\$285.00	\$0.00	\$285.00	0.00%	First Sign	Y
Additional Signs	\$93.00	\$93.00	\$0.00	\$93.00	0.00%	Per Additional Sign	Y

Miscellaneous Administrative Application Fees

Section 88B	\$58.20	\$57.00	\$0.00	\$57.00	-2.06%	Per Application	N
Stamping additional plans and specs – up to four copies	\$25.00	\$25.00	\$0.00	\$25.00	0.00%	Per Application	Y
Each additional copy	\$10.00	\$10.00	\$0.00	\$10.00	0.00%	Per Document	Y
Building Specifications	\$20.40	\$21.00	\$0.00	\$21.00	2.94%	Per Document	N
Certified Copy of Document, map or plan as per s, 150(2) (R.c.262)	\$53.00	\$53.00	\$0.00	\$53.00	0.00%	Per Document	Y

Building Entitlement Confirmation Fee

Per application	\$300.00	\$305.10	\$0.00	\$305.10	1.70%	Per Application	Y
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Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Planning Reform Fee

For cost of work >\$50,000 for each \$1,000				\$0.64 per \$1,000	Per Matter	Y
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Subdivision Fees

Subdivisions – Opening of a New Road	\$665.00	\$665.00	\$0.00	\$665.00	0.00%	Per Application	Y
Plus fee per additional lot created	\$65.00	\$65.00	\$0.00	\$65.00	0.00%	Per Additional Lot	Y
Subdivisions – No opening of a New Road	\$330.00	\$330.00	\$0.00	\$330.00	0.00%	Per Application	Y
Plus fee per additional lot created	\$53.00	\$53.00	\$0.00	\$53.00	0.00%	Per Additional Lot	Y
Subdivisions – Strata	\$330.00	\$330.00	\$0.00	\$330.00	0.00%	Per Application	Y
Plus fee per additional lot created	\$65.00	\$65.00	\$0.00	\$65.00	0.00%	Per Additional Lot	Y

Subdivision Certificate / Title Plan Processing Fee

Processing Fee	\$303.20	\$160.50	\$0.00	\$160.50	-47.06%	Per Application	N
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Refund of DA fee for cancellation of DA

Processing commenced				1/2 DA fee		Per Application	N
				Last YR Fee 1/2 DA fee			

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Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Refund of DA fee for cancellation of DA [continued]

Processing largely completed				No refund	Per Application	N
Processing not commenced				Full DA fee	Per Application	N

Review of Determination per s, 82A, EPA Regulations c.257

Not involving building work				50% of original DA fee	Per Application	Y
Dwelling <\$100,000	\$190.00	\$190.00	\$0.00	\$190.00 0.00%	Per Application	Y

All other Development Work – EPA R. c.257

Less than \$5,000	\$55.00	\$55.00	\$0.00	\$55.00 0.00%	Per Application	Y
\$5,001-\$250,000		\$85.00 + \$1.50 per \$1,000, or part thereof, above \$5,000			Per Application	Y
\$250,001-\$500,000		\$500.00 + \$0.85 per \$1,000, or part thereof, above \$250,000			Per Application	Y
\$500,001-\$1,000,000		\$712.00 + \$0.50 per \$1,000, or part thereof, above \$500,000			Per Application	Y
\$1,000,001-\$10,000,000		\$987.00 + \$0.40 per \$1,000, or part thereof, above \$1,000,000			Per Application	Y
Greater than \$10,000,001		\$4,737.00 + \$0.27 per \$1,000, or part thereof, above \$10,000,000			Per Application	Y
Plus fee for required Notice under s.82A EPA Regulations	\$620.00	\$620.00	\$0.00	\$620.00 0.00%	Per Application	Y

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Review of Determination per s, 82B, EPA Regulations (Rejection) – c.257A

Less than \$100,000	\$55.00	\$55.00	\$0.00	\$55.00	0.00%	Per Application	Y
\$100,001-\$1,000,000	\$150.00	\$150.00	\$0.00	\$150.00	0.00%	Per Application	Y
Greater than \$1,000,001	\$250.00	\$250.00	\$0.00	\$250.00	0.00%	Per Application	Y

Modification of Consent at Applicants Request – c.258

96(1) – Minor Error/Discrepancy	\$71.00	\$71.00	\$0.00	\$71.00	0.00%	Per Application	Y
96(1A) + 96AA(1) – Modification of minor environmental impact	\$645.00 or 50% of original fee whichever is lesser					Per Application	Y

Other modifications per s.96(2) or 96AA(1) not of minor environmental impact

Original fee was less than \$100.00 (c.258)	50% of original fee					Per Application	Y
Original fee was greater than \$101.00	50% of original fee					Per Application	Y
No building or work involved: For dwelling house costing \$100,000 or less	\$190.00	\$190.00	\$0.00	\$190.00	0.00%	Per Application	Y

All other requests for modifications, based on estimated construction costs

Less than \$5,000	\$55.00	\$55.00	\$0.00	\$55.00	0.00%	Per Application	Y
\$5,001-\$250,000	\$85.00 + \$1.50 per \$1,000, or part thereof, above \$5,000					Per Application	Y
\$250,001-\$500,000 (c. 258)	\$500.00 + \$0.85 per \$1,000, or part thereof, above \$250,000					Per Application	Y

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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All other requests for modifications, based on estimated construction costs [continued]

\$500,001-\$1,000,000				\$712.00 + \$0.50 per \$1,000, or part thereof, above \$500,000		Per Application	Y
\$1,000,001-\$10,000,000				\$987.00 + \$0.40 per \$1,000, or part thereof, above \$1,000,000		Per Application	Y
Greater than \$10,000,001				\$4,737.00 + \$0.27 per \$1,000, or part thereof, above \$10,000,000		Per Application	Y
Modification to consent requiring advertisement per s96(2) or 96AA(1) EPA Act	\$665.00	\$665.00	\$0.00	\$665.00	0.00%	Per Application	Y
Plus fee for any consent required notice pursuant to SEPP 65 (c.258)	\$760.00	\$760.00	\$0.00	\$760.00	0.00%	Per Application	Y

Designated Development

Fee	\$920.00	\$920.00	\$0.00	\$920.00	0.00%	Per Application	Y
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Integrated Development (c.252A/253)

Standard DA fee plus additional fee	\$140.00	\$140.00	\$0.00	\$140.00	0.00%	Per Application	Y
Fee to be forwarded to Integrated Authority	\$320.00	\$320.00	\$0.00	\$320.00	0.00%	Per Application	Y
Standard DA fee plus additional fee	\$140.00	\$140.00	\$0.00	\$140.00	0.00%	Per Application	Y
Fee to be forwarded to Integrated Authority	\$320.00	\$320.00	\$0.00	\$320.00	0.00%	Per Application	Y

Advertised Development (c.252)

Fee	\$1,105.00	\$1,105.00	\$0.00	\$1,105.00	0.00%	Per Application	Y
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Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
Prohibited Development							
Fee	\$2,200.00	\$1,105.00	\$0.00	\$1,105.00	-49.77%	Per Application	Y
Building Line Variation							
All premises	\$155.00	\$158.00	\$0.00	\$158.00	1.94%	Per Application	N
Other Notice Required							
Fee	\$1,105.00	\$1,105.00	\$0.00	\$1,105.00	0.00%	Per Application	Y
Privately Certified Certificate Registration (c.263)							
Fee	\$36.00	\$36.00	\$0.00	\$36.00	0.00%		Y
Residential Flat Building	\$760.00	\$1,000.00	\$0.00	\$1,000.00	31.58%	Per Application	Y
Engineering Plans Checking (design and construction) – based on cost of work							
Less than \$10,000	\$408.90	\$378.18	\$37.82	\$416.00	1.74%	Per Application	N
\$10,001-\$100,000	\$510.50	\$472.73	\$47.27	\$520.00	1.86%	Per Application	N
Plus fee for each \$1,000 above \$10,000 to \$100,000	\$19.90	\$18.64	\$1.86	\$20.50	3.02%	Per Application	N
Above \$100,000	\$2,279.90	\$2,109.09	\$210.91	\$2,320.00	1.76%	Per Application	N

Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Staged Development

DA fee plus fee for each \$1,000 above \$100,000	\$10.70	\$11.00	\$0.00	\$11.00	2.80%		N
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Planning Proposal

Planning proposal application	At full cost to applicant					Per Application	N
Subject to \$4,500 deposit							

SEPP Applications

State Environmental Planning Policy 1 Objections: Minimum plus any additional advertising fee	\$110.00	\$110.00	\$0.00	\$110.00	0.00%	Per Application	Y
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Long Service Levy

Part of the service may not be GST taxable

Long Service Levy fee for cost of works > \$25,000	0.35% of cost of all building work \$25,000 and over					Cost of work	Y
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Construction Certificates

To \$5,000	\$0.00	\$142.50	\$14.25	\$156.75	∞	Per Application	N
\$5,001-\$100,000	\$0.00	\$203.25	\$20.33	\$223.58	∞	Per Application	N
\$100,001-\$250,000	\$0.00	\$311.25	\$31.13	\$342.38	∞	Per Application	N
Over \$250,000	\$342.38 plus \$1.10 per \$1,000 above \$250,000					Per Application	N
Last YR Fee \$884.00 plus \$1.10 per \$1,000 above \$250,000							

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Fee for Basix Certificate (c.262B)

Section 68 Applications

On-site Waste Water management system	\$236.90	\$230.00	\$0.00	\$230.00	-2.91%	Per Application	N
Minor changes to existing OSSM system or scheduled inspection	\$104.00	\$83.00	\$0.00	\$83.00	-20.19%	Per Application	N
Sewer supply work	\$103.10	\$161.50	\$0.00	\$161.50	56.64%	Per Application	N
Water supply work	\$103.10	\$161.50	\$0.00	\$161.50	56.64%	Per Application	N
Stormwater supply work	\$103.10	\$161.50	\$0.00	\$161.50	56.64%	Per Application	N
Install a manufactured home, moveable dwelling or associated structure	\$439.00	\$416.00	\$0.00	\$416.00	-5.24%	Per Application	N
Management of waste	\$98.00	\$103.50	\$0.00	\$103.50	5.61%	Per Application	N
Community land	\$295.10	\$103.50	\$0.00	\$103.50	-64.93%	Per Application	N
Public Roads	\$98.00	\$103.50	\$0.00	\$103.50	5.61%	Per Application	N
Caravan Park/camping ground	\$103.10	\$207.00	\$0.00	\$207.00	100.78%	Per Application	N
Amusement Device	\$103.10	\$161.50	\$0.00	\$161.50	56.64%	Per Application	N
Domestic oil or solid fuel heating appliance, other than a portable appliance	\$103.10	\$161.50	\$0.00	\$161.50	56.64%	Per Application	N
Use a standing vehicle or any article for the purpose of selling any article in a public place	\$324.70	\$393.00	\$0.00	\$393.00	21.03%	Per Application	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Building Inspections (including Compliance and Occupation Certificates)

Inspection	\$113.30	\$270.00	\$27.00	\$297.00	162.14%	Per inspection	N
Inspection of dwelling for relocation	\$0.00	\$297.24	\$0.00	\$297.24	∞	Per Assessment	N

Building Certificates (EPA R. c.260)

Domestic – Includes Initial inspection

Fee	\$250.00	\$250.00	\$0.00	\$250.00	0.00%	Per Dwelling	Y
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Commercial

Building Certificates – building up to 200m2	\$250.00	\$250.00	\$0.00	\$250.00	0.00%	Per Building	Y
Building Certificates – Fee for 201-2,000m2				\$250.00 plus \$0.50 per m2 over 200m2		Per Building	Y
Building Certificates – Fee for greater than 2,001m2				\$1,165.00 plus \$0.075 per m2 over 2000m2		Per Building	Y

Building Certificate – additional inspections (if required)

Fee	\$90.00	\$90.00	\$0.00	\$90.00	0.00%	Per Building	Y
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Copy of Building Certificate (c.261)

Fee	\$13.00	\$13.00	\$0.00	\$13.00	0.00%	Per Copy	Y
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Additional fee where applicant /owner erected the building and:

Development consent, complying development consent or construction certificate consent was required and not obtained				Maximum fee payable to which the erection or alteration relates in the period of 24 months immediately preceding		Per Certificate	Y
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Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Additional fee where applicant /owner erected the building and: [continued]

Penalty notice has been issued for an offence under 76A(1) of the Act in relation to erection of building and the penalty has been paid						Per Certificate	Y
Where Order No, 2, 12, 13, 15, 18 or 19 in the Table to s, 121B(1) of the Act has been issued						Per Certificate	Y
Where a person has been found guilty of an offence under the Act in relation to the erection of a building						Per Certificate	Y
Where the court has made a finding that the building was erected in contravention of a provision of the Act						Per Certificate	Y

Building Indemnity Insurance

Solicitor Enquiry	\$57.20	\$58.50	\$0.00	\$58.50	2.27%	Per Enquiry	N
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Environmental Engineering

Damage Deposit

Inspection

Licencing Fees

General

Advertisement/Advertising Structure Inspection	\$35.70	\$38.00	\$0.00	\$38.00	6.44%	Per Inspection	N
Sandwich Board Inspection	\$26.50	\$38.50	\$0.00	\$38.50	45.28%	Per Inspection	N
Cooling Tower Inspection (microbial Control)	\$113.30	\$161.50	\$0.00	\$161.50	42.54%	Per Inspection	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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General [continued]

Essential Services (Fire Safety) Certificate Registration and Administration	\$28.60	\$38.18	\$3.82	\$42.00	46.85%	Per Inspection	N
Hairdresser/Beauty Salon/Skin Penetration Inspection	\$113.30	\$130.00	\$0.00	\$130.00	14.74%	Per Inspection	N

Food Premises

Annual Administration/Registration Fee (includes 1 inspection)	\$204.20	\$225.00	\$0.00	\$225.00	10.19%	Per Premises	Y
Inspection Fee includes repeat inspection due to non-compliance, change of premises operator and if non compliance based on complaint.	\$127.60	\$163.75	\$0.00	\$163.75	28.33%	Per Premises Per Hour	N
Issue of Improvement Notice	\$330.00	\$330.00	\$0.00	\$330.00	0.00%	Per Notice	Y

Swimming Pools

Registration on behalf of owner	\$10.00	\$9.09	\$0.91	\$10.00	0.00%	Per Pool/Spa	Y
Exemption	\$70.00	\$95.00	\$0.00	\$95.00	35.71%	Per Pool/Spa	Y
Inspection	\$112.30	\$161.82	\$16.18	\$178.00	58.50%	Per Pool/Spa	N
2nd inspection if 1st failed (no 3rd inspection fee)	\$100.00	\$161.82	\$16.18	\$178.00	78.00%	Per Pool/Spa	N

Street Vendors

License/Approval Fee	\$250.10	\$103.50	\$0.00	\$103.50	-58.62%	Per Vendor	N
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Petrol Pump Approvals

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Hoarding Approval Fees

Onsite Sewerage Management Systems

Registration	\$31.70	\$41.50	\$0.00	\$41.50	30.91%	Per system	N
Inspection	\$112.30	\$177.00	\$0.00	\$177.00	57.61%	Inspection	N
Administration fee for non-inspected systems	\$52.00	\$45.50	\$0.00	\$45.50	-12.50%	Per estimated system	N

Development Information

Development Certificates

s149(2) Planning Certificate (EPA R. c.259) EPA Regulations 2000	\$53.00	\$53.00	\$0.00	\$53.00	0.00%		Y
s149(5) Planning Certificate (includes Notices and Orders information) EPA Regulations 2000	\$133.00	\$133.00	\$0.00	\$133.00	0.00%		Y
Multiple copies of Certificates	\$13.80	\$14.20	\$0.00	\$14.20	2.90%	Per additional copy	N
Section 735A Certificate	\$117.40	\$55.00	\$0.00	\$55.00	-53.15%	Per Certificate	N
Section 121ZP Certificate	\$117.40	\$55.00	\$0.00	\$55.00	-53.15%	Per Certificate	N

Certificates

Confirmation of Development Information (Interpreting LEP, existing use rights, housing entitlements, file search)	\$114.40	\$103.50	\$0.00	\$103.50	-9.53%	Per Hour	N
Certified copy of an Environmental Planning Instrument/related document per s.150(2) EPA Act	\$45.90	\$47.00	\$0.00	\$47.00	2.40%	Per Copy	N

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Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Certificates [continued]

CD Rom of Council LEP, DCP or related Planning/Development Policy	\$18.40	\$18.80	\$0.00	\$18.80	2.17%	Per Disk	N
Other copy of Council LEP, DCP or related Planning/Development Policy	\$35.00	\$36.00	\$0.00	\$36.00	2.86%	Per Document	N
Documents <10 pages	\$6.60	\$6.80	\$0.00	\$6.80	3.03%	Per Document	N
Documents 10-30 pages	\$11.70	\$12.00	\$0.00	\$12.00	2.56%	Per Document	N
Documents 31-50 pages	\$23.50	\$24.00	\$0.00	\$24.00	2.13%	Per Document	N
Documents >51 pages	\$45.90	\$47.00	\$0.00	\$47.00	2.40%	Per Document	N
Binders and covers (DCP)	\$59.20	\$60.50	\$0.00	\$60.50	2.20%	Per Document	N
LEP full size colour map sheet	\$45.90	\$47.00	\$0.00	\$47.00	2.40%	Per Document	N
Uralla Shire Biodiversity Strategy 2012	\$34.70	\$35.50	\$0.00	\$35.50	2.31%	Per Document	N
Uralla Biodiversity Strategy Planning Outcomes Report 2013	\$11.70	\$12.00	\$0.00	\$12.00	2.56%	Per Document	N

COUNCIL BUSINESS PAPER - 25 JUNE 2019

Animal Control

Companion Animal 1998 – registrations (cats and dogs)

Entire Animal (not desexed)	\$207.00	\$210.00	\$0.00	\$210.00	1.45%	Per Animal	Y
Desexed	\$57.00	\$58.00	\$0.00	\$58.00	1.75%	Per Animal	Y
Pensioner	\$24.00	\$25.00	\$0.00	\$25.00	4.17%	Per Animal	Y
Registered Breeders	\$57.00	\$58.00	\$0.00	\$58.00	1.75%	Per Animal	Y
Desexed purchased pound/shelter	\$28.50	\$29.00	\$0.00	\$29.00	1.75%	Per Animal	Y

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Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Companion Animal Control – Release/Sale/Surrender

Animal surrender	\$90.00	\$90.00	\$0.00	\$90.00	0.00%	Each	N
First Release	\$60.00	\$61.50	\$0.00	\$61.50	2.50%	Each	N
Second Release (within 12 months)	\$110.00	\$112.00	\$0.00	\$112.00	1.82%	Each	N
Daily Charge, Sustenance	\$18.50	\$19.00	\$0.00	\$19.00	2.70%	Per Day	N

Dog Control – Training Aids

Hire of anti-barking collar (Citronella)	\$42.00	\$39.09	\$3.91	\$43.00	2.38%	Per fortnight or minimum charge	N
Deposit for anti-barking collar (Citronella)	\$402.00	\$48.64	\$4.86	\$53.50	-86.69%	Bond	N
Hire of Trap	\$10.00	\$9.27	\$0.93	\$10.20	2.00%	Per Hire	N
Trap deposit	\$110.00	\$112.00	\$0.00	\$112.00	1.82%		N
Deposit – refundable							

Stock Control – Release Fees

Impounding Costs	\$118.00	\$120.00	\$0.00	\$120.00	1.69%	Per Hour	N
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Sheep/Goats

Impounded between 6.00 am-6.00 pm Monday to Friday	\$48.00	\$49.00	\$0.00	\$49.00	2.08%	Per Animal	N
Impounded between 6.00 am-6.00 pm or on any time on Weekends & Public Holidays	\$95.00	\$97.00	\$0.00	\$97.00	2.11%	Per Animal	N

Other Animals

Impounded between 6.00 am-6.00 pm Monday to Friday	\$48.00	\$49.00	\$0.00	\$49.00	2.08%	Per Animal	N
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Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Other Animals [continued]

Impounded between 6.00 am-6.00 pm or on any time on Weekends and Public Holidays	\$95.00	\$97.00	\$0.00	\$97.00	2.11%	Per Animal	N
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Sustenance Costs

Sheep/Goats	\$10.00	\$10.20	\$0.00	\$10.20	2.00%	Per head / per day	N
Other animals	\$21.00	\$21.50	\$0.00	\$21.50	2.38%	Per head / per day	N

Other Animal Fees

Damages to garden or growing crop				Full Cost Recovery		Per Animal	N
Fee for veterinary care				Full Cost Recovery		Per Animal	N
Fee for advertising				Full Cost Recovery		Per Animal	N
Fee for sale of animals				Full Cost Recovery		Per Animal	N
Fee for serving notices				Full Cost Recovery		Per Animal	N
Truck/Float Hire				Full Cost Recovery		Per Animal	N

Other Regulatory Fees

Vehicle Impounding				\$130 + \$10 per night		Per Vehicle	N
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Companion Animals Regulation 2018

Late fee permit not paid 28 days after permit required	\$0.00	\$15.00	\$0.00	\$15.00	∞	Per animal	Y
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Companion Animals Regulation 2018 (Part 4, Sec 27)

Commenced 1 July 2019

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Companion Animals Regulation 2018 [continued]

Permit fee for dangerous/ restricted dog	\$0.00	\$195.00	\$0.00	\$195.00	∞	Per animal	Y
<p>Companion Animals Regulation 2018 (Part 4, Sec 27) All dangerous/restricted dogs will require an annual permit as well as life time registration from July 2019.</p> <p>Commenced 1 July 2019</p>							
Permit fee for undesexed cat	\$0.00	\$80.00	\$0.00	\$80.00	∞	Per animal	Y
<p>Companion Animals Regulation 2018 (Part 4, Sec 27) All undesexed cats will require a permit as well as lifetime registration from July 2019.</p> <p>Commenced 1 July 2019</p>							

Name	Year 18/19 Fee (incl. GST)	Year 19/20 GST	Year 19/20 Fee (incl. GST)	Increase %	Unit	S
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Administrative Services

Corporate Records

Printing and copying (non self-service)

A4 Black and White	\$0.60	\$0.59	\$0.06	\$0.65	8.33%	Per single sided page	N
A4 Colour	\$1.00	\$0.95	\$0.10	\$1.05	5.00%	Per single sided page	N
A3 Black and White	\$1.00	\$0.95	\$0.10	\$1.05	5.00%	Per single sided page	N
A3 Colour	\$1.75	\$1.64	\$0.16	\$1.80	2.86%	Per single sided page	N

Public Access Act (GIPA) Income

Photocopy, printing and postage fees also apply.

Note that if the information sought is made publicly available within three working days after the applicant is granted access, then the applicant is entitled to a full waiver of the processing charge.

GIPA Application Fee	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	Application	Y
GIPA Processing Fee – regular	\$30.00	\$30.00	\$0.00	\$30.00	0.00%	Per Hour	Y
GIPA Processing Fee – hardship (Pensioner Concession card issued by the Commonwealth that is in force; or an enrolled full-time student; or a not-for-profit organisation)	\$15.00	\$15.00	\$0.00	\$15.00	0.00%	Per Hour	Y
GIPA Processing Fee – special benefit to the public	\$15.00	\$15.00	\$0.00	\$15.00	0.00%	Per Hour	Y
Applies if the information sought has been made publicly available before							
GIPA Advance Deposit				50% of total Processing Fee		Per Application	Y
GIPA Internal Review	\$40.00	\$40.00	\$0.00	\$40.00	0.00%	Per Matter	Y

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Council Chamber/Office Room Hire

Hire of Meeting Rooms and Facilities

Council Chambers	\$270.00	\$200.00	\$20.00	\$220.00	-18.52%	Per Day	N
Non local groups – includes video, TV, whiteboard, kitchen facilities and complimentary tea and coffee							
Kitchen facilities	\$60.00	\$0.05	\$0.00	\$0.05	-99.92%	Per Day	N
Tea and coffee provided (excluding service)	\$8.50	\$7.73	\$0.77	\$8.50	0.00%	Per Person	N

Other Miscellaneous Fees and Charges

Sale of document copies

Development Control Plan	\$26.00	\$26.50	\$0.00	\$26.50	1.92%	Each	N
Local Environment Plan (LEP)	\$36.00	\$37.00	\$0.00	\$37.00	2.78%	Each	N
State of Environment Report	\$46.00	\$12.00	\$0.00	\$12.00	-73.91%	Each	N

Name	Year 18/19 Fee (incl. GST)	Fee (excl. GST)	Year 19/20 GST	Fee (incl. GST)	Increase %	Unit	S
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Financial Services

General Income

Rate/Valuation Enquiries

Written/complex response to a rating or valuation enquiry			By quotation, charged at \$55.00 per hour Min. Fee: \$50.00			Per Invoice	N
Copy of rate notice	\$17.00	\$17.40	\$0.00	\$17.40	2.35%	Per Copy	N

Miscellaneous Fees

Section 603 Certificates Set by Department of Local Government.	\$80.00	\$85.00	\$0.00	\$85.00	6.25%		Y
Dishonoured Cheque Fee	\$40.00	\$41.00	\$0.00	\$41.00	2.50%	Per Cheque	N
Refund Fee	\$10.00	\$9.27	\$0.93	\$10.20	2.00%	Per Refund	N

Index of all fees

Other

\$1,000,001-\$10,000,000	[Development Applications – Building Works – Based on cost of works]	36
\$1,000,001-\$10,000,000	[All other Development Work – EPA R. c.257]	39
\$1,000,001-\$10,000,000	[All other requests for modifications, based on estimated construction costs]	41
\$10,001-\$100,000	[Engineering Plans Checking (design and construction) – based on cost of work]	42
\$100,001-\$1,000,000	[Review of Determination per s, 82B, EPA Regulations (Rejection) – c.257A]	40
\$100,001-\$250,000	[Complying Development Certificates – Fees based on construction cost]	35
\$100,001-\$250,000	[Construction Certificates]	43
\$250,001-\$500,000	[Development Applications – Building Works – Based on cost of works]	36
\$250,001-\$500,000	[All other Development Work – EPA R. c.257]	39
\$250,001-\$500,000 (c. 258)	[All other requests for modifications, based on estimated construction costs]	40
\$5,001-\$100,000	[Complying Development Certificates – Fees based on construction cost]	35
\$5,001-\$100,000	[Construction Certificates]	43
\$5,001-\$250,000	[All other Development Work – EPA R. c.257]	39
\$5,001-\$250,000	[All other requests for modifications, based on estimated construction costs]	40
\$5,001-\$50,000	[Development Applications – Building Works – Based on cost of works]	36
\$50,001-\$250,000	[Development Applications – Building Works – Based on cost of works]	36
\$500,001-\$1,000,000	[Development Applications – Building Works – Based on cost of works]	36
\$500,001-\$1,000,000	[All other Development Work – EPA R. c.257]	39
\$500,001-\$1,000,000	[All other requests for modifications, based on estimated construction costs]	41
1		
1 seater	[Lounges]	17
140L Wheelie Bin	[Waste Product Sales]	15
2		
2 seater	[Lounges]	17
240L Wheelie Bin	[Waste Product Sales]	15
2nd inspection if 1st failed (no 3rd inspection fee)	[Swimming Pools]	47
3		
3 seater	[Lounges]	17
4		
4X4	[Tyres]	18

Fee Name

Parent

Page

5

5 Hill Street, Uralla

[Uralla Pre-School *]

24

9

96(1) – Minor Error/Discrepancy

[Modification of Consent at Applicants Request – c.258]

40

96(1A) + 96AA(1) – Modification of minor environmental impact

[Modification of Consent at Applicants Request – c.258]

40

A

A3 (Black and White)

[Photocopies and Printing (non self-service)]

22

A3 (Colour)

[Photocopies and Printing (non self-service)]

22

A3 Black and White

[Photocopies and Printing (self-service)]

22

A3 Black and White

[Printing and copying (non self-service)]

53

A3 Colour

[Photocopies and Printing (self-service)]

22

A3 Colour

[Printing and copying (non self-service)]

53

A4 (Black and White)

[Photocopies and Printing (non self-service)]

22

A4 (Colour)

[Photocopies and Printing (non self-service)]

22

A4 Black and White

[Photocopies and Printing (self-service)]

21

A4 Black and White

[Printing and copying (non self-service)]

53

A4 Colour

[Photocopies and Printing (self-service)]

21

A4 Colour

[Printing and copying (non self-service)]

53

Above \$100,000

[Engineering Plans Checking (design and construction) – based on cost of work]

42

Access Community

[NDIS]

31

Accommodation Entry Bond

[Bond]

31

Accommodation Entry Bond – further detail

[Bond]

31

Additional kerbside general waste service (secondary service residential & commercial)

[Domestic Waste Management]

14

Additional kerbside recycling service (secondary service residential & commercial)

[Domestic Waste Management]

14

Additional lines on plaque

[Uralla and Bundarra Niche Wall and Uralla Niche Garden]

24

Additional persons

[Bundarra Caravan Park]

27

Additional persons >2

[Queen Street Uralla Caravan Park]

24

Additional Signs

[Development Application]

37

Adjoining owner charges (in conjunction with works program)

[Kerb and Guttering]

12

Administration (Private Clients) – Monthly

[Private Clients]

29

Administration fee for non-inspected systems

[Onsite Sewerage Management Systems]

48

Administration HCP Level 1 – Monthly

[HCP Clients]

28

Administration HCP Level 2 – Monthly

[HCP Clients]

28

Administration HCP Level 3 – Monthly

[HCP Clients]

28

Administration HCP Level 4 – Monthly

[HCP Clients]

28

Advertisement/Advertising Structure Inspection

[General]

46

Fee Name

Parent

Page

A [continued]

Advertising Signs (c.250)	[Development Application]	37
Affiliated Centre Tenants	[Large Group Room]	25
Affiliated Centre Tenants	[Small Group Room]	26
All breakages will be charged at replacement cost	[Kitchen (large room only)]	26
All groups: Including crockery and cutlery	[Kitchen (large room only)]	26
All other white goods	[Appliances]	17
All premises	[Building Line Variation]	42
Allied Health	[Commonwealth Home Support Program]	31
Alma Park: Connect power to bandstand	[Casual Hiring Fee]	20
Amusement Device	[Section 68 Applications]	44
Animal surrender	[Companion Animal Control – Release/Sale/Surrender]	50
Annual Administration/Registration Fee (includes 1 inspection)	[Food Premises]	47
Annual kerbside service – Commercial 140 ltr bin	[Commercial Recycling]	14
Annual kerbside service – Commercial 240 ltr bin	[Commercial Recycling]	14
Annual kerbside service, red and yellow bin	[Domestic Waste Management]	14
Armidale – Armidale	[Client Contributions – Mini Bus Group Trips]	33
Armidale – Armidale	[Client Contributions – Individual Trips]	33
Armidale – Tamworth	[Client Contributions – Individual Trips]	33
Asbestos – asbestos bag including disposal cost, maximum 0.5 m3	[Asbestos]	19
Auction Sales, markets and similar uses	[Bundarra School of Arts Hall]	26

B

Balls/weddings (includes kitchen hire)	[Bundarra School of Arts Hall]	26
Binders and covers (DCP)	[Certificates]	49
Booking	[Private Parties/ Commercial Functions]	25
Books of 10 – Adult	[Admittance Fees]	20
Books of 10 – Child	[Admittance Fees]	20
Books of 20 – Adult	[Admittance Fees]	20
Books of 20 – Child	[Admittance Fees]	21
Books of 50 – Adult	[Admittance Fees]	21
Books of 50 – Child	[Admittance Fees]	21
Building Certificates – building up to 200m2	[Commercial]	45
Building Certificates – Fee for 201-2,000m2	[Commercial]	45
Building Certificates – Fee for greater than 2,001m2	[Commercial]	45
Building Specifications	[Miscellaneous Administrative Application Fees]	37
Bulk waste/ large commercial	[Commercial Waste]	16
Bulk water sales	[Water Sales]	9

C

Canteen hire (two available) #	[Field Hire]	20
--------------------------------	--------------	----

continued on next page ...

Fee Name

Parent

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C [continued]

Canteen hire bond (for non-regular user groups and for those outside of Uralla Shire area)	[Field Hire]	20
Car	[Tyres]	18
Car/sedan/wagon/4X4 domestic	[Residential Waste]	15
Car/sedan/wagon/4X4 domestic	[Clean brick, Concrete, Tile]	16
Caravan Park/camping ground	[Section 68 Applications]	44
Care with active sleepover (Sleepover with Active Care) – HCP	[HCP Clients]	28
Care with active sleepover (Sleepover with Active Care) – Private Clients	[Private Clients]	30
Case Coordination	[NDIS]	31
Case Management (Private clients) – Monthly	[Private Clients]	29
Case Management HCP Level 1 – Monthly	[HCP Clients]	28
Case Management HCP Level 2 – Monthly	[HCP Clients]	28
Case Management HCP Level 3 – Monthly	[HCP Clients]	28
Case Management HCP Level 4 – Monthly	[HCP Clients]	28
CD Rom of Council LEP, DCP or related Planning/Development Policy	[Certificates]	49
Certified copy of an Environmental Planning Instrument/related document per s.150(2) EPA Act	[Certificates]	48
Certified Copy of Document, map or plan as per s, 150(2) (R.c.262)	[Miscellaneous Administrative Application Fees]	37
Chairs	[External Equipment Hire]	27
Charge 1 (local library search)	[Inter-Library Loan Fee]	21
Charge 2 (Library Lending Charge)	[Inter-Library Loan Fee]	21
Charges by Plant Item	[Plant Hire Charges]	13
Civil Engineering Works	[Civil Engineering Works]	13
Clean Fill for use on cell walls, all volumes	[Certified ENM and VENM]	19
Cleaning bond (refundable)	[Private Parties/ Commercial Functions]	25
Cleaning bond (refundable)	[Bundarra School of Arts Hall]	26
Cleaning bond (refundable)	[External Equipment Hire]	27
Collection Fee	[Green Waste Kerbside Collection Fee – Uralla Township]	14
Commercial	[Uncontaminated garden and wood waste]	16
Commercial	[Clean brick, Concrete, Tile]	16
Commercial event bin charge (per bin)	[Commercial Recycling]	14
Commercial Groups	[Small Group Room]	26
Commercial sewer access charge	[Access and Supply]	10
Commercial Users	[Large Group Room]	25
Commercial waste fee	[Commercial Waste]	16
Community event bin charge (per bin)	[Commercial Recycling]	14
Community land	[Section 68 Applications]	44
Community transport – other	[Other Services]	34

Fee Name

Parent

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C [continued]

Confirmation of Development Information (Interpreting LEP, existing use rights, housing entitlements, file search)	[Certificates]	48
Cooling Tower Inspection (microbial Control)	[General]	46
Copy of Drainage Plan	[Drainage Fees]	11
Copy of rate notice	[Rate/Valuation Enquiries]	55
Cot mattresses or any stripped mattresses	[Mattresses]	16
Council Chambers	[Hire of Meeting Rooms and Facilities]	54
Council required to clear vegetation to gain access to a meter, at cost charge	[Other Costs]	9
Council required to return to property to read meter (e.g. where meter access is denied by locked yards/gates etc)	[Other Costs]	9

D

DA fee plus fee for each \$1,000 above \$100,000	[Staged Development]	43
Daily Charge, Sustenance	[Companion Animal Control – Release/Sale/Surrender]	50
Damages to garden or growing crop	[Other Animal Fees]	51
Day Respite	[Respite]	32
Delivery – beyond 15 km from Uralla or Bundarra, maximum 30 km	[Waste Product Sales]	15
Delivery – Uralla & Bundarra town area (within 5 km)	[Waste Product Sales]	15
Delivery – Uralla and Bundarra 5-15 km	[Waste Product Sales]	15
Deposit for anti-barking collar (Citronella)	[Dog Control – Training Aids]	50
Desexed	[Companion Animal 1998 – registrations (cats and dogs)]	49
Desexed purchased pound/shelter	[Companion Animal 1998 – registrations (cats and dogs)]	49
Designated Development – Standard DA Fees plus additional fee(c.251)	[Development Application]	37
Designated development requiring advertising	[Development Application]	37
Development consent, complying development consent or construction certificate consent was required and not obtained	[Additional fee where applicant /owner erected the building and:]	45
Development Control Plan	[Sale of document copies]	54
Development not involving the erection of a building, the carrying out of a work, or the subdivision of land or demolition	[Development Application]	37
Dinner	[Visitor Meals]	32
Dishonoured Cheque Fee	[Miscellaneous Fees]	55
Documents <10 pages	[Certificates]	49
Documents >51 pages	[Certificates]	49
Documents 10-30 pages	[Certificates]	49
Documents 31-50 pages	[Certificates]	49
Domestic Assistance	[Commonwealth Home Support Program]	30
Domestic Assistance – Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	28
Domestic Assistance – Mon to Fri 6am to 6pm (Private clients)	[Private Clients]	29

Fee Name

Parent

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D [continued]

Domestic Assistance – Public holiday (HCP clients)	[HCP Clients]	28
Domestic Assistance – Public holiday (Private clients)	[Private Clients]	30
Domestic Assistance – Sat (HCP clients)	[HCP Clients]	28
Domestic Assistance – Sat (Private clients)	[Private Clients]	29
Domestic Assistance – Sun (HCP clients)	[HCP Clients]	28
Domestic Assistance – Sun (Private clients)	[Private Clients]	29
Domestic oil or solid fuel heating appliance, other than a portable appliance	[Section 68 Applications]	44
Double Dwelling <\$100,000	[Mattresses] [Review of Determination per s, 82A, EPA Regulations c.257]	17 39

E

Each additional copy	[Miscellaneous Administrative Application Fees]	37
Earth mover, large, greater than 1.5 m	[Tyres]	18
Earth mover, medium, 1 m-1.5 m	[Tyres]	18
Earth mover, small – up to 1 m	[Tyres]	18
Entire Animal (not desexed)	[Companion Animal 1998 – registrations (cats and dogs)]	49
Erection of dwelling costing less than \$100,000 (c.247)	[Development Application]	37
Essential Services (Fire Safety) Certificate Registration and Administration	[General]	47
Exemption	[Swimming Pools]	47
Extra large tractor tyre, > 2.8 m	[Tyres]	18

F

Family presence at interment after hours	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	24
Fax	[Photocopies and Printing (non self-service)]	22
Fax Transmission	[Telephone Calls]	32
Fee	[Sorted Recycling]	15
Fee	[Contaminated Garden and Wood Waste]	16
Fee	[Asbestos]	19
Fee	[Designated Development]	41
Fee	[Advertised Development (c.252)]	41
Fee	[Prohibited Development]	42
Fee	[Other Notice Required]	42
Fee	[Privately Certified Certificate Registration (c.263)]	42
Fee	[Domestic – Includes Initial inspection]	45
Fee	[Building Certificate – additional inspections (if required)]	45
Fee	[Copy of Building Certificate (c.261)]	45
Fee for advertising	[Other Animal Fees]	51
Fee for sale of animals	[Other Animal Fees]	51

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Fee Name

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F [continued]

Fee for serving notices	[Other Animal Fees]	51
Fee for veterinary care	[Other Animal Fees]	51
Fee to be forwarded to Integrated Authority	[Integrated Development (c.252A/253)]	41
Fee to be forwarded to Integrated Authority	[Integrated Development (c.252A/253)]	41
First Release	[Companion Animal Control – Release/Sale/Surrender]	50
For cost of work >\$50,000 for each \$1,000	[Planning Reform Fee]	38
Fork lift tyre, large greater than 18"	[Tyres]	18
Fork lift tyre, medium 12"-18"	[Tyres]	18
Fork lift tyre, small up to 12"	[Tyres]	18
Fridges, freezers & air-conditioning units containing CFCs	[Appliances]	17
From Uralla Doctors Surgery or Foot Clinic	[Transport Residents]	32

G

General Hall Hire <50	[Bundarra School of Arts Hall]	26
General Hall Hire >50	[Bundarra School of Arts Hall]	26
GIPA Advance Deposit	[Public Access Act (GIPA) Income]	53
GIPA Application Fee	[Public Access Act (GIPA) Income]	53
GIPA Internal Review	[Public Access Act (GIPA) Income]	53
GIPA Processing Fee – hardship (Pensioner Concession card issued by the Commonwealth that is in force; or an enrolled full-time student; or a not-for-profit organisation)	[Public Access Act (GIPA) Income]	53
GIPA Processing Fee – regular	[Public Access Act (GIPA) Income]	53
GIPA Processing Fee – special benefit to the public	[Public Access Act (GIPA) Income]	53
Gold Pan Hire	[Hire]	22
Grader tyre	[Tyres]	18
Grading Plant	[Plant Hire Charges]	13
Gravel – Carlon at Depot	[Sale of sand, gravel and topsoil]	13
Gravel (Granite) at Depot	[Sale of sand, gravel and topsoil]	13
Greater than \$1,000,001	[Review of Determination per s, 82B, EPA Regulations (Rejection) – c.257A]	40
Greater than \$10,000,001	[Development Applications – Building Works – Based on cost of works]	36
Greater than \$10,000,001	[All other Development Work – EPA R. c.257]	39
Greater than \$10,000,001	[All other requests for modifications, based on estimated construction costs]	41
Gutter Bridge Construction	[Gutter Bridges]	12

H

Hairdresser/Beauty Salon/Skin Penetration Inspection	[General]	47
Hall Hire (less than 2 hours)	[Bundarra School of Arts Hall]	26
Hampden Park	[Field Hire]	20
Hire of anti-barking collar (Citronella)	[Dog Control – Training Aids]	50
Hire of Trap	[Dog Control – Training Aids]	50

continued on next page ...

Fee Name

Parent

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H [continued]

Home Care Packages – Client Income Assessed Fee	[HCP Clients]	29
Home Care Packages – Exit Fee	[HCP Clients]	29
Home Maintenance	[Commonwealth Home Support Program]	31
House cleaning	[NDIS]	31

I

Impounded between 6.00 am-6.00 pm Monday to Friday	[Sheep/Goats]	50
Impounded between 6.00 am-6.00 pm Monday to Friday	[Other Animals]	50
Impounded between 6.00 am-6.00 pm or on any time on Weekends & Public Holidays	[Sheep/Goats]	50
Impounded between 6.00 am-6.00 pm or on any time on Weekends and Public Holidays	[Other Animals]	51
Impounding Costs	[Stock Control – Release Fees]	50
In Home Respite – Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	28
In Home Respite – Mon to Fri 6am to 6pm (Private clients)	[Private Clients]	30
In Home Respite – Public Holiday (HCP clients)	[HCP Clients]	28
In Home Respite – Public Holiday (Private clients)	[Private Clients]	30
In Home Respite – Sat (HCP clients)	[HCP Clients]	28
In Home Respite – Sat (Private clients)	[Private Clients]	30
In Home Respite – Sun (HCP clients)	[HCP Clients]	28
In Home Respite – Sun (Private clients)	[Private Clients]	30
Inspection	[Building Inspections (including Compliance and Occupation Certificates)]	45
Inspection	[Swimming Pools]	47
Inspection	[Onsite Sewerage Management Systems]	48
Inspection Fee includes repeat inspection due to non-compliance, change of premises operator and if non compliance based on complaint.	[Food Premises]	47
Inspection of dwelling for relocation	[Building Inspections (including Compliance and Occupation Certificates)]	45
Install a manufactured home, moveable dwelling or associated structure	[Section 68 Applications]	44
Installation of new/replacement numbering post	[Rural Addressing]	12
Installation/Removal during service hours (7.30 am-3.00 pm)	[Water Restriction Devices]	9
Interment	[Uralla and Bundarra Lawn Cemeteries]	23
Interment	[Uralla and Bundarra Old Section Cemeteries]	23
Interment in an existing monument	[Uralla and Bundarra Old Section Cemeteries]	23
Interment of Ashes	[Uralla and Bundarra Niche Wall and Uralla Niche Garden]	23
Interment: Saturdays, Sundays and Public Holidays loading	[Uralla and Bundarra Lawn Cemeteries]	23
Interment: Saturdays, Sundays and Public Holidays loading	[Uralla and Bundarra Old Section Cemeteries]	23
Invergowrie – Armidale	[Client Contributions – Individual Trips]	33
Issue of Improvement Notice	[Food Premises]	47

Fee Name

Parent

Page

I [continued]

Item Replacement

[Lost, damaged or stolen books]

21

K

Kentucky – Armidale

[Client Contributions – Individual Trips]

33

Kentucky – Armidale

[Client Contributions – Mini Bus Group Trips]

34

King

[Mattresses]

17

King Single

[Mattresses]

17

Kitchen facilities

[Hire of Meeting Rooms and Facilities]

54

Kitchen Use Extra <50

[Bundarra School of Arts Hall]

26

Kitchen Use Extra >50

[Bundarra School of Arts Hall]

26

L

Large Animals – e.g. horses, cattle

[Dead Animals]

17

Large tractor tyre, 2 m-2.8 m

[Tyres]

18

Late fee permit not paid 28 days after permit required

[Companion Animals Regulation 2018]

51

LEP full size colour map sheet

[Certificates]

49

Less than \$10,000

[Engineering Plans Checking (design and construction) – based on cost of work]

42

Less than \$100,000

[Review of Determination per s, 82B, EPA Regulations (Rejection) – c.257A]

40

Less than \$5,000

[All other Development Work – EPA R. c.257]

39

Less than \$5,000

[All other requests for modifications, based on estimated construction costs]

40

Less than \$5000

[Development Applications – Building Works – Based on cost of works]

36

License/Approval Fee

[Street Vendors]

47

Light Industry/Industry

[Landscaping Bonds]

12

Light truck

[Tyres]

18

Local

[Telephone Calls]

32

Local Community Groups – Full Day

[Large Group Room]

25

Local Community Groups – Full Day

[Small Group Room]

26

Local Community Groups – Half Day

[Large Group Room]

25

Local Community Groups – Half Day

[Small Group Room]

25

Local Environment Plan (LEP)

[Sale of document copies]

54

Long Service Levy fee for cost of works > \$25,000

[Long Service Levy]

43

Lost membership card replacement

[Library Fees]

21

Lunch

[Visitor Meals]

32

M

Management of waste

[Section 68 Applications]

44

Manual Collection bi-weekly – Cardboard Only

[Commercial Recycling]

14

Manual Collection Weekly – Cardboard Only

[Commercial Recycling]

14

Medium animals – e.g. goats, sheep, pigs

[Dead Animals]

17

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Fee Name

Parent

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M [continued]

Medium tractor tyre, 1 m-1.9 m	[Tyres]	18
Member overdue fee (begins 1 week after due date)	[Library Fees]	21
Minor changes to existing OSSM system or scheduled inspection	[Section 68 Applications]	44
Modification to consent requiring advertisement per s96(2) or 96AA(1) EPA Act	[All other requests for modifications, based on estimated construction costs]	41
Motorcycle	[Tyres]	18
Mulch loading charge (applies to bulk sales > 6 m3)	[Waste Product Sales]	15
Multiple copies of Certificates	[Development Certificates]	48

N

No building or work involved: For dwelling house costing \$100,000 or less	[Other modifications per s.96(2) or 96AA(1) not of minor environmental impact]	40
Non NTCRS e-waste	[E-Waste]	17
Non Standard Resident	[Daily Fees]	31
Non-Pensioner	[Respite]	32
Not involving building work	[Review of Determination per s, 82A, EPA Regulations c.257]	39
NTCRS eligible e-waste	[E-Waste]	17

O

Office 1	[Tablelands Community Support Options – TCS]	25
Office 2	[Tablelands Community Support Options – TCS]	25
On-site Waste Water management system	[Section 68 Applications]	44
Original fee was greater than \$101.00	[Other modifications per s.96(2) or 96AA(1) not of minor environmental impact]	40
Original fee was less than \$100.00 (c.258)	[Other modifications per s.96(2) or 96AA(1) not of minor environmental impact]	40
Other animals	[Sustenance Costs]	51
Other copy of Council LEP, DCP or related Planning/Development Policy	[Certificates]	49
Over \$250,000	[Complying Development Certificates – Fees based on construction cost]	36
Over \$250,000	[Construction Certificates]	43
Overnight Respite – HCP	[HCP Clients]	28
Overnight Respite – Private Clients	[Private Clients]	30

P

Penalty notice has been issued for an offence under 76A(1) of the Act in relation to erection of building and the penalty has been paid	[Additional fee where applicant /owner erected the building and:]	46
Pensioner	[Respite]	32
Pensioner	[Companion Animal 1998 – registrations (cats and dogs)]	49
Per application	[Building Entitlement Confirmation Fee]	37
Per Unit	[Hill Street Uralla *]	24

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Parent

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P [continued]

Permanents with metered site	[Longer stays (7 nights for 6)]	25
Permission to carry out work at existing grave, includes monument erection and inspection	[Uralla and Bundarra Old Section Cemeteries]	23
Permit fee for dangerous/ restricted dog	[Companion Animals Regulation 2018]	52
Permit fee for undesexed cat	[Companion Animals Regulation 2018]	52
Personal care	[Commonwealth Home Support Program]	30
Personal Care – Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	28
Personal Care – Mon to Fri 6am to 6pm (Private clients)	[Private Clients]	30
Personal Care – Public Holiday (HCP clients)	[HCP Clients]	28
Personal Care – Public Holiday (Private clients)	[Private Clients]	30
Personal Care – Sat (HCP clients)	[HCP Clients]	28
Personal Care – Sat (Private clients)	[Private Clients]	30
Personal Care – Sun (HCP clients)	[HCP Clients]	29
Personal Care – Sun (Private clients)	[Private Clients]	30
Phased Resident	[Daily Fees]	31
Placement of ashes	[Uralla and Bundarra Old Section Cemeteries]	23
Plan Management	[NDIS]	31
Planning proposal application	[Planning Proposal]	43
Plus fee for any consent required notice pursuant to SEPP 65 (c.258)	[All other requests for modifications, based on estimated construction costs]	41
Plus fee for each \$1,000 above \$10,000 to \$100,000	[Engineering Plans Checking (design and construction) – based on cost of work]	42
Plus fee for required Notice under s.82A EPA Regulations	[All other Development Work – EPA R. c.257]	39
Plus fee per additional lot created	[Subdivision Fees]	38
Plus fee per additional lot created	[Subdivision Fees]	38
Plus fee per additional lot created	[Subdivision Fees]	38
Power for metered site	[Longer stays (7 nights for 6)]	25
Powered site for up to 2 persons	[Queen Street Uralla Caravan Park]	24
Powered site for up to 2 persons	[Bundarra Caravan Park]	27
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Registered Nurse – Sat (HCP clients)	[HCP Clients]	29
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Social Support – Mon to Fri 6am to 6pm (HCP clients)	[HCP Clients]	29
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Social support – Public Holiday (HCP clients)	[HCP Clients]	29
Social Support – Public Holiday (Private clients)	[Private Clients]	30
Social Support – Sat (HCP clients)	[HCP Clients]	29
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Weekly Powered site for up to 2 persons	[Longer stays (7 nights for 6)]	25
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Where Order No, 2, 12, 13, 15, 18 or 19 in the Table to s, 121B(1) of the Act has been issued	[Additional fee where applicant /owner erected the building and:]	46
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2017-2021 DELIVERY PROGRAM AND
2019-2020 OPERATIONAL PLAN



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Acting Coordinator Governance and Risk</i>
Reference/Subject:	Report 3 – Review of Council Policies - Update

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:		Establish and implement the Corporate Governance Improvement Action Plan

SUMMARY:

This report provides a progress report on policies reviewed to date and proposed for review to meet statutory requirements. The report also identifies and seeks to identify policies to be revoked and removed from council's policy register on the basis that they are no longer required or are out of date/obsolete or are management policies preceding the last council election. A summary of council policies is provided at Attachment A: *Council Policy Register - as at 31 May 2019*

OFFICER'S RECOMMENDATION:

That Council:

1. **Receive and note this report; and**
2. **Confirm revocation in accordance with S164(5) of the Local Government Act 1993 of the following policies identified as no longer required, as noted in this report:**
 - a. **That the following 9 policies in Community Care be revoked on the basis of being obsolete or superseded as detailed in this report:**
 - Policy: Advocacy 2013
 - Policy: Assessment 2013
 - Policy: Care Plan Development and Delivery 2013
 - Policy: Community Service Delivery of Aged and Disabled Services 2013
 - Policy: Consumer Independence 2013
 - Policy: Physical Resources 2013
 - Policy: Service Access 2013
 - Policy: Service User Reassessment 2013
 - Policy: Service User Referral 2013
 - b. **That the following policies in Corporate Services be revoked on the basis of being obsolete, superseded or non-compliant, as detailed in this report:**
 - Rules and Procedures for the Conduct of Occupational Health and Safety Meetings
 - OH&S Workplace Inspection Policy 2013

- Policy: Regulatory Compliance 2013
- Policy: Confidentiality of Information 2015
- Policy: Conflicts of Interest 2015
- Policy: Travel Interstate and Overseas 2013
- Subdividers – Land Valuations and Rates Policy 2013

BACKGROUND:

A full review of council policies is being progressed with various policies updated to date. In addition, Council currently holds a number of policies on its register that are considered out of date, no longer relevant or non-compliant.

This report provides an update on the progress of council policy reviews completed and underway. This report also identifies policies that are no longer required/obsolete or non-compliant and to be revoked in accordance with S165(4) of the Local Government Act 1993.

REPORT:

At its meeting of 28 August 2018 Council considered a Report of Committee – Audit Risk and Improvement Committee and resolved (in part):

”(e) Report No. 9 Repeal of Operational Policies Committee Recommendation 9.1: That Council receive a report on the status of Council policies, an assessment of their priority for review, and the repeal of Management policies previously adopted by Council.”

At its meeting of 18 December 2018 Council considered a report providing a summary of council’s policy status and priorities for review, resolving “That Council receive and note this report.”

A full review of all council policies is being undertaken, with initial priority on addressing legislative changes and essential corporate governance policies. In addition a number a policies adopted prior to 2015 are noted as obsolete and to be revoked.

Policies reviewed to date

Council policies reviewed and completed, exhibited, adopted, in the period December 2018 to May 2019 are listed as follows:

- Code of Conduct 2019
- Procedures for the Administration of the Code of Conduct 2019
- Code of Meeting Practice 2019
- Internal Reporting Policy 2019
- Investment Policy 2019
- Agency Information Guide 2018-19
- Councillor Induction and Professional Development Policy 2019
- Work Health and Safety Policy 2019
- Complaint Management Policy 2019

Council policy reviews currently underway include the following:

- Draft Procurement Policy 2019 – being prepared for review by ARIC at its next meeting
- Draft Asbestos Policy 2019 - prepared for consideration by council at its next meeting
- Draft Grazing On Council-Managed Public Roads Policy 2019 – draft forwarded for review to stakeholders including RTA

Policies considered operational in nature are categorised as “management policies” and are determined by the General Manager in accordance with delegations and Local Government Act requirements. A number

of management policies have also been reviewed and endorsed by the General Manager during the past year including, for example, the following Human Resource Management Policies:

- Staff Disciplinary Policy 2018
- Staff Grievance Policy 2018
- Staff Succession Planning Policy 2018
- Preventing and Responding to Workplace Bullying Policy 2018
- Equal Employment Policy 2018

Council's updated policy register is provided at "Attachment A" including notations on the status of each policy where applicable. Review of all remaining policies will be progressively undertaken in consultation with relevant areas and stakeholders.

Policies no longer required - to be revoked

A number of council policies are obsolete, superseded, legislatively invalid or no longer relevant. It is proposed to remove/revoke policies that are considered no longer required from council's register.

The Local Government Act 1993 provides as follows:

Chapter 7 Part 3 Section 165: Amendment and revocation of local policy

- (1) A council may amend a local policy adopted under this Part by means only of a local policy so adopted.*
- (2) An amending local policy may deal with the whole or part of the local policy amended.*
- (3) A council may at any time revoke a local policy adopted under this Part.*
- (4) A local policy (other than a local policy adopted since the last general election) is automatically revoked at the expiration of 12 months after the declaration of the poll for that election.*

In relation to 165 (4) the Office of Local Government advises that the General Manager may determine if any local policies are no longer required that were adopted prior to the last election (ie prior to 2016).

Policies identified and confirmed by senior staff as obsolete and no longer required, to be revoked in accordance with S164(5), are detailed in this report as follows:

- **Community Care**

The following policies listed on the Council Policy Register allocated to Community Care are confirmed by A/Director TCS/TCT as no longer applicable following legislative and industry changes:

- *Policy: Advocacy 2013*
- *Policy: Assessment 2013*
- *Policy: Care Plan Development and Delivery 2013*
- *Policy: Community Service Delivery of Aged and Disabled Services 2013*
- *Policy: Consumer Independence 2013*
- *Policy: Physical Resources 2013*
- *Policy: Service Access 2013*
- *Policy: Service User Reassessment 2013*
- *Policy: Service User Referral 2013*

Recommended: That the above listed 9 policies are revoked and removed from council's policy register.

Reasoning: The 9 policies are obsolete and replaced by other documents since 2013. TCS/TCT have approximately 185 Policies /Procedures/ Processes and are not part of council's Corporate Policy Register as they are covered by separate legislation.

- **Governance and Risk**

The following policies in the area of Governance and Risk are confirmed as no longer relevant and to be revoked in accordance with S165(4):

- *Rules and Procedures for the Conduct of Occupational Health and Safety Meetings*
Reasoning: obsolete and superseded by the Work Health and Safety (WHS) Committee Constitution following WHS Regulation in 2011 and 2015
- *OH&S Workplace Inspection Policy 2013*
Reasoning: obsolete and superseded by WHS Regulation 2011 requiring workplace inspections as basic risk identification and management
- *Hazardous Travel Arrangements Policy 2013*
- *Policy: Regulatory Compliance 2013*
- *Policy: Records Management 2013*
- *Gathering Information for Incident Reporting Policy 2013*
- *Smoke Free Environment Policy 2013*
Reasoning: these policies are obsolete and superseded by statutory and legislative requirements
- *Policy: Confidentiality of Information 2015*
Reasoning: superseded by legislative requirements and replaced by new policy “Agency Information Guide 2018”
- *Policy: Conflicts of Interest 2015*
Reasoning: superseded by new policy “Code of Conduct 2019” and “Procedures for Administration of Code of Conduct 2019”
- *Subdividers – Land Valuations and Rates Policy 2013*
Reasoning: this policy is invalid due to non-compliance with legislation
- *Policy: Travel Interstate and Overseas 2013*
Reasoning: obsolete, no longer required; safety elements superseded by WHS Regulations 2011

Categories: Council Policies and Management Policies

All policies at Uralla have to date been considered and adopted by council. However this current review has identified and separated two categories of policies:

1. Public policies of council as required by statutory and legislative requirements, noted in Attachment A as “Council Policy”, to be displayed on council’s website following public exhibition and council adoption.
2. A number of policies are operational and provide staff guidance, noted in Attachment A as “Management Policy”. Management Policies relate to operational matters and are to be reviewed and determined by the General Manager. Management policies will no longer be available on council’s website.

Uralla Shire Council Policy Register as at 31 May 2019 - Attachment A

A current summary of council policies and status as at May 2019 is provided at Attachment A, categorised as “Council policy” or “Management policy”. Notations have been included to indicate policies completed, to be reviewed/updated, no longer required/to be revoked.

KEY ISSUES:

- Council Policies require periodic review to meet statutory and legislative requirements.
- A number of Council Policies are out of date and require update or revocation
- Revocation of policies no longer required in accordance with S165(4)
- Categorisation of council policy and management policy

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The community relies on current council policy to be compliant with relevant legislative and statutory requirements.

2. Policy and Regulation

- Review of policies is required to meet statutory and legislative requirements.
- Local Government Act 1993 Chapter 7 Part 3 : Section 165 Amendment and revocation of local policy
 - (1) A council may amend a local policy adopted under this Part by means only of a local policy so adopted.
 - (2) An amending local policy may deal with the whole or part of the local policy amended.
 - (3) A council may at any time revoke a local policy adopted under this Part.
 - (4) A local policy (other than a local policy adopted since the last general election) is automatically revoked at the expiration of 12 months after the declaration of the poll for that election.

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:	Elisabeth Brown, Acting Coordinator Governance and Risk
TRIM Reference Number:	UINT/19/3386
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	Attachment A: Uralla Council Policy Register as at 31 May 2019

Council Policy Register (CurrentPolicies)

Policy Title	Review Progress	Policy Type	Review Cycle	Record Management System Number	Council Adoption Resolution No	Date Adopted by Council	General Manager Endorsement TRIM No.	Date Endorsed by General Manager	Document Owner	Document Development Officer
Policy: Tree Planting 2013	Underway (to be covered by Draft Urban Tree Policy 2019)	Council	4-years	UINT/19/30 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Environmental Management Coordinator
Policy: Gates and Ramps 2013		Council	4-years	UINT/19/69 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Grazing on roads other than Travelling Stock Routes 2013	Underway - draft forwarded for consultation	Council	4-years	UINT/19/62 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Highway Closures 2013		Council	4-years	UINT/19/63 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Infrastructure Asset Management Policy		Council	4-years	UINT/19/147 (Word) UINT/19/474 (PDF)	14.07/15	27-Jul-15	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Memorial Seats and Roadside Memorials 2013		Council	4-years	UINT/19/68 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Private Works and Plant Hire Charges 2013		Council	4-years	UINT/19/70 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Road Reserves – Splayed corners 2013		Council	4-years	UINT/19/75 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Roads – Crossings for Water Pipes 2013		Council	4-years	UINT/19/74 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Roads – Maintained by Council 2013		Council	4-years	UINT/19/73 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Roadside (Vegetation) Management 2013		Council	4-years	UINT/19/71 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Rural Fires 2009		Council	4-years	UINT/19/34 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Uralla Swimming Pool Booking 2013		Council	4-years	UINT/19/80 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Work “In Lieu” and “In Kind” 2013		Council	4-years	UINT/19/82 (Word) UINT/19/494 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Infrastructure & Works
Policy: Abandoned Vehicles 2013		Council	4-years	UINT/19/53 (Word) UINT/19/447 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Backyard Burning 2013		Council	4-years	UINT/19/54 (Word) UINT/19/453 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Bonds Management 2013		Council	4-years	UINT/19/56 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Cemeteries 2013		Council	4-years	UINT/19/55 (Word) UINT/19/552 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Deferment of Conditions of Development Consent 2013		Council	4-years	UINT/19/58 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Developments (Small) - Disposal of Stormwater 2013		Council	4-years	UINT/19/59 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Displays on Footpaths 2013		Council	4-years	UINT/19/60 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Food Control - Commercial Premises 2013		Council	4-years	UINT/19/33 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Genetically Engineered Crop Trials and Commercial Crops in Country NSW 2013		Council	4-years	UINT/19/25 (Word) UINT/19/556 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Hairdressers and Skin Penetration Premises 2013		Council	4-years	UINT/19/32 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Keeping Animals Policy (Urban Areas) 2013		Council	4-years	UINT/19/64 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Landscaping Bonds 2013		Council	4-years	UINT/19/66 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Local Policies concerning Approvals and Orders - Amendment and Revocation 2013		Council	4-years	UINT/19/67 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Section 149(d) Certificates - Building Certificate Fee 2013		Council	4-years	UINT/19/76 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development

Council Policy Register (CurrentPolicies)

Policy Title	Review Progress	Policy Type	Review Cycle	Record Management System Number	Council Adoption Resolution No	Date Adopted by Council	General Manager Endorsement TRIM No.	Date Endorsed by General Manager	Document Owner	Document Development Officer
Policy: Street Vendors 2013		Council	4-years	UINT/19/77 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Thermal Insulation for Class 1, 2 and 3 Buildings 2013	Priority	Council	4-years	UINT/19/79 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Water Safety 2013		Council	4-years	UINT/19/148 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Planning & Development
Policy: Kerbside Recycling Bin Contamination 2013		Council	4-years	UINT/19/65 (Word) UINT/19/477 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Water, Waste & Sewerage Services
Policy: Water and Sewer Charges Refund 2017	Complete	Council	4 -years	UINT/17/3543 (Word) UINT/19/492 (PDF)	Res. X03.09.17 11 April 2017	23-Jun-17	N/A	N/A	Director Infrastructure & Development	Manager Water, Waste & Sewerage Services
Policy: Water Flow Restriction 2013		Council	4-years	UINT/19/81 (Word) UINT/19/493 (PDF)	249/13	27-Aug-13	N/A	N/A	Director Infrastructure & Development	Manager Water, Waste & Sewerage Services
Policy: Community Engagement 2014		Council	4-years	UINT/18/6170 (Word) UINT/19/456 (PDF)	301/14	22-Sep-14	N/A	N/A	Executive Manager Corporate Services	Coordinator Community Development and Engagement
Policy: Community Grants Program 2015		Council	4-years	UINT/18/6171 (Word) UINT/19/457 (PDF)	10.07/15	27-Jul-15	N/A	N/A	Executive Manager Corporate Services	Coordinator Community Development and Engagement
Policy: Community Street Store Allocation 2013		Council	4-years	UINT/18/6176 (Word) UINT/19/458 (PDF)	249/13	27-Aug-14	N/A	N/A	Executive Manager Corporate Services	Coordinator Community Development and Engagement
Policy: Community Street Store Operations 2013		Council	4-years	UINT/18/6177 (Word) UINT/19/459 (PDF)	249/13	27-Aug-14	N/A	N/A	Executive Manager Corporate Services	Coordinator Community Development and Engagement
Policy: Donations - Section 356 2013	Priority	Council	4-years	UINT/19/10 (Word) UINT/19/471 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Community Development and Engagement
Policy: Use of the Council Meeting Room 2013		Council	4-years	UINT/19/29 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Community Development and Engagement
Policy: Agency Information Guide (<i>see also Guidelines</i>)	Complete	Council	Annual	UINT/19/78	06.12/18	18-Dec-18	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Councillor Induction and Professional Development 2019	Complete	Council	4-years	UINT/19/3097 (Word) UINT/19/3098 (PDF)	14.04/19	23-Apr-19	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Citizenship Awards 2013		Council	4-years	UINT/19/8 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Code of Conduct 2019	Complete	Council	12 months of election, S440	UINT/19/2457 (PDF) UINT/19/2456 (Word)	31.02/19	26-Feb-19	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Code of Meeting Practice 2019	Complete	Council	12 months of election, S360	UINT/19/2470 (PDF) UINT/19/2469 (Word)	30.02/19	26-Feb-19	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Complaints Handling 2015	Draft Complaints Management Policy 2019 on exhibition May-June 2019	Council	4-years	UINT/18/6199 (Word) UINT/19/460 (PDF)	8.06/15	22-Jun-15	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Confidentiality of Information 2015		Council	4-years	UINT/18/6192 (Word) UINT/19/461 (PDF)	15.09/15	28-Sep-15	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Conflicts of Interest 2015		Council	4-years	UINT/19/560 (PDF)	16.09/15	28-Sep-15	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Continuous Improvement 2013		Council	4-years	UINT/18/6198 (Word) UINT/19/463 (PDF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Council Meetings - Matters for Closed Session of Council 2013	Revoke - superseded by Code of Meeting Practice 2019	Council	4-years	UINT/19/20 (Word) UINT/19/464 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Councillor Expenses and Facilities 2018	Complete	Council	12 months of election, S252	UINT/18/1045 (Word) UINT/19/466 (PDF)	27.03/18	23-Mar-18	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Councillor's Access to Records and Staff Interaction 2015		Council	4-years	UINT/19/149 (PDF)	8.08/15	24-Aug-15	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Council's Role as a Provider of Community Services 2013		Council	4-years	UINT/19/21 (Word) UINT/19/465 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Delegations of Authority to Committees of Council 2013	Priority	Council	4-years	UINT/19/22 (Word) UINT/19/468 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Delegations of Authority to Mayor and General Manager 2013	Priority	Council	4-years	UINT/19/23 (Word) UINT/19/469 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk

Council Policy Register (CurrentPolicies)

Policy Title	Review Progress	Policy Type	Review Cycle	Record Management System Number	Council Adoption Resolution No	Date Adopted by Council	General Manager Endorsement TRIM No.	Date Endorsed by General Manager	Document Owner	Document Development Officer
Policy: Election of Mayor, Deputy Mayor and Delegates to Committees Following General Election 2013	Priority	Council	4-years	UJINT/19/24 (Word) UJINT/19/555 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Fraud and Corruption Prevention 2018	Complete	Council	4-years	UJINT/18/5996 (Word) UJINT/19/472 (PDF)	19.04/18	24-Apr-18	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Internal Reporting 2019	Complete	Council	2-years	UJINT/19/2599 (Word) UJINT/19/2600 (PDF)	29.03/19	26-Mar-19	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Procedures for the Administration of the Code of Conduct 2019	Complete	Council	12 months of election, S440AA	UJINT/19/2481 (Word) UJINT/19/2482 (PDF)	31.02/19	26-Feb-19	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Regulatory Compliance 2013	Revoke S165(4) - obsolete - superseded by legislative and statutory requirements	Council	4-years	UJINT/19/27 (Word) UJINT/19/482 (PDF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Sponsorship 2013		Council	4-years	UJINT/19/26 (Word) UJINT/19/488 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Travel - Interstate and Overseas 2013	Revoke S165(4) - obsolete	Council	4-years	UJINT/19/28 (Word) UJINT/19/490 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Visitor Information Centre Display 2014	Underway	Council	4-years	UJINT/19/52 (Word) UJINT/19/491 (PDF)	110/14	24-Mar-14	N/A	N/A	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Records Management 2013	Revoke S165(4) - obsolete - superseded by legislative and statutory requirements	Council	4-years	UJINT/18/6164 (Word) UJINT/19/481 (PF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Coordinator Technology and Information
Policy: Advocacy 2013	Revoke - obsolete	Council	4-years	UJINT/18/6204 (Word) UJINT/19/449 (PDF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Manager Community Care
Policy: Assessment 2013	Revoke - obsolete	Council	4-years	UJINT/18/6203 (Word) UJINT/19/452 (PDF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Manager Community Care
Policy: Care Plan Development and Delivery 2013	Revoke - obsolete	Council	4-years	UJINT/18/6205 (Word) UJINT/19/455 (PDF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Manager Community Care
Policy: Community Service Delivery of Aged and Disabled Services 2013	Revoke - obsolete	Council	4-years	UJINT/19/11 (Word) UJINT/19/432 (PDF)	249/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Manager Community Care
Policy: Consumer Independence 2013	Revoke - obsolete	Council	4-years	UJINT/18/6196 (Word) UJINT/19/462 (PDF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Manager Community Care
Policy: Physical Resources 2013	Revoke - obsolete	Council	4-years	UJINT/18/6200 (Word) UJINT/19/480 (PDF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Manager Community Care
Policy: Service Access 2013	Revoke - obsolete	Council	4-years	UJINT/18/6207 (Word) UJINT/19/485 (PDF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Manager Community Care
Policy: Service User Reassessment 2013	Revoke - obsolete	Council	4-years	UJINT/18/6206 (Word) UJINT/19/486 (PDF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Manager Community Care
Policy: Service User Referral 2013	Revoke - obsolete	Council	4-years	UJINT/18/6208 (Word) UJINT/19/487 (PDF)	248/13	27-Aug-13	N/A	N/A	Executive Manager Corporate Services	Manager Community Care
Policy: Risk Management 2018	Complete	Council	4-years	UJINT/18/1469 (Word) UJINT/19/484 (PDF)	19.04/18	24-Apr-18	N/A	N/A	Executive Manager Corporate Services	Risk Management and Safety Officer
Policy: Work Health and Safety 2019	Complete	Council	4-years	UJINT/19/3094 (Word) UJINT/19/3095 (PDF)	15.04/19	23/04/2019	N/A	N/A	Executive Manager Corporate Services	Risk Management and Safety Officer
Policy: Aged Care Facilities - Quarantining of Funds 2013		Council	4-years	UJINT/19/83 (Word) UJINT/19/450 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Aggregation of parcels of land for rating purposes 2013	Priority	Council	4-years	UJINT/19/84 (Word) UJINT/19/451 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Debt - Recovery 2013		Council	4-years	UJINT/19/86 (Word) UJINT/19/467 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Disposal of Council Assets 2013	Priority	Council	4-years	UJINT/19/87 (Word) UJINT/19/470 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Goods and Services Tax (GST) 2013		Council	4-years	UJINT/19/89 (Word) UJINT/19/473 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Investments 2019	Complete	Council	4-years	UJINT/19/3092 (Word) UJINT/19/3093 (PDF)	16.04/19	23-Apr-19	N/A	N/A	General Manager	Chief Financial Officer

Council Policy Register (CurrentPolicies)

Policy Title	Review Progress	Policy Type	Review Cycle	Record Management System Number	Council Adoption Resolution No	Date Adopted by Council	General Manager Endorsement TRIM No.	Date Endorsed by General Manager	Document Owner	Document Development Officer
Policy: Major Plant Equipment – Purchase and Sale 2013	Priority	Management	4-years	UINT/19/92 (Word) UINT/19/478 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Pensioner Concessions 2013		Council	4-years	UINT/19/94 (Word) UINT/19/479 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Related Party Disclosures 2017	Complete	Council	4-years	UINT/17/3544 (Word) UINT/19/483 (PDF)	Res. X03.09.17 11 April 2017	23-Jun-17	N/A	N/A	General Manager	Chief Financial Officer
Policy: Sub-dividers - Land Valuations and Rates 2013	Revoke - Invalid - non-compliant with legislation	Council	4-years	UINT/19/95 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Transfer of Land for Unpaid Rates and Charges 2013		Council	4-years	UINT/19/96 (Word) UINT/19/489 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Major Plant Equipment – Purchase and Sale 2013	Priority	Management	4-years	UINT/19/92 (Word) UINT/19/478 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Motor Vehicles Including Utilities – Purchase and Sale 2013		Management	4-years	UINT/19/93 (PDF) (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Policy: Lease Back of Council Vehicles 2013		Management	4-years	UINT/19/91 (PDF)	249/13	27-Aug-13	N/A	N/A	General Manager	Chief Financial Officer
Corporate Documents 2017 (<i>see also Guidelines</i>)	Complete	Management	4-years	UINT/17/3231 (Word) UINT/19/431 (PDF)	N/A	N/A	GM UINT/17/2323	25-Jul-17	Executive Manager Corporate Services	Coordinator Governance & Risk
Gathering Information for Incident Reporting Policy 2013	Revoke S165(4) - obsolete - superseded by legislative and statutory requirements	Management	4-year	UINT/19/128 (Word) UINT/19/437 (PDF)	N/A	N/A	248/13	27-Aug-13	Executive Manager Corporate Services	Coordinator Governance & Risk
OH&S Workplace Inspection Policy 2013	Revoke S165(4) - superseded by WHS Regulation 2015	Management	4-years	UINT/19/130 (PDF)	N/A	N/A	249/13	27-Aug-13	Executive Manager Corporate Services	Coordinator Governance & Risk
Policy: Alcohol Sales - Visitor Information Centre 2013		Management	4-years	UINT/19/123 (PDF)	N/A	N/A	249/13	27-Aug-13	Executive Manager Corporate Services	Coordinator Governance & Risk
Rules and Procedures for the Conduct of Occupational Health and Safety Meetings	Revoke S165(4) - superseded by WHS committee constitution	Management	4-years	UINT/19/121 (PDF)	N/A	N/A	280/08	12-Jun-08	Executive Manager Corporate Services	Coordinator Governance & Risk
Smoke Free Environment Policy 2013	Revoke S165(4) - obsolete - superseded by legislative and statutory requirements	Management	4-years	UINT/19/31 (Word) UINT/19/441 (PDF)	N/A	N/A	249/13	27-Aug-13	Executive Manager Corporate Services	Coordinator Governance & Risk
Information Technology and Communication Resources Policy 2013		Management	4-years	UINT/19/129 (PDF)	N/A	N/A	249/13	27-Aug-13	Executive Manager Corporate Services	Coordinator Technology and Information
Credit Card and Cash Advance Policy 2013		Management	4-years	UINT/19/137 (Word) UINT/19/434 (PDF)	N/A	N/A	249/13	27-Aug-13	General Manager	Chief Financial Officer
Social Media Policy 2014		Management	4-years	UINT/19/430 (PDF) UINT/19/45 (Word)	N/A	N/A	110/14	24-Mar-14	General Manager	Coordinator Community Development & Engagement
Child Protection Policy 2013		Management	4-years	UINT/19/106 (PDF)	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Children in the Workplace Policy 2013		Management	4-years	UINT/19/131 (Word) UINT/19/433 (PDF)	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Directors and Managers Special Leave Agreement 2013		Management	4-years	UINT/19/107 (PDF)	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Employee Assistance Program Policy 2013		Management	4-years	UINT/19/138	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Employee Dress Code Policy 2013		Management	4-years	UINT/19/108	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Equal Employment Opportunity Management Plan 2018-2020	Complete	Management	2-years	UINT/19/2634 (PDF) UINT/18/3929 (Word)	N/A	N/A	UINT/18/3928	12-Sep-18	General Manager	Manager Human Resources
Equal Employment Opportunity Policy 2018	Complete	Management	4-years		N/A	N/A	NK	NK	General Manager	Manager Human Resources

Council Policy Register (CurrentPolicies)

Policy Title	Review Progress	Policy Type	Review Cycle	Record Management System Number	Council Adoption Resolution No	Date Adopted by Council	General Manager Endorsement TRIM No.	Date Endorsed by General Manager	Document Owner	Document Development Officer
Exit Interview Procedure 2018	Complete	Management	2-years	UJINT/19/3220 (Word) UJINT/19/3221 (PDF)	N/A	N/A	UJINT/19/3215	03-Jun-19	General Manager	Manager Human Resources
First Aid Policy 2014		Management	4-years	UJINT/19/51 (Word) UJINT/19/436 (PDF)	N/A	N/A	110/14	24-Mar-14	General Manager	Manager Human Resources
Home Based Work Policy 2013		Management	4-years	UJINT/19/111	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Long Service Leave – amended regulation Policy 2013		Management	4-years	UJINT/19/140 (Word) UJINT/19/438 (PDF)	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
NSW Fire Brigade – Uralla Volunteer Fire Brigade Policy 2013		Management	4-years	UJINT/19/35	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Payment of Removal or Relocation Expenses Policy 2013		Management	4-years	UJINT/19/112	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Performance and Misconduct Policy 2014		Management	4-years	UJINT/19/46 (Word) UJINT/19/439 (PDF)	N/A	N/A	110/14	24-Mar-14	General Manager	Manager Human Resources
Preventing and Responding to Workplace Bullying Policy 2018	Complete	Management	4-years	UJINT/18/3794 (Word) UJINT/19/559 (PDF)	N/A	N/A	UJINT/18/3786	04-Sep-18	General Manager	Manager Human Resources
Purchased Leave Policy 2013		Management	4-years	UJINT/19/139 (Word) UJINT/19/440 (PDF)	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Recognition of Service Policy 2013		Management	4-years	UJINT/19/113	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Return to Work Policy 2018	Complete	Management	2-years	UJINT/19/3219 (Word) UJINT/19/3218 (PDF)	N/A	N/A	UJINT/19/3214	03-Jun-19	General Manager	Manager Human Resources
Rostered Day Off (RDO) and Time in Lieu (TIL) Agreements Policy 2013		Management	4-years	UJINT/19/142	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Salary Sacrifice Policy 2013		Management	4-years	UJINT/19/114	N/A	N/A	249/13	27-Aug-13	General Manager	Manager Human Resources
Staff Disciplinary Policy 2018	Complete	Management	4-years	UJINT/18/3792 (Word) UJINT/19/442 (PDF)	N/A	N/A	UJINT/18/3784	04-Sep-18	General Manager	Manager Human Resources
Staff Grievance Policy 2018	Complete	Management	4-years	UJINT/18/3790 (Word) UJINT/19/443 (PDF)	N/A	N/A	UJINT/18/3784	04-Sep-18	General Manager	Manager Human Resources
Staff Recruitment Policy 2013		Management	4-years	UJINT/19/143	N/A	N/A	249/13	27-Aug-14	General Manager	Manager Human Resources
Staff Screening Policy 2013		Management	4-years	UJINT/19/144	N/A	N/A	249/13	27-Aug-14	General Manager	Manager Human Resources
Succession Planning Policy 2018	Complete	Management	2-years	UJINT/19/3216 (Word) UJINT/19/3217 (PDF)	N/A	N/A	UJINT/19/3213	03-Jun-19	General Manager	Manager Human Resources
Training and Education Policy 2014		Management	4-years	UJINT/19/50 (Word) UJINT/19/444 (PDF)	N/A	N/A	110/14	24-Mar-14	General Manager	Manager Human Resources
Work Experience Policy 2014		Management	4-years	UJINT/19/49 (Word) UJINT/19/445 (PDF)	N/A	N/A	110/14	24-Mar-14	General Manager	Manager Human Resources
Drug and Alcohol Policy 2014		Management	4-years	UJINT/19/47 (Word) UJINT/19/435 (PDF)	N/A	N/A	110/14	24-Mar-14	General Manager	Risk Management and Safety Officer
Hazardous Travel Arrangements Policy 2013	Revoke S165(4) - superseded by WHS Regulation 2015	Management	4-years	UJINT/19/110	N/A	N/A	249/13	27-Aug-13	General Manager	Risk Management and Safety Officer



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	General Manager
Reference/Subject:	Report 4 – Shared Internal Audit Resource

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 An effective and efficient organisation

Strategy: 4.2.6 Identify and manage risks associated with all Council activities and ensure a safe and healthy work environment and workforce

Activity: 4.2.6.1 Develop and incorporate a risk management framework which is effective and accessible

Action: 4.2.6.1.3 Facilitate an annual internal audit program, within constraints of the budget allocation

SUMMARY:

This report proposes that council participate in a regional shared service arrangement for the provision of internal audit services.

OFFICER'S RECOMMENDATION:

That Council:

- 1. Participate in a shared service arrangement for the provision of internal audit services as detailed in this report**
- 2. Utilise the \$30,000 allocated for internal audit services in the adopted Draft Operational Plan 2019-20 to facilitate 1., above.**

BACKGROUND:

Member councils of the New England Joint Organisation have considered opportunities for councils to benefit from shared service arrangements. Internal audit is often cited as a potential shared service. Armidale Regional Council has proposed a shared service arrangement for internal audit with Uralla and Glen Innes Severn Councils. Armidale has offered to host the position. The position description for the role includes business improvement activities which Uralla Council would otherwise need to source independently. The sharing of an internal audit position between the member councils is consistent with the intent for Joint Organisations and may lead to the position transitioning to the Joint Organisation in the future.

REPORT:

Opportunities for resource sharing between the member councils of the new New England Joint Organisation (NEJO) is a topical matter at meetings of the JO's General Managers and internal audit, among other matters, is often cited as an opportunity. In late February I met with the CEO of the Armidale Regional Council who raised the matter as a potential shared service between Uralla and Armidale and other interested councils, should the NEJO not be ready to transition to a JO shared service arrangement at this time. Since then the Armidale CEO has jointly approached Uralla and Glen Innes Severn with a proposition for the three councils to share a full time internal audit resource.

The current proposal is for the resource to be employed by Armidale Regional Council and the three councils would share the costs of the employee on a yet-to-be determined \$ contribution with service split and in accordance with a formal shared service agreement.

Initial indications would suggest the total cost of the position will be in the order of \$160,000. The Draft Operational Plan 2019-20, adopted at the May 14th 2019 Extraordinary Meeting, contains a vote of \$30,000 for internal audit services. Whilst the shared service agreement is yet to be negotiated this budgeted amount is likely to be sufficient for Council to negotiate a level of service which satisfies the internal audit requirements of Uralla.

The position description drafted for the internal auditor envisages more than only internal audit services. The key roles and responsibilities are as follows:

- **Internal Audit Program.**
 - ✓ *In consultation with the Audit Committees and CEOs of participating member councils, develop a risk-based internal audit program that achieves adequate testing of controls and allows for benchmarking and comparison between participating member councils.*
 - ✓ *Coordinate delivery of the internal audit program in accordance with resources provided for the program, including management of procurement processes and liaison with external parties to undertake assurance processes where required.*
 - ✓ *Prepare or oversee the preparation of internal audit documentation including scoping documents, reports and recommendations.*
 - ✓ *Oversee the progress of internal audit recommendations adoption and implementation by member councils and provide separate reporting for each council to meet Audit Committee reporting requirements.*
 - ✓ *Attend Audit Committee meetings of all member councils.*

- **Business Improvement.**
 - ✓ *While not a direct function of the role, the Internal Auditor will have exposure to the operations of all member councils and is well placed to identify potential business improvements.*
 - ✓ *It is envisaged that, where appropriate, business improvement will be considered within the internal audit program.*

- **Advisory Services.**
 - ✓ *Provide or be the key point of contact for all internal audit advisory services where required.*
 - ✓ *Liaise with external audit advisory services.*

- **Risk Management.**
 - ✓ *Ensure systems are in place which ensures that all major risks to the member councils are identified and analysed, on an annual basis.*

The business improvement element of the role is an attractive inclusion and one which Uralla would derive benefit and which Uralla does not have the resources to engage independently.

This role is considered to be a timely opportunity for Uralla, providing a suitable resource can be recruited and a fair and reasonable shared service agreement can be entered into between the three councils.

This role may transition into the realm of the NEJO at some stage in the future and this 'three council' opportunity would be a good enabler for that transition to occur.

Current status

- Uralla Council Audit Risk and Improvement Committee (ARIC)
At its meeting of 16 April 2019, ARIC considered a report on a shared internal audit resource and resolved “That the Audit, Risk and Improvement Committee advise Council it has no objection to the concept of Council participating in a shared service arrangement for the provision of internal audit services.” The committee report and minutes were received and noted by council at its meeting of 28 May 2019.

- Advertising
Armidale has progressed the advertising of the role (per Attachment A) indicating that the role would service Armidale, Glenn Innes and Uralla councils on a pro-rata basis.

It is recommended that council participate in the shared internal audit service and consider required recurrent resourcing.

KEY ISSUES:

- Requirement for internal audit across key areas of council
- Opportunity for regional participation in shared internal audit service
- Allocation of required resources

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Nil

- 2. Policy and Regulation**
Internal audit requirement

- 3. Financial (LTFP)**
Initial indications would suggest the total cost of the position will be in the order of \$160,000. The adopted Draft Operational Plan 2019-20 allocates \$30,000 for internal audit purposes. Whilst the shared service agreement is yet to be negotiated this budgeted amount is likely to be sufficient for Council to negotiate a level of service which satisfies the internal audit requirements of Uralla.

- 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:	Elisabeth Brown, Acting Coordinator Governance and Risk
TRIM Reference Number:	UINT/19/3387
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager’s Office
Attachments:	A. Armidale Council advertisement for shared internal audit role



Internal Auditor

Advertiser:
Armidale Regional Council

22 May 2019

Tamworth & North West NSW

Full Time

Government & Defence, Government - Local

Internal Auditor

Full-time 2 year term
Reference No ARC19/3266

Based in Armidale, this two year term role is supporting the internal audit functions across Armidale Regional Council, Uralla Shire Council and Glen Innes Severn Council.

The Internal Auditor will be focused on assisting the Councils bring a systematic, disciplined approach to evaluate and test the effectiveness of internal controls, risk management and governance processes.

The successful applicant will provide independent, objective assurance and advisory services designed to add value and improve council operations.

The position is hosted by Armidale Regional Council and is being offered a rate of pay between \$98,000 to \$110,000 (plus super) per 35hr week. Council also offers a range of benefits including a 9 day fortnight, a health and wellbeing program with the commitment to support work life balance.

For further information refer to Council's Information on How to Apply and Position Description or call Kelly Stidworthy, CFO on [\(02\) 6770 3854](tel:(02)67703854).

All applications must include the following components:

- the selection criteria as provided in the position description on Councils website
- **Essential Selection Criteria:**
 - Degree in Business, Accounting, Finance or Economics and professional membership and commitment to professional certification as an internal auditor (CIA or CISA) or accountant (CA/CPA).
 - Substantial experience in accounting/audit in the public and/or private sectors.
 - Sound analytical abilities with highly developed skills in data analysis and the ability to communicate the results and prepare appropriate reports.
 - Demonstrated superior written and verbal communication in the areas of report writing, presenting, facilitation and negotiation with internal and external customers.
 - Demonstrated experience in report writing with the ability to prepare effective written reports for consideration by each Councils' senior management and Audit Committee.
 - Current drivers licence and willingness to travel to, from and between assignments, including attendance of Audit Committee meetings outside of business hours
- **A resume including details of at least two referees.**

Applicants who do not provide all of the above will not be considered for appointment.

Applications can be lodged by email to recruitment@armidale.nsw.gov.au and should be addressed to the Program Leader – People & Organisation Development.

Applications close at 5.00pm on Monday 10 June 2019.

Council is a non-smoking workplace and is committed to the principles and practices of Equal Opportunity and Cultural Diversity. Aboriginal and Torres Strait Islander's are encouraged to apply.



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>General Manager</i>
Reference/Subject:	Report 5 – Budget Review and Finance Committee Meeting Schedule for 2019-20

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 financial sustainability

SUMMARY:

This report proposes a quarterly schedule for meetings of the Budget Review and Finance Committee to provide for effective review and efficient resourcing.

OFFICER'S RECOMMENDATION:

That Council

- Determine that the Budget Review and Finance Committee meet on a quarterly basis during 2019-20, to be held in the Council Chambers commencing at 12:30pm, with the schedule of meeting dates for the 2019-20 financial year as follows:**
 - Tuesday, 6 August 2019
 - Tuesday, 12 November 2019
 - Tuesday, 11 February 2020
 - Tuesday, 12 May 2019
- Publish the above schedule of Committee meetings in Council's newsletter, website, social media, and in local print; and**
- Convene further meetings of the Budget Review and Finance Committee to the above schedule as required.**

BACKGROUND:

The Budget Review and Finance Committee (BRFC) was formed in October 2018 for the purpose of examining Council's budget and service delivery. In relation to the frequency of the BRFC meetings Council has resolved as follows:

- At its meeting of 30 October 2018 Council resolved as follows in relation to the frequency of the BRFC Committee meetings:
That Council:
Modify resolution X4.10/18 by removing "2(e) Meet monthly or more frequently if determined by the Committee" and replacing it with "2(e) Meet monthly or as required by the Committee".

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- At its Extraordinary Meeting held on 13 November 2018, Council resolved to hold meetings of the Budget Review and Finance Committee (in part) as follows:

That Council:

For the purpose of holding meetings of the Budget Review and Finance Committee, set the venue as the Council Chambers, set the commencement time for each meeting at 12:30pm and set the meeting dates for the 2018-19 financial year as follows:

- 11th December 2018
- January 2019 – no meeting
- 12th February 2019
- 12th March 2019
- 9th April 2019
- 14th May 2019
- 11th June 2019

This report seeks council confirmation of the preferred schedule for meetings of the Budget Review and Finance Committee for 2019-20.

REPORT:

As the 2018-19 financial year draws to a close, Council should determine whether the Budget Review and Finance Committee will continue to meet monthly throughout the 2019-20 financial year or, alternatively, whether the frequency of the meetings should be quarterly or potentially on an ‘as required’ basis.

If Council determines the Committee should continue to meet monthly or quarterly the meeting dates, venue and commencement time need to be published.

If Council determines to desist with a scheduled meeting program and opt for convening meetings on an ‘as required’ basis it would retain the ability to re-establish regular meetings of the Committee, by resolution, at any time.

Options

Options for consideration include the following:

Option A: Schedule meetings to coincide with the quarterly review of the Operational Plan and Budget to facilitate discussion of matters:

1. Desist with a schedule of regular monthly meetings of the Budget Review and Finance Committee and continue with a schedule of quarterly meetings, for which the venue be the Council Chambers, set the commencement time for each meeting at 12:30pm and set the meeting dates for the 2019-20 financial year as follows:
 - Tuesday, 6 August 2019
 - Tuesday, 12 November 2019
 - Tuesday, 11 February 2020
 - Tuesday, 12 May 2019
2. Publish the above schedule of Committee meetings in Council’s newsletter, website, social media, and in local print; and
3. Convene further meetings of the Budget Review and Finance Committee to the above schedule as required.

Option B: Maintain the current monthly meeting schedule

1. For the purpose of holding monthly meetings of the Budget Review and Finance Committee, set the venue as the Council Chambers, set the commencement time for each meeting at 12:30pm and set the meeting dates for the 2019-20 financial year as follows:
 - Tuesday, 9 July 2019
 - Tuesday, 6 August 2019
 - Tuesday, 10 September 2019
 - Tuesday, 8 October 2019
 - Tuesday, 12 November 2019
 - Tuesday, 10 December 2019
 - *January 2020 – No meeting scheduled*
 - Tuesday, 11 February 2020
 - Tuesday, 10 March 2020
 - Tuesday, 14 April 2020
 - Tuesday, 12 May 2020
 - Tuesday, 9 June 2020
2. Publish the above schedule of Committee meetings in Council’s newsletter, website, social media, and in local print; and
3. Convene further meetings of the Budget Review and Finance Committee to the above schedule as required.

Option C: Meet only as required

1. Desist with a schedule of regular monthly meetings of the Budget Review and Finance Committee;
2. Convene meetings of the Budget Review and Finance Committee on an ‘as required’ basis; and
3. Publish the above schedule of Committee meetings in Council’s newsletter, website, social media, and in local print.

Recommendation:

This report recommends a quarterly meeting schedule for the Budget Review and Finance Committee per Option A above, to facilitate committee discussion on matters identified in the quarterly review of the Operational Plan and budget and to provide for efficient use of resources by coordinating with budget updates reported quarterly to council.

KEY ISSUES:

- Determine schedule for BRFC meetings for 2019-20
- Resourcing required for scheduled meetings
- Timely consideration of budget and progress

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**
Nil
3. **Financial (LTFP)**
Budget updates and review facilitates council consideration of progress.

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:	Andrew Hopkins, General Manager
TRIM Reference Number:	UINT/19/3376
Approved/Reviewed by Manager:	N/A
Department:	
Attachments:	Nil



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	General Manager
Reference/Subject:	Report 6 – Continuation of the Uralla Township and Environs Committee

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.2	Engage with the community effectively and use community input to inform decision making
Activity:	4.1.2.1	Incorporate inclusive community consultation and stakeholder engagement in Council decision making
Action:	4.1.2.1.5	Conduct community engagement and consultation activities

SUMMARY:

The purpose of this report is for the Council to determine whether to continue the term of the Uralla Township and Environs Committee, which was constituted by Council under section 355 of the Local Government Act 1993 in April 2018.

OFFICER'S RECOMMENDATION:

That Council,

Option A

- a) Extend the term of the Uralla Township and Environs Committee (UTEC), including all current members, to June 30 2020.
 - b) Retain Mr Kent Mayo as the Chairperson of UTEC if Mr Mayo so wishes to continue in the role.
- Or
- b) Appoint another Chairperson for UTEC and thank, by way of Mayoral letter and public notice in the Council Newsletter, Mr Mayo for his services to UTEC.

or

Option B

- a) Retain the (UTEC), including its current members, as an advisory body only, to be called upon on a case by case basis at the instigation of Council.
- b) Amend, by resolution of Council at the July 2019 Ordinary Meeting, the Constitution of UTEC to reflect a)

or

Option C

Disband UTEC and thank, by way of Mayoral letters and public notice in the Council Newsletter, its committee members for their services to UTEC and to the community.

REPORT:

Resolution 22.04/18 adopted the Constitution for the Uralla Township and Environs Committee (UTEC).

The Constitution for the UTEC notes the following:

- 4.1 *This constitution operates for a twelve (12) month term, commencing from the date on which Council, by resolution, adopts this constitution.*
- 4.2 *Pursuant to clause 16 of this Constitution, Council may, by resolution, terminate or extend the term of the Committee at any time.*
- 5.1 *The membership of the Committee shall be not less than six (6) and no more than twelve (12) persons appointed by Council in accordance with this Constitution.*
- 7.1 *The Chairperson of the Committee shall be appointed by Council.*

Since its inception the UTEC has met monthly on the second Tuesday of the month.

The recommendations of UTEC meetings have been regularly reported to Council's Ordinary meetings.

Council should now determine whether it will:

- a) Extend the term of UTEC (there does not need to be a limitation upon the term, however, it would be advantageous for Council to review the term annually).
- b) Retain the current UTEC arrangement or possibly change the focus to that of an advisory body which provides advice to Council on an 'as required' or 'case by case' basis.
- c) Disband UTEC. Should UTEC be disbanded the members, past and present, should be acknowledged for their contribution to the betterment of Uralla township and its environs.

KEY ISSUES:

- The objective of the UTEC is to advise Council on the future development and redevelopment of public spaces in and near Uralla.
- UTEC has been meeting regularly, on the second day of the month and their recommendations have been regularly presented to the Ordinary Meetings of the Council via reports from the Manager of Planning and Development.
- Membership of the UTEC has remained at 12 (the maximum allowable by its constitution), notwithstanding numerous changes in membership since the inception of the committee.
- Council may amend the constitution, by resolution, at any time.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Nil

3. Financial (LTFP)

Nil – see 5 below

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Council staff attend UTEC meetings, prepare reports to Council meetings about UTEC recommendations and investigate UTEC matters as directed by Council.

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6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:	Andrew Hopkins, General manager
TRIM Reference Number:	UINT/19/3384
Approved/Reviewed by Manager:	Terence Seymour, Director Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	A – Constitution for the Uralla Township and Environs Committee



Constitution:
Uralla Township and
Environs Committee
2018

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council	24 April 2018	Resolution No.	19.04/18
Document Owner	Director Community and Governance		
Document Development Officer	Coordinator Governance and Risk		
Review Timeframe	One year		
Last Review Date:	April 2018	Next Scheduled Review Date	April 2019

Document History

Doc No.	Date Amended	Details
1	11 April 2018	Draft for Council Ordinary Meeting 24 April 2018.
FINAL	27 April 2018	Adopted on 24 April 2018 (Resolution No. 19.04/18).

Related Legislation	Local Government Act 1993 and General Regulation 2005
Related Policies	Code of Conduct
Related Procedures/ Protocols, Statements, documents	

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Constitution

1. Interpretation

1.1 Unless otherwise indicated:

- (a) "Council" means Uralla Shire Council.
- (b) "Council Officials" means Councillors, Council staff, administrators, Council committee members and delegates of Council.
- (c) "The Act" means the *Local Government Act 1993*.
- (d) "Committee" means the Committee established by Council on 27 February 2018 as outlined in Resolution 31.02/18 and constituted under this Constitution.
- (e) "The General Manager" means the General Manager of Uralla Shire Council appointed under Section 334 of the *Local Government Act 1993*.

2. Purpose of this Constitution

- 2.1 Under the *Local Government Act 1993*, Council is able to delegate some of its functions to a Committee of Council. A Committee is appointed and reappointed in accordance with the provisions of Section 355 and Section 377 of the Act.
- 2.2 This Constitution provides a mandatory set of rules that defines the functions that Council has delegated to the Committee, the manner in which those delegated functions are to be undertaken by the Committee, and an administrative structure and procedures to ensure that Council is able to monitor the conduct and performance of the Committee, particularly with regard to managing potential liabilities that might arise as a result of the activities of the Committee, in a similar manner to that which Council monitors others performing Council's functions under delegation.

3. Objective

- 3.1 The objective of the Committee constituted under this Constitution is to advise Council on:
 - (a) The future development and redevelopment of the public spaces in and near the township of Uralla; and
 - (b) Any other matters deemed relevant by Council.
- 3.2 Pursuant to clause 16 of this Constitution, Council may, by resolution, amend the objective of the Committee at any time.

4. Term

- 4.1 This Constitution operates for a twelve (12) month term, commencing from the date on which Council, by resolution, adopts this Constitution.
- 4.2 Pursuant to clause 16 of this Constitution, Council may, by resolution, terminate or extend the term of the Committee at any time.

5. Membership

- 5.1 The membership of the Committee shall be not less than six (6) and no more than twelve (12) persons appointed by Council in accordance with this Constitution.
- 5.2 A person remains a member until:
- (a) Death; or
 - (b) Upon:
 - (i) Delivering, either verbally or in writing, a resignation to a meeting of the Committee;
 - (ii) Being absent from two (2) consecutive meetings of the Committee without leave of absence from the Committee; or
 - (iii) Receiving written notification from Council that the person's membership of the Committee has been terminated.
- 5.3 Casual vacancies may be filled in accordance with Clause 6.4 of this Constitution.

6. Appointment of Members

- 6.1 Council shall invite nominations for membership of the Committee, giving no less than 21 days of public notice.
- 6.2 All nominations shall be forwarded to Council for consideration by Council at a Council meeting. Council shall either appoint all nominees to the Committee, or, if more than twelve (12) persons have submitted applications, then Council may select a number from those nominated, the method of selection being at Council's sole discretion.
- 6.3 In appointing members to the Committee, Council shall ensure the membership of the Committee reflects, as far as reasonably possible, the diversity of the township of Uralla and its immediate environs.
- 6.4 Should a casual vacancy arise, the Committee Secretary should promptly advise Council. Council will invite nominations from members of the public interested in being a member of the Committee and shall fill the vacancy from the nominations received.

7. Committee Chairperson

- 7.1 The Chairperson of the Committee shall be appointed by Council.

8. Committee Secretary

- 8.1 At the first meeting of the Committee, the Committee shall elect one of its number as Secretary. The method of election shall be decided by the Committee.
- 8.2 The Secretary is responsible for:
- (a) Dealing with all incoming and outgoing correspondence and tabling all correspondence at Committee Meetings for appropriate action;
 - (b) Providing notice and agenda of meetings to Committee Members;

- (c) Accurately recording minutes of each meeting and to promptly forward all minutes to the General Manager and to all members of the Committee; and
- (d) Retaining all documentation of the Committee as required by the Australian Standard on Records Management.

9. Conduct of Meetings

- 9.1 At all meetings of the Committee, the Chairperson shall occupy the Chair and preside. In the absence of the Chairperson, the Committee shall elect one of its number to preside at the Meeting.
- 9.2 A Meeting shall not proceed unless a quorum of at least one (1) more than half the number of members are present.
- 9.3 Meetings of the Committee shall be held as often as the Committee decides, but not less than two (2) per year.
- 9.4 Every Committee meeting is a public meeting and members of the public may attend. As such, it should be held in a public space. Members of the public who attend cannot participate unless invited to do so by the Chair.
- 9.5 A record of minutes in the usual form shall be kept by the Secretary of all Meetings, unless a Council officer is present at the Meeting and it is agreed that the Council officer take the minutes.
- 9.6 If the Chairperson ceases to be a member of the Committee, Council shall appoint a new Chairperson pursuant to Clause 7.1 of this Constitution.
- 9.7 If the Secretary ceases to be a member of the Committee, the remaining members of the Committee shall vote one (1) of their number to fill the vacancy.
- 9.8 The Secretary shall notify Council if any member fails to attend two (2) consecutive meetings of the Committee without leave of absence from the Committee.

10. Duties of the Committee

- 10.1 To undertake functions of Council limited to those conferred by Council resolution, as detailed in clause 3 of this Constitution.
- 10.2 To forward to Council within seven (7) days after a Meeting, a copy of the Minutes taken at that Meeting.

11. Correspondence

- 11.1 Committees are not permitted to forward official correspondence to government officials, representatives, departments or agencies.
- 11.2 All official correspondence must be signed by the General Manager.

12. Media and Publicity

- 12.1 Committee members are not permitted to speak to the media on any Council matters in their capacity as a committee member. All media requests must be referred to the General Manager.
- 12.2 Committee members are not to publicise, promote or advertise the Committee's activities unless authorised by the General Manager to do so.

13. Limitations of Powers

- 13.1 The Committee must not do anything or allow any person acting under its direction to do anything contrary to the interest of Council. For the purposes of this sub-clause, this includes but is not limited to, prohibiting the following:
- (a) Acting contrary to any direction from Council, which includes a direction from the General Manager;
 - (b) Acting contrary to Council's policies;
 - (c) Advising any person that they may have a legal right or action against Council or any Council Official;
 - (d) Making any admission of liability or accepting liability on behalf of Council or the Committee;
 - (e) Acting contrary to Council's Code of Conduct;
 - (f) Acting outside the limits of the Committee's delegation; and
 - (g) Acting or presenting the Committee as independent of Council.

14. Delegated Authority

- 14.1 The Committee does not have any delegated functions pursuant to section 377 of the Act and does not have the power to direct Council Officials.

15. Disclosure of Interest

- 15.1 The Committee is a Committee of Council and, as such, Schedule 1 of Council's Code of Conduct (Disclosures of Interests) applies to all committee members.

16. Amendment of this Constitution

- 16.1 This Constitution may only be altered by resolution of Council.
- 16.2 The Committee may request Council to consider an amendment to this Constitution once the proposed alteration is submitted to a General Meeting of the Committee and the notice conveying such a meeting contains:
- (a) The proposed alteration and the effect thereof; and
 - (b) Such proposed alteration is approved by at least three-fourths of the members present at such a General Meeting.

17. Dispute Resolutions

17.1 Where the Committee is unable to reach a determination on any issue, the Committee must refer that issue to the Chairperson for determination. Where the Committee resolves that it is dissatisfied with the resolution of that dispute by the Chairperson, it may, by notice in writing, request the General Manager review the issue. Should the Committee be dissatisfied with the decision by the General Manager, it may, by notice in writing to the General Manager, request that the matter be referred to Council for determination of the dispute by resolution of Council, whose determination of the dispute shall be final and binding upon the Committee.

18. Notice

18.1 Any notice required to be given by Council under this Constitution may be:

- (a) Sent to the last known address of the member; and
- (b) Deemed to be received on the second business day after posting.



REPORT TO COUNCIL

Department:	Community and Governance
Submitted by:	<i>Coordinator Community Development and Engagement</i>
Reference/Subject:	Report 7 – Community Grants Program - Individuals 2018-19

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.3	A diverse and creative culture
Strategy:	1.3.3	Lobby government, companies and other individuals to secure funding for cultural and creative expression fields
Activity:	1.3.3.1	Enhance opportunities for community cultural and creative expression
Action:	1.3.3.1.2	Provide an annual community grants program

SUMMARY:

This report provides the review and recommendation of the Community Grants Assessment Panel, which has received and assessed one Community Grants Program application in the *Individuals* category.

OFFICER'S RECOMMENDATION:

That Council approve one Community Grant under the "Individuals" category to Mrs Sonia Frost to the value of \$300.

BACKGROUND:

The 2018-19 Community Grants Program has available funding of \$870.

In accordance with the fund's Guidelines, applicants within the "Individuals" category are able to make application to it at any time throughout the year providing their application is received within four (4) weeks prior to the planned activity.

REPORT:

Council has received a Community Grants Program – "Individuals" application from Mrs Sonia Frost of Kingstown.

Mrs Sonia Frost is requesting \$300 to support her attendance at the "World Rimfire & Air Rifle Benchrest Cup" in South Africa.

Mrs Frost has been selected by Target Rifle Australia, who wrote to Mrs Frost saying, "Your selection in the team is testimony to your dedication to the sport and the many sacrifices that any individual must make to achieve sustained performance results that are worthy of competing at the highest level of our sport."

The event will be held from 2 to 18 August 2019. Mrs Frost's application meets the eligibility requirements, which can be found on page 6 of guidelines.

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Table 1 – Received Applications

Applicant/Category	Amount requested	Purpose
Individual		
Mrs Sonia Frost	\$300	Request by Mrs Sonia Frost for \$300 to support her to attend “World Rimfire & Air Rifle Benchrest Cup” in South Africa from 2 to 18 August 2019. http://www.wrabf.com/
Total Requested	\$300	

Table 2 – Officer’s Assessment

Applicant/Category	Assessments
Individual	
Mrs Sonia Frost	Recommended subject to conditions contained in Table 3.

The Officer’s recommendation is set out below:

Table 3 – Successful Applicant and Special Conditions

Applicant/Category	Amount	Special Conditions
Individual		
Mrs Sonia Frost	\$300	The Letter of Offer to Mrs Sonia Frost must state that Community Grants Program - Individual funding is <u>not</u> to be spent on (as noted on page six of the Guidelines): <ul style="list-style-type: none"> • Daily costs such as food, beverages, personal products and accommodation on-costs.
Total approved	\$300	

Once the funding allocation is approved and a resolution is passed by Council approving the grant, a letter of offer will be forwarded to the successful applicant along with conditions and offer acceptance documentation to be signed and returned to Council.

KEY ISSUES:

- Council runs a “non-recurrent” grants category for Individuals of up to \$300 and applications can be submitted any time of year at least four (4) weeks prior to planned activity and will be accepted until funds are expended for this category.
- Available funding for community grants to 30 June 2019 is \$870.
- The Assessment Panel has assessed the application and provided recommendations to grant one individual a total of \$300.

CONCLUSION:

This report contains a recommendation from the Community Grants Program’s Assessment Panel to award one “Individual” community grants to the successful applicant.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

A community grant “Individuals” category application can be submitted “...any time of the year at least four (4) weeks prior to planned activity and will be accepted until funds are expended for this category”. This then accepts that the application can be assessed at any time and is not allied with the two rounds dedicated to “Groups and Organisations” in August and February each financial year.

2. Policy and Regulation

The Community Grants Program Policy can be viewed on Council’s website, refer:

<https://www.uralla.nsw.gov.au/Council/Council-information/Policies-and-Codes>

The Community Grants Program Guidelines can be viewed on Council’s website, refer:

<https://www.uralla.nsw.gov.au/Community/Community-Information/Community-grants>

3. Financial (LTFP)

Should Council endorse the Officer’s recommendation, a balance of \$570 will remain available within the Community Grants Program fund in the 2018-19 financial year.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management,

Nil

7. Performance Measures

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

8. Project Management

Coordinator Community Development and Engagement

Prepared by staff member:	Jane Ogden, Coordinator Community Development & Engagement
TRIM Reference Number:	UINT/19/3265
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager’s Office
Attachments:	Attachment 1 – Individual Application from Mrs Sonia Frost Attachment 2 – Copy of Letter to Athletes selected in Australian Team for 2019 WRABF World Championships



Uralla Shire Community Grants Program

APPLICATION FORM – INDIVIDUALS

General Information

Non-recurrent grants of up to \$300 are available to residents of Uralla Shire to pursue achievements in their chosen area of expertise; this may include, but is not limited to significant sports and recreation, arts and culture and academic endeavours.

Before completing this application, applicants are required to:

- Read the Uralla Shire Community Grants Program Guidelines.
- Be selected to participate in an endeavour that is endorsed and supported by an approved association.
- Meet all relevant grant criteria.
- Be able to attach copies of all mandatory supporting documentation.

Privacy Statement

Council is committed to protecting the privacy of personal information it holds. Any personal information collected is used for the purpose of administering Council's grants programs, including an assessment of whether the applicant is eligible for funding, subsequent evaluation of a funded activity, and the auditing of grant funds (which may be undertaken by or on behalf of Council or any government inspection agency). It may also be used and disclosed as required or permitted by law.

Applicant Details

If person participating in event is under the age of 18 the parent/guardian must be listed as the applicant.

Title: Mrs First name: Sonia Last name: Frost

Has the Participant been a permanent resident of Uralla Shire for over 12 months?

YES NO

Is the Participant over 18 years of age?

YES NO

Name of Participant (if different from above) AS above.

Title: _____ First name: _____ Last name: _____

Event Details

Event name: World Rimfire & Air Rifle Benchrest Cup
in South Africa → Australian team.

Describe the event you have been selected to attend. (Which organisation is running it? Is it a state/national/international event? Where is it being held?)

I have been selected to represent Australia at the
WRASF Benchrest Championships in South Africa
for Rimfire and Air rifle.

This is an international event as our discipline is
not shot at the Olympics this is our highest
achievement

Event start date: 02 AUG 2019 Event end date: 18 AUG 2019.

Website of association: ^{www.}WRASF.com.

Field of endeavour: (sports and recreation, arts and culture, or academic activity)

Sport.

Endeavour/Achievements

Applicants must be part of a recognised association. Please outline the club/group details below.

Name of association: TRA / RBA. (Rimfire Berchest Aust)

Name of contact person: Michael Schneider email - Michael.Schneider2@tafe.qld.edu.au
or email - micksnorret1@gmail.com

Please provide details of achievements in your field of endeavour. Include here any state, national or international endeavours and outcomes achieved. → Most Recent comps.

- ① The main 2 competitions I have competed at were
The Australian RBA Nationals both held in Melbourne. (x 2)
Air Rifle Light class - Placed 9th - Aust Team Selection / Air Rifle Heavy class
- Placed 10th - Aust team selection / Sports Rimfire - Placed 7th - Aust team select / LV Rimfire
- Placed - HV Rimfire - Placed 8th - Aust team Selection.
② SSAA - SPRINGSURE NATIONALS. - light rifle 4th (TOP 10 AUST.)
Financials - 2 Gun rifle 9th (TOP 10 AUST.)

Total estimated cost of participation: \$ 5500 -

Grant \$ requested (Maximum \$300): \$ 300 - incl. GST

Please describe how the grant will contribute towards the event related expenses:

The grant will contribute to my team uniforms,
entry fees in South Africa, shooting expenses at
competition. & Insurances.

Attachments and Support Documents

Please attach the following documents:

- Proof of residency (e.g. rates notice, driver's licence)
- Letter confirming event details and selection of applicant

Submission of Application

Submit Application to:

Community Grants Program
Uralla Shire Council
PO Box 106
Uralla NSW 2358

Email: council@uralla.nsw.gov.au

Declaration

I state that the information provided in this application is true and correct. I also declare that this form has been submitted with the full support of the Participant.

I understand that making any false statements can lead to Council rejecting the application and pursuing other penalties available under law. I understand that this is an application only and may not necessarily result in funding approval.

Signature: _____

Title: Mrs

First name: Sonia

Last name: Frost



TARGET RIFLE AUSTRALIA LIMITED

ABN 29 143 527 851

National Sporting Organisation controlling Smallbore and Air Rifle shooting in Australia
Member Body of Shooting Australia
Member Body of World Rimfire and Air Rifle Benchrest Federation
Patron: Major General J.E. Barry AM MBE RFD ED (Retd)

4 June 2019

Dear Team Member,

Subject: Selection in the Australian Team for WRABF World Championships in South Africa in 2019.

On behalf all members, affiliated clubs and State associations of Target Rifle Australia Ltd., I would like to congratulate you on your selection in the Australian Team to contest the WRABF World Championships in South Africa in 2019.

Your selection in the team is testimony to your dedication to the sport and the many sacrifices that any individual must make to achieve sustained performance results that are worthy of competing at the highest level of our sport.

Following advice from the organisers of the 2019 WRABF Championships in South Africa, Australia will be offered additional places at the tournament. Although the final numbers are yet unknown, Australia may be offered up to 15 competitors per event including 3 juniors.

As a result of this advice, at its first meeting, the RBA Working Group has chosen to alter the team selection process for the event in order to accommodate the additional numbers.

Although this process has still been based on the total scores from the 2017 and 2018 National Championships, each team will be drawn from the top 9 placings in each of the individual events rather than a combination of events as was done in the past. In addition to the nine team members, an additional 6 individuals may be selected if numbers allow.

As an example, the Heavy Air Team will be based on the overall placings for the heavy air events in 2017 and 2018. Similarly, the International Sporter Team will be drawn from the top competitors in that event. For those who compete in more than one event, it is possible they may be offered places in more than one team.

Anyone who qualifies for the team pool has been offered a position immediately following the 2019 Nationals. **You have 14 days (from the 2nd Dec 2018, ie 16th Dec) to advise Target Rifle Australia's RBA Working Group of your intention to participate in South Africa.**



TARGET RIFLE AUSTRALIA LIMITED

ABN 29 143 527 851

Should you choose not to take up the offer the position will be offered to the next highest qualified athlete.

It is expected that the final makeup of the team will be completed by the end of December which will allow for travel arrangements to be started as soon as possible for the August event.

TRA Ltd will provide funding to a level of \$AUS6000.00 to assist the Team; the Team manager will be responsible for the allocation; albeit it will most likely go towards entry fees.

If you have any questions, or need any other information in relation to this matter, please contact me.

Yours Faithfully,

A handwritten signature in black ink, appearing to read "Richard Toye", is written over a thin horizontal line.

Richard Toye
Executive Officer
Target Rifle Australia



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Coordinator Community Development & Engagement</i>
Reference/Subject:	Report 8 – 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	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 May 2019.

OFFICER'S RECOMMENDATION:

That the report be received and noted.

BACKGROUND:

Not applicable.

REPORT:

Activities held at the Library during May include:

- Artist of the Month for May – Mother and Daughter duo, Sue and Candice Douds, launched their exhibit with 16 people attending
- Uralla Hospital Auxiliary utilised the community display cabinet located in the library entry to promote their organisation and recruit for new members
- The newly formed Quilters Group are meeting in the Library every Monday at 2pm
- 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 and Colouring Group.

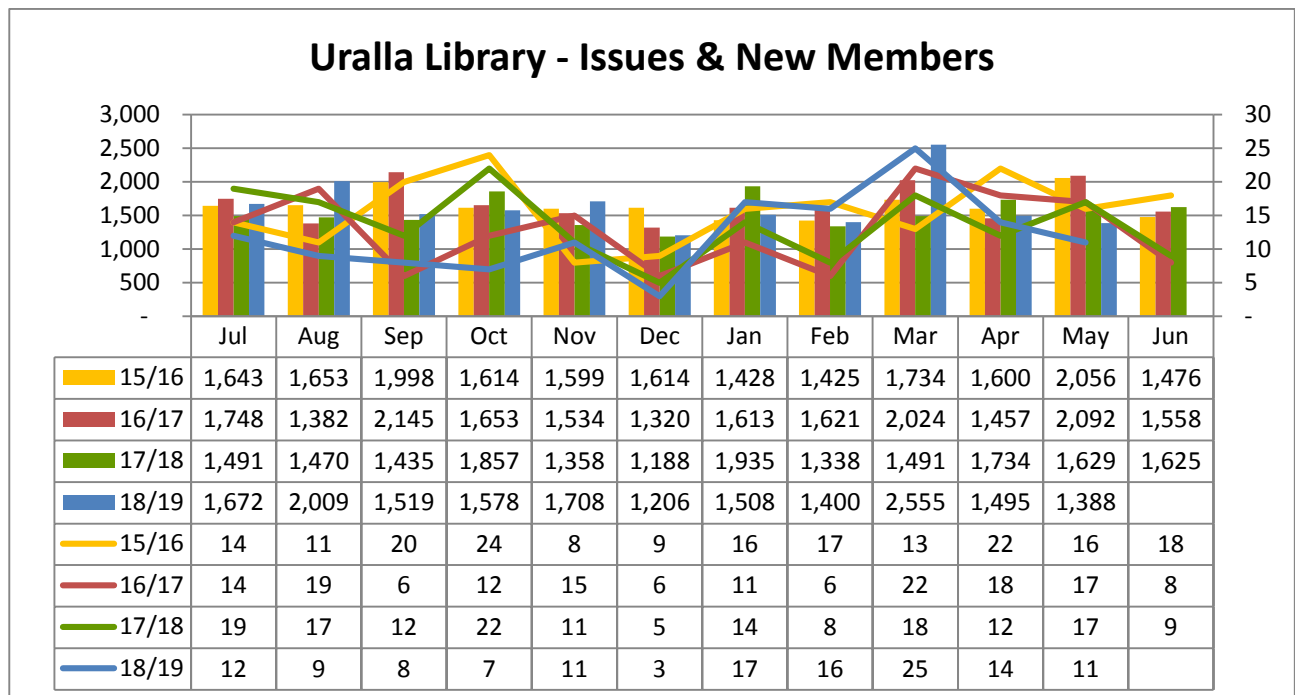
Cr Isabel Strutt and the Librarian, Luise Scherer attended the 1 May, Central Northern Regional Library Committee meeting in Tamworth and the 30 May, North East NSW Public Library Full Zone AGM and Ordinary Meeting in Armidale.

Uralla Shire Council
Council Business Paper – 25 June 2019

Through the *Drought Communities Assistance Program*, the Uralla library has replaced the 15 year old foyer furniture with six new club chairs, a 2-seater couch and a large ottoman. A new screen and data projector have also been put up in the foyer ready for presentations or the screening of movies.

Figures to-date for 2018-19 Financial Year

Month	Loans	New Members
July	1,672	12
August	2,009	9
September	1,519	8
October	1,578	7
November	1,708	11
December	1,206	3
January	1,508	17
February	1,400	16
March	2,555	25
April	1,495	14
May	1,388	11
Total	18,038	133



KEY ISSUES:

Nil

Prepared by staff member:	Coordinator Community Development & Engagement
TRIM Reference Number:	UINT/19/3375
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager
Attachments:	Nil



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	Tourism Promotions and Operations Officer
Reference/Subject:	Report 9 – 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 May 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 from January 2011.

REPORT:

During May we received 829 visitors: a decrease of 17.92% on the April figure of 1,010 and decrease of 8.90% on the May 2018 figure of 902 visitors. The eight-year average for May is 905 visitors.

The majority of travellers who came through the Visitor Information Centre (VIC) came from New South Wales (64.17%), then Queensland (19.30%) and Victoria (5.25%). There were 33 international visitors, principally from Germany and the UK (17 % each), New Zealand (13 %), then Canada, Denmark, France, Korea and Switzerland (9 % each), then South Africa and Sweden (4 % each).

Sales for May 2019 totalled \$2,366 (ex GST) - a 35.03% increase on the April figure of \$1,730 and a 27.72% increase on the May 2018 figure of \$1,829.

The Aniwan artefact collection for the Aniwan Aboriginal Cultural Display, funded by a grant from the Regional Cultural Fund, is progressing well. We now have more than 50 items available to display.

Uralla Shire Council
Council Business Paper – 25 June 2019

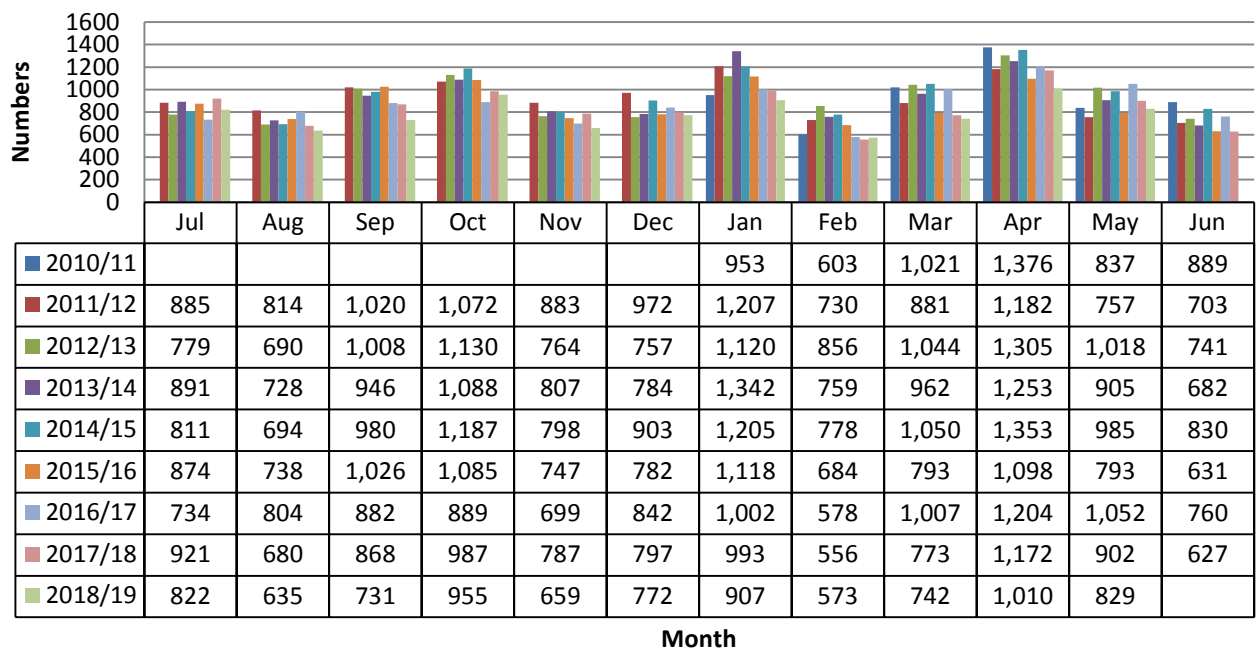
Sales to-date for 2018-19

Month	Total (ex. GST)
July	\$2,182
August	\$1,477
September	\$1,738
October	\$2,619
November	\$1,621
December	\$2,324
January	\$2,417
February	\$884
March	\$1,750
April	\$1,730
May	\$2,366
Total (\$)	\$21,108

Annual May Sales

Year	Total (ex GST)
2014/15	\$1,600
2015/16	\$1,860
2016/17	\$1,451
2017/18	\$1,829
2018/19	\$2,366

Uralla Visitor Information Centre Visitor Numbers



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:	Clare Campbell, Tourism Promotions and Operations Officer
TRIM Reference Number:	UINT/19/3244
Approved/Reviewed by Manager:	Terry Seymour, Director Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	Nil



REPORT TO COUNCIL

Department:	General Manager's Office
Submitted by:	<i>Senior Executive Officer</i>
Reference/Subject:	Report 10 – Schedule of Actions as at 25 June 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 25 June 2019.

OFFICER'S RECOMMENDATION:

That Council receive and note the Schedule of Actions as at 25 June 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 25 June 2019 shows a total of 44 resolutions with actions which are either currently pending or completed. Actions which were completed as at the date of Council's last ordinary meeting, 28 May 2019, have been removed from the document.

Prepared by staff member:	Gabrielle Stratton, Senior Executive Officer
TRIM Reference Number:	UINT/19/3358
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	A. Schedule of Actions as at 25 June 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	Nov 2019	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 20	1. Noted. August 2018 – Further delays as OLG has requested extension of Lands Department approval for Lot 110 and updated confirmation of status of land claims. 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
25 July 2016	19.07/16	2.18.06.11 Road Closure Request – Lot 32 DP 813093	That Council: 2. Subject to the necessary statutory requirements Lot 32 DP 813093 be sold to A & L McLean upon completion of the road closure on the basis that the purchase price is based on the value of the land plus the full cost of the road closure application; and 3. Delegation be given to the General Manager to: a. Complete the road closure, and b. Undertake any necessary negotiations to complete the sale. 4. Approve the fixing of the Council Seal to all necessary documents.	DID	Feb 17	2. Noted 3. Completed 4. Completed Sale completed.	C C C
28 Feb 2017	23.02/17	Dept: I&R Submitted by: Director I & R Reference/Subject: Report 13 - Uralla Local Traffic Committee	That: 1. The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council. 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. 3. Council drafts a Road Closure policy for review by the LTC. 4. That Council undertake further investigation regarding sight distances and other factors affecting traffic at the Bargibal access from Thunderbolts Way for submission to the next Local Traffic Committee Meeting.	DID DID		1. Noted 2. Completed 3. Under preparation. Draft to be circulated to LTC. 4. Completed	C C B C
28 Feb 2017	26.02/17	Dept: I&R Submitted by: DIR I&R Reference/Subject: Report 16 - Rowan Avenue, Stormwater Drainage	That: 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. 2. A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue. 3. The residents of 21 and 23 Rowan Avenue be advised of councils resolution.	DID DID DID	May 2019 April 18 Dec 17	1. Budgeted for construction in 17/18. Rescheduled to be completed by September 2019. Design commenced. 2. Installed during December 2017. 3. Completed	B C C
25 July 2017	22.07/17	Dept: I&R: Submitted by: Dir I&R Reference/Subject: Report 11 - Uralla Sporting Complex	That Council; (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access, (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and (c) develop a plan of management for the sharing of the facilities among the user groups, (d) staff investigate relocation and redevelopment of the playground area.	DID		a) Completed b) No residual funding available. SCCF Round 2 funding has provision for seating. c) Under preparation. d) Playground completed – turf to be placed in the spring. Funded	C C B 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
22 August 2017	20.08/17	<p>Dept: I&R Submitted by: DIR I&R Reference: Report 13 – Development Application 25/2017 M Smith & L Ducat</p>	<p>That Council;</p> <p>a) Support the Clause 4.6 Development Application 25/2017 being for a variation of minimum lot size on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 under the ownership of PJ & CM Ducat subject to conditions.</p> <p>b) Request concurrence from the Director General of the NSW Office of Planning & Environment.</p> <p>c) Upon receipt of concurrence from the Director General of the NSW Office of Planning & Environment, delegate the General Manager to approve Development Application 25/2017 submitted by M Smith and L Ducat for a staged development being:</p> <ul style="list-style-type: none"> • Stage 1 - Subdivision of two lots being Lots 3 and 4 with building envelopes, and the construction of a dwelling in the E4 zoned land • Stage 2 - Subdivision of two lots being Lot 1 and 2 along the zone boundary with a building envelope on Lot 2 on land known as 4 Rocklea Road, Invergowrie, being Lot 13 DP 875212 subject to the following conditions <p>d) Amend Uralla Local Environmental Plan 2012 to:</p> <ul style="list-style-type: none"> • Alter the zone boundary on Lot 13 DP 875212 between the E4 and R5 zone to be 50 metres from the edge of the working face of the quarry, and Amend Clause 4.1A by modifying the wording to reflect the current model clause and one that would better suit the subdivision of split zoned land circumstance and be clearer in its intent. 	MDP MDP MDP MDP	Sept 2017 Sept 2017	<p>under SCCF Round 1.</p> <p>a) Noted</p> <p>b) Requested from DG</p> <p>c) Pending – developer advised of proposed modification</p> <p>d) Stage 1 determination issued. Completed.</p>	C C B C
28 Nov 2017	13.11/17		<p>That;</p> <p>That Council review its development control plans to consider setbacks and other issues for RU2 & RU1 zoning.</p>	MDP	March 2019	<p>September 2018: DCP to be presented to future workshop. December 2018 – proposed amendments presented to workshop</p>	B
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 	RMSO		<p>Noted</p>	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
			<ul style="list-style-type: none"> • 9am Tuesday, 27 November 2018 - Presentation 2017/18 Audited Financial Statements, prior to Ordinary Council Meeting held at 12:30pm) b) Note the resignation of independent external Committee member Mr Sean Johnston and thank him for his contribution. 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. 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>Report No. 6.4 Procurement Policy Final Draft Committee Recommendation 6.4.1: That:</p> <ul style="list-style-type: none"> 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 b) the Chief Financial Officer make minor amendments as might be identified in the review process to improve functionality, and c) report the draft Procurement Policy to Council recommending public exhibition for 28 days prior to adoption. <p>3. Council:</p> <ul style="list-style-type: none"> 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. 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. 	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/DCG	5/1/18	b) Prepare Council paper to put policy on public exhibition for 28 days. c) Awaiting draft policy review to include tendering provisions and provisions regarding procurement for TCS as discussed with external auditor	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
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	<ol style="list-style-type: none"> 1. That Council note the minutes of the Audit, Risk and Improvement Committee Meeting held on 10 April 2018, Attachment A. 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> 3. Report No. 3 Policy Risk Management 2018. Committee Recommendation 3.1: <i>That Council:</i> 	RMSO	27.04.18	Noted	C
				RMSO	27.04.18	Noted	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
			a. place the draft Policy: Risk Management 2018, as amended by the Committee, on public exhibition for a period of 28 days [Attachment C].	CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
			b. adopt the draft Policy: Risk Management 2018 to replace the Risk Management Policy adopted in 2014, subject to no public submissions being received.	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. Charter: Internal Audit 2018, as modified by the Committee [Attachment D].	RMSO		Noted	C
			b. 2018 Internal Audit Program, as modified by the Committee [Attachment E].	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:				
			a. <i>That Council:</i>				
			i. place the draft Policy: Fraud and Corruption Prevention 2018 on public exhibition for a period of 28 days [Attachment G].	CGR		Placed on Exhibition from 27 April to 25 May 2018.	C
			ii. adopt the Policy: Fraud and Corruption Prevention Policy 2018, subject to no public submissions being received.	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>				
			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].	DID		Noted	C
			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.	DID		Pending.	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 April 2018	50.04/18	Dept: I&R Submitted by: DID Ref/Subject: Late Report 2 – Industrial Land Subdivision	That Council resolve to: <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 DID DID	Ongoing	Noted Survey and design consultant commissioned. DA considered at the Feb 2019 Council meeting. Draft detailed design under review. Signage installed. Valuation received. Probity advice received and probity plan developed. DA Consent concluded.	C B 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.	That; Council consider the proposal detailed in the petition in the preparation of the Uralla Open Spaces Strategy.	MDP		Pending	B
25 Sept 2018	22.09/18	Dept: DID Submitted by: MDP Ref/Subject: Report 10 – DIVISION DECISION - Planning Proposal, Amendment to the Uralla Local Environment Plan 2012 (ULEP 2012) by the inclusion of site specific enabling clause under Schedule 1 'Additional permitted uses' of the ULEP 2012	That; Council endorse Planning Proposal – Amendment to Schedule 1 of the Uralla LEP 2012, prepared by Bath Stewart Associates Pty Ltd for Kanha Pty Ltd and submit the document to the Department of Planning and Environment for a Gateway Determination.	MDP		Referred to Department of Planning & Environment November 2018 – Gateway Determination received and public exhibition commenced. December 2018 – Public exhibition completed: no submissions received. February 2019 – Request for DPE Tamworth to provide mapping services lodged. May 2019 – final mapping approved for gazettal.	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
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	That Council resolve to: <ol style="list-style-type: none"> 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. 3. Engage with Uralla Arts in relation to their proposal to design a makeover for The Glen recreation area information shelter. 4. 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. 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. 	MDP		<ol style="list-style-type: none"> 1. Noted 2. Noted 3. Engagement commenced 4. Pending 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>B</p> <p>B</p> <p>B</p> <p>B</p> <p>C</p> <p>C</p> <p>C</p>
30 Oct 2018	33.10/18	Dept: Infrastructure and Regulation Submitted by: DID Ref/Subject: Late Report 1 – Drought Communities Program - Extension	That Council; <ol style="list-style-type: none"> 1. Participate in the Drought Communities Program with the following list of projects in priority order, noting that the funding is unlikely to extend to all projects: <ol style="list-style-type: none"> a. Uralla Memorial Hall – upgrades/repairs b. Grace Munro Centre, Bundarra – upgrades/repairs c. The Showgrounds Lands Management Committee projects d. Bundarra Hall – upgrades/repairs e. Kentucky Hall – upgrades/repairs f. Composite project including eg Bird Hide repairs at Dangars Lagoon, shed and concrete pad for Friends of McMaugh Gardens, repainting of the logo frames on the 4 Uralla town entrances. g. Control of roadside weeds and vermin h. Uralla Preschool – upgrades/repairs i. Series of community events 	DID		<ol style="list-style-type: none"> 1. Applications submitted and approved. 	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
			2. Authorise a committee comprising of the Mayor, the Deputy Mayor and the General Manager to determine the amount of funding to be attributed to each project. 3. Secure the necessary human resources to: <ul style="list-style-type: none"> a. Scope the necessary works and pricing to support the funding application(s); b. Prepare the funding application(s); c. If successful, procure and coordinate the contractors and materials necessary to deliver the works; and d. Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed. 4. Wherever possible utilise resources, businesses and suppliers from within the Uralla Shire Council area for works and/or activities delivered in accordance with the program.			2. Noted 3. a) Scoping completed b) funding application submitted and approved c) noted d) noted 4. Noted	C C C C
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	That Council; <ul 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		1. Pending 2. Refer April Heritage Officer's report 3. Refer April Heritage Officer's report 4. Pending 5. Pending 6. Pending 7. Completed	A B C A A A C
28 Nov 2018	29.11/18	Dept: I & R Submitted by: DID Ref/Subject: Report 15 - Heritage Advisory Services Summary Nov 2018	That; <ul style="list-style-type: none"> 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	C 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 Nov 2018	31.11/18	Submitted by: Cr I Strutt Ref/Subject: Notice of Motion 1 - Impact of Cost Shifting on Local Government in NSW	That Council; a) Note the latest LGNSW report on the Impact of Cost Shifting on Local Government in New South Wales; b) strongly supports the actions of LGNSW in calling on the New South Wales and Federal Governments to end cost shifting and to make a commitment to make no new, increased or transferred responsibilities to local government without a corresponding source of revenue sufficient for the responsibility; c) write to State Member the Hon. Adam Marshall MP and Federal Member Hon. Barnaby Joyce MHR confirming the detrimental effect of cost-shifting for Local Government and stating Council’s strong support for the actions of LGNSW to achieve an end to cost shifting; d) refer this matter to the New England Joint Organisation and the Country Mayors Association seeking support from these organisation for LGNSW actions to bring an end to cost shifting.	GM	Dec 2018	a) Noted b) Noted c) Complete d) Pending	C C C B
18 Dec 2018	25.12/18	Dept: Infrastructure & Regulation Submitted by: DID Ref/Subject: Report 13 - Industrial Land Sub-division – Probity Advice Sale of Lands	That Council: a) Receive and note the probity advisor’s recommendations; b) Prepare a probity plan to detail the procedures going forward to manage the sales of lots within the subdivision.	DID		a) Completed b) Probity plan prepared. Under review	C B
18 Dec 2018	31.12/18	Dept: Infrastructure and Regulation Submitted by: MWWSS Ref/Subject: Report 15 - Waste Management Services Options Evaluation	That Council; 1. Engage the necessary consultancy services to undertake an assessment of the long term waste management options available to Council; 2. Approve a budget variance of up to \$40,000 from the Waste Management Budget for the consultancy; 3. Instruct the Budget Review and Finance Committee to receive a draft scope of works for approval prior to engaging the consultant.	MWWSS CFO	4 Feb 2019	1. Second round of submissions received and under review. 2. Noted and included in QBR3 3. Completed at the Feb BRFC meeting.	B C 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
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	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: I. Items: 1, 3, 4, and 14 be implemented or researched further then, where viable, implemented by staff as quickly as possible. 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. 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.	GM		I. <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 community care costs and recovery: will refer to these for outcomes. <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	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
			IV. Items directly relating to Bundarra, specifically Item 6, be referred to the Bundarra School of Arts Hall Committee.			<p>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>: Full cost recovery for non-statutory fees and charges to be addressed in 2019/20 budget. <u>Item 5</u>: Pending further research <u>Item 6</u>: Pending further research and consultation with the Bundarra s355 School of Arts Hall Committee. <u>Item 9</u>: Pending further research <u>Item 11</u>: Further research being undertaken <u>Item 13</u>: Further research being undertaken <u>Item 16</u>: Pending further research <u>Item 18</u>: Landfill opening days to be addressed in waste management consultancy (see item 7 below)</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 <u>Item 8</u>: Pending further research <u>Item 10</u>: Pending further research <u>Item 12</u>: An option to implement business paper efficiencies was put to council workshop as additional budget item. <u>Item 15</u>: Pending <u>Item 17</u>: See item 7 above</p> <p>IV. Noted</p>	

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
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.	CGR	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	43.02/19	Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Report 20 -Planning Proposal 8 - Amendment Land Classification	That Council: 1. Resolve to note and receive the Public Hearing Report and Recommendation prepared by Barnson (Ref: 30501-PR01_B) dated 10 January 2019, and 2. Resolve to continue to progress Planning Proposal 8 – Amendment of Land Classification to reclassify the Uralla Caravan Park (Lot 30 DP793510) and the proposed Industrial Estate (Lot 14 DP787477) from community land to operational land with the Department of Planning and Environment.	MDP		1. Noted 2. A draft of Uralla Local Environmental Plan 2012 (Amendment No 8) for the land reclassification of the Uralla Shire Caravan Park and industrial estate has been returned for inclusion in the LEP. Opinion issued. DPE progressing gazettal.	C B
26 Feb 2019	44.02/19	Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Report 21 - Drought Communities Assistance Program	That Council: 1. Submit a grant application (being the second under this program) based on the quoted works for: the Showgrounds Projects, Bundarra School of Arts Hall; Dangars Lagoon bird hide; Arding Hall; Kentucky Memorial Hall; the Uralla Preschool building, and Uralla Memorial Hall. 2. Seek additional quotations from contractors and tradespeople, inside and outside the Uralla Shire for works to: the Uralla Memorial Hall; the Uralla Shire Council owned preschool building; the Uralla Court House; the McMaugh Garden’s garden shed; and the Council Chambers/Administration Building, subject to available funding. 3. Seek quotations for potential rectification work to the Grace Munro buildings where such would not otherwise be funded by the recently awarded ACRRRI grant for that facility. 4. Submit a grant application (being the third under this program) for works identified in accordance with 2 and 3, above, and to exhaust the remainder of the ‘up to’ \$1 million grant available to Council.	DID		1. Completed 2. Additional quotes requested 3. Works commissioned 4. Completed as part of 1	C C C 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
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: <ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 1. Completed 2. Pending 	C B
26 Feb 2019	54.02/19	Submitted by: Cr Tara Toomey Ref/Subject: Uralla VIC	That Council: <ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 1. Consultant engaged. Works progressing. 2. Noted 	B C
26 March 2019	12.03/19	Dept: Infrastructure and Development Submitted by: MDP Ref/Subject: Report 14 – DIVISION DECISION – Development Application 11/2019 – Wind turbine and tank stand – 24 McDonalds Lane, Rocky River	That Council <ol style="list-style-type: none"> 1. Approve the tank stand component of the Development Application 11/2019 at 24 McDonalds Lane Rocky River; and 2. Lay the wind turbine in Development Application 11/2019 on the table pending further investigation relating to General Conditions 12 and 13 in the Officer's Recommendation. 	MPD	May 2019	<ol style="list-style-type: none"> 1. Noted 2. Report to May meeting. 3. Consent issued. 	C C C
26 March 2019	21.03/19	Dept: Community and Governance Submitted by: CCDE Ref/Subject: Report 5 – 2019 Bush Bursary/ CWA'sScholarship Program	That <ol style="list-style-type: none"> 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	May 2019	a) Have liaised with Uralla Clinic – 32 Bridge Street and they have agreed to have a medical student, preferably in January 2020. They are yet to confirm in writing.	B
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	June 2019	In progress.	B

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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 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.	SEO	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	14.04/19	Dept: Community and Governance Submitted by: CGR Ref/Subject: Report 6 – Draft Councillor Induction and Professional Development Policy 2019	That Council; 1. Exhibit the Draft Councillor Induction and Professional Development Policy 2019 at Attachment A for 28 days; and 2. Adopt the Draft Councillor Induction and Professional Development Policy 2019 at Attachment A subject to no submissions received during the exhibition period.	CGR	April 2019	1. Policy on exhibition until 24 May 2019 2. Policy adopted as no submissions were received	C C
23 Apr 2019	15.04/19	Dept: Community and Governance Submitted by: CGR Ref/Subject: Report 7 – Draft Work Health and Safety Policy 2019	That Council; 1. Exhibit the "Draft Work Health and Safety Policy 2019" at Attachment A for a period of 28 days; and 2. Adopt the Draft Work Health and Safety Policy 2019 at Attachment A subject to no public submissions being received during the public exhibition period.	CGR	April 2019	1. Policy on exhibition until 24 May 2019 2. Policy adopted as no submissions were received	C C
23 Apr 2019	16.04/19	Dept: Community and Governance Submitted by: CGR Ref/Subject: Report 8 – Draft Investment Policy 2019	That Council; a. Remove the word 'and' on page 4 before the heading "Ethics and Conflicts of Interest"; b. Exhibit the Draft Investment Policy 2019 at Attachment A for 28 days; and c. Adopt the Draft Investment Policy 2019 at Attachment A subject to no submissions being received during the exhibition period.	CGR	April 2019	a. Complete b. Complete c. Policy adopted as no submissions were received	C C C
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.tcnsw.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		In progress	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
14 May 2019	X04.05/19	Dept: General Manager's Office Submitted by: CFO Ref/Subject: Report 1 – Public Exhibition of draft Delivery Program 2017-21 and Operational Plan 2019-20	That Council: <ol style="list-style-type: none"> 1. Adopt the Draft Delivery Program 2017-21; 2. Adopt the Draft Operational Plan 2019-20; 3. Publicly exhibit the combined Draft Delivery Program 2017-21 and Draft Operational Plan 2019-20, including the Statement of Revenue Policy, contained at Attachment A, on public exhibition for a period of 28 days from 15 May 2019 and indicating that submissions may be made to the council at any time during the period that the draft operational plan is to be on public exhibition; 4. Adopt an interest rate equivalent to the maximum allowable percentage determined by the Office of Local Government for the 2019-20 financial year to be charged on arrears of rates and charges; 5. Amend the Fees and Charges for entrance to the Uralla Pool to be \$3.50 for adults and \$2.00 for children and that adjustments be made to the book fees; 6. That the Hairdresser/Beauty Salon/Skin Penetration inspection fee be \$130.00; and 7. That the Building Inspection fee and the Dwelling Relocation inspection fee be further examined for consideration following public exhibition. 	GM/CFO	May 2019	<ol style="list-style-type: none"> 1. Noted 2. Noted 3. On exhibition to 13 June 2019 4. Noted 5. Noted 6. Noted 7. Noted 	C
28 May 2019	15.05/19	Dept: Finance Submitted by: CFO Ref/Subject: Report 3 – Remuneration for Councillors and the Mayor 2019-20	That; <ol style="list-style-type: none"> 1. The report and determination of the New South Wales Remuneration Tribunal 2019 be noted; 2. Council determine to adopt the percentage increase of 2.5% as determined by the Tribunal and therefore set the level of fees payable to Councillors at \$11,400 per annum effective from 1 July 2019 to 30 June 2020; and 3. Council determine to adopt the percentage increase of 2.5% as determined by the Tribunal and set the additional fee payable to the Mayor at \$20,544 per annum effective from 1 July 2019 to 30 June 2020. 	CFO		<ol style="list-style-type: none"> 1. Noted; 2. Advised Finance Support Officer of new fees payable and updated 2019-20 budget; 3. Advised Finance Support Officer of new fee payable and updated 2019-20 budget. 	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
28 May 2019	18.05/19	Dept: Corporate Services Submitted by: CGR Ref/Subject: Report 4 – Draft Complaints Management Policy 2019	That Council; 1. Approve the “Draft Complaints Management Policy 2019” at Attachment A for public exhibition for 28 days; 2. Subject to no submissions received during public exhibition, adopt the “Draft Complaints Management Policy 2019” at Attachment A; 3. Receive a report about the capability of and capacity for existing council resources to provide the following information: a) The number of complaints received; b) The outcomes of complaints including complaints received at the front line; c) Issues arising from complaints; d) Systematic issues identified; and e) The number of requests received for internal and/or external review of our complaints handling. 4. The report is to identify the likely costs and timeframes (for both system augmentation and on-going administration) required to enable a, b, c, d and e (of item 1 above) to be provided to Council at 6 monthly intervals. 5. That the July Ordinary Meeting of Council receive the report.	CGR		1. On public exhibition to 28 June 2019 2. Pending public exhibition	B A
28 May 2019	19.05/19	Dept: Corporate Services Submitted by: CCDE Ref/Subject: Report 5 – Community Grants - Individuals 2018-19	That Council approve two Community Grants under the “Individuals” category to Mr Finn O’Keefe to the value of \$300 and to Mrs Kelly Wisemantel on behalf of her daughter, Ms Hayley Wisemantel to the value of \$300.	CCDE		1. Letters of Offer sent 3 June 2019 and waiting on signed acceptance of offers.	B
28 May 2019	27.05/19	Dept: Infrastructure & Development Submitted by: EMC Ref/Subject: Report 11 – Proposed Resignation of Management from Selected Council Managed Crown Reserves	That Council; 1. Place the proposal on public exhibition for a period of 28 days, and 2. In the event of no objections being received, make a written application to the Minister for Department of Industry - Crown Lands confirming Council’s resignation request as Crown land manager of the following Crown land reserves; • Lot 322 DP 755811 Saumarez Ponds - (Barry Munday) Recreation Reserve; • Lot 153 DP 755838 Kentucky South Reserve; • Lot 153 DP 755838 Kentucky South Reserve; • Lot 7010 DP 93183 Bundarra CBD Reserve; • Lot 7002 DP 1072010 Rocky River Recreation Reserve, and • Lot 7302 DP 1155531 Saumarez Reserve.	EMC		1. On public exhibition to 28 June 2019 2. Pending public exhibition	B A
28 May 2019	28.05/19	Dept: Infrastructure & Development Submitted by: DID Ref/Subject: Report 12 – Service NSW Easy to do Business Program	That Council; 1. Delegate authority to the General Manager to enter into an agreement with Service NSW to deliver the Easy to do Business program to Uralla Shire; and 2. Any necessary, associated documents be authorised for execution under the Common Seal of Council.	DID		1. Agreement pending 2. Noted	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 May 2019	30.05/19	<p>Dept: General Manager's Office Submitted by: GM Ref/Subject: Confidential Report 1 – General Manager Mid Term Performance Review 1/07/2018 to 31/12/2018</p>	<p>That Council;</p> <ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 1. Noted 2. Pending 	A

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
• MIW	Manager Infrastructure and Works	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 of Infrastructure & Development
Reference/Subject::	Report 11 – Development Approvals and Refusals for May 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 May 2019 for the entire local government area. A listing of development applications outstanding with a status as at the end of May 2019 has also been provided.

For information purposes a summary of the development values is provided from January 2009 until the end of May 2019. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2008 until the end of May 2019 is provided.

OFFICER'S RECOMMENDATION:

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

Uralla Shire Council
Council Business Paper – 25 June 2019

REPORT:

Development Applications

Approved:

Development Application Number	Applicant	Property	Development
DA-2-2018	Mrs L Yates	53 Park Street, Uralla	Subdivision of 1 Urban Lot into 3 Urban Lots
DA-70-2018	Mr V Scollen	18 Uralla Street North, Uralla	Shed
DA-27-2019	Pursehouse Rural Pty Ltd	176 Bridge Street, Uralla	Free Standing Sign
DA-29-2019	Uniplan Group Armidale	21 Budumba Road, Invergowrie	Installation of Manufactured Dwelling
DA-31-2019	Mr P Jacobs	54 Hill Street, Uralla	Rear Verandah
DA-32-2019	Uralla Showground Land Manager	8A King Street, Uralla	Stables, Carport for Storage with Water Tank, and Two Grandstand Slabs
DA-34-2019	Mr C Post	158 Gostwyck Road, Uralla	Dwelling
Monthly Estimated Value of Approvals: \$649,247.00			

Cancelled: Nil

Withdrawn: Nil

Refused: Nil

Comparison to May 2018:

May 2018:	\$581,530.00	May 2019:	\$649,247.00
Year to date: (Calendar Year)	\$1,643,643.00	Year to date: (Calendar Year)	\$2,889,508.00

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-26-2018-2	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-37-2018	Mr G & Mrs S Selby	116 Marble Hill Road, Saumarez Ponds	Dual Occupancy – Conversion of Shed to Dwelling	Awaiting Applicant
DA-40-2018	Mr L & Mrs C Secombe	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-67-2018	Mr T & Mrs R Butcher	113 Ferris Lane, Saumarez Ponds	Conversion of Shed to Secondary Dwelling	Awaiting Applicant
DA-18-2019	Mr J Goode	13 Salisbury Street, Uralla	3 Lot Subdivision	Awaiting Applicant

Uralla Shire Council
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Development Applications Outstanding (continued)

Application Number	Applicant	Property	Development	Status
DA-25-2019	Mr P & Mrs K Power	5 Depot Road, Uralla	Dwelling Additions & Alterations: Font Entrance, Verandah Enclosure, Carport Enclosure & Covered Entertainment Area	Under Assessment
DA-26-2019	Ponz Armidale Pty Ltd	29A Queen Street, Uralla	Shed	Awaiting Applicant
DA-28-2019	Mr P & Mrs R Davis	10 Gostwyck Street, Uralla	Carport	Under Assessment
DA-30-2019	Mr A & Mrs J Kaberry	10 Fitzroy Street, Uralla	Shed	Under Assessment
DA-33-2019	Mr S Caldwell & Ms T Lucas	315 Kentucky Road, Kentucky	Dwelling Additions	Under Assessment
DA-35-2019	Mr T & Mrs J Bower	Lot 5 Somerset Close, Uralla	Dwelling	Under Assessment
DA-36-2019	PONZ Armidale Pty Ltd	18 McGregor Street, Uralla	Carport	Under Notification
DA-37-2019	PONZ Armidale Pty Ltd	25 McCrossin Street, Uralla	Storage Shed	Under Assessment
DA-38-2019	Mr P Low	10 East Street, Uralla	Dwelling Additions	Under Assessment
DA-39-2019	Rosbuild Contractors	62 Lentara Road, Invergowrie	Shed	Under Assessment
				Total: 17

Construction Certificates

Approved:

Application Number	Applicant	Property	Construction
CC-10-2019	Mr A Finlayson & Ms R Passey	79 Barleyfields Road, Uralla	Workshop, Carport & Verandahs
CC-32-2019	Uralla Showground Land Manager	8A King Street, Uralla	Carport for storage with Water Tank

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-12-2019	Mr A & Mrs D Simmon	188 Kareela Road, Invergowrie	Dwelling & Completion of Existing Studio
CC-20-2019	Ms J Harman	83 Sawpit Gully Road, Rocky River	Dwelling Additions – Bedroom Extension & South Deck Addition
CC-21-2019	McDougall Family Superannuation Fund	8 McCrossin Street, Uralla	Shed

Total Monthly Estimated Value of Construction Certificate Approvals: \$498,430.00

Uralla Shire Council
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Complying Development Certificate Applications

Approved: Nil

Refused: Nil

Withdrawn: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CDC-4-2019	Mr G & Mrs L Dowdell	12 Roman Street, Uralla	Dwelling & Shed
CDC-6-2019	Mr G Hinds	70 Invergowrie Road, Invergowrie	Studio

Total Monthly Estimated Value of Complying Development Certificate Approvals: \$396,000.00

Comparison to May 2018:

May 2018:	\$480,000.00	May 2019:	\$396,000.00
Year to date: (Calendar Year)	\$959,790.00	Year to date: (Calendar Year)	\$1,071,500.00

Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2009	9,290,046	72,578	5,749,162	3,540,884
2010	10,586,972	80,817	5,958,887	4,628,085
2011	6,584,483	51,846	3,449,607	3,134,876
2012	11,390,780	104,503	6,158,718	5,232,062
2013	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	3,961,008	99,025	2,889,508	1,071,500

2019 to date

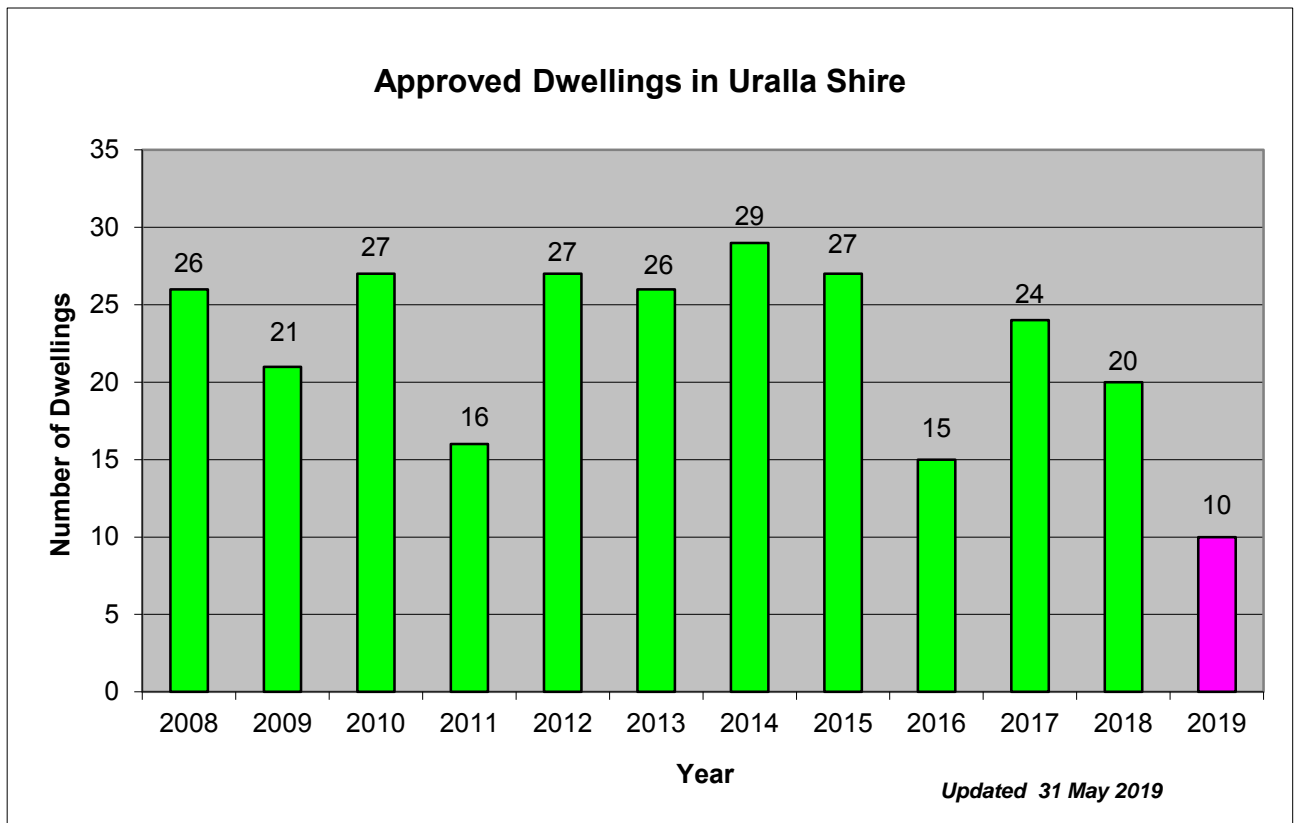
Uralla Shire Council
Council Business Paper – 25 June 2019

Financial Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	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	7,155,617	89,445	3,950,663	3,204,954

2018-2019 to date

Approved Dwellings 2007-2019



KEY ISSUES:

- *Development Applications approved by Council for May 2019 – 8*
- *Development Applications refused by Council for May 2019 – 0*
- *Development Applications cancelled by Council for May 2019 – 0*
- *Development Applications withdrawn by Applicant for May 2019 – 0*
- *Outstanding Development Applications as at 31 May 2019 – 17*
- *Construction Certificates approved by Council for May 2019 – 2*
- *Construction Certificates refused by Council for May 2019 – 0*
- *Construction Certificates issued by private certification for May 2019 – 3*
- *Complying Development Applications approved by Council for May 2019 – 0*
- *Complying Development Applications refused by Council for May 2019 – 0*
- *Complying Development Applications withdrawn by Applicant for May 2019 – 0*
- *Complying Development Applications issued by private certification – 2*
- *Total Development Value for 2019 as at 31 May 2019 – \$3,961,008*
- *Average Development Value for 2019 as at 31 May 2019 – \$99,025*
- *Development Application Value for 2019 as at 31 May 2019 – \$2,889,508*
- *Complying Development Application Value for 2019 as at 31 May 2019 – \$1,071,500*
- *Approved dwellings as at 31 May 2019 – 10*

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
The Development Approvals and Refusals for May will be placed in the next available newsletter and uploaded to the Uralla Shire Council website.
- 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/19/3263
Approved/Reviewed by Manager:	Manager Development & Planning
Department:	Infrastructure & Development
Attachments:	Nil



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 12 – Heritage Advisory Services Summary for June 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 shires 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 June 2019. His next visit will be Tuesday, 9 July 2019.

OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary for June 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

Uralla Shire Council
Council Business Paper – 25 June 2019

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/19/3380
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Attachment 1 - Edited Heritage Advisor Summary Attachment 2 - Confidential Heritage Advisor Summary



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HERITAGE ADVISORY MEMO

No. 69

date: 4 June 2019

ITEM 1: Bundarra

Met with owner and family member.

The purpose of the meeting was to discuss the condition of the building and manager's residence and identify possible conservation works.

The property is not listed as a heritage item within Uralla LEP 2012.

A preliminary visual inspection both externally and internally was undertaken and found the building to be generally in a sound state with very little internal water damage or cracking of brickwork. Much of the internal original fixtures and fittings, signage, hardware and architraves, floorboards, pressed metal ceilings and patio tiling is intact.

I identified some initial works that could be undertaken to ensure that the building is better protected from the weather and invasive landscape elements.

These included:

- replacement of broken glazing or the installation of glazing where there is none to match existing glazing, and
- removal of planting invading the fabric of the building or planting that is hard up against the foundations of the building.

Other works identified were:

- the replacement of missing downpipes or rusted guttering with like for like,
- replacement of any rusted roofing with unpainted short sheet corrugated sheets to match existing sheets or refixing of any loose sheets,
- replacement of any broken sash cords to windows, and
- repairs to any damaged or rotted window frames with hardwood timber and painted.

I provided the owner with a simple Inspection Schedule for the maintenance of heritage assets. The Schedule was obtained from the Office of Environment and Heritage (OEH) website and can be used to assist the Webbers to identify maintenance issues and provides an indication of the frequency for such inspections.



Heritage

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HERITAGE ADVISORY MEMO

No. 69

date: 4 June 2019

ITEM 2: Bundarra

The property is not listed as a heritage item within Uralla LEP 2012.

A prospective purchaser was seeking information about the history of the building and also what could and could not be done to a heritage listed property or one within a conservation area.

I provided general advice about alterations and additions and since then Council has forwarded a copy of the inventory sheets.

M. McKay



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HERITAGE ADVISORY MEMO

No. 69

date: 4 June 2019

**ITEM 3: Proposed interpretive signage –
Rocky River Goldfields (The Boom Years 1852-1867)**

Provided, under separate cover to Matt Clarkson, Council's Manager Planning and Regulation, suggested text to accompany a proposed heritage walk within a section of the Rocky River Goldfields precinct.

The information provided suggests 14 panels and includes text, images, a poem and extracts from newspapers of the time.

M. McKay

date: 4 June 2019

ITEM 4: Next Heritage Advisor visit

The Heritage Advisor's next visit will be 9 July, 2019.

A rectangular box containing a handwritten signature in green ink that reads "M. McKay".



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 13 – Uralla Pedestrian Access Mobility Plan for Public Exhibition

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	1.2	A safe, active and healthy shire
Strategy:	1.2.1	Provide accessible quality sport and recreation facilities that encourage participation
Activity:	1.2.1.2	Provide shared footpaths and cycleways
Action	1.2.1.2.1	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).

SUMMARY:

The purpose of this report is to present the Draft Uralla Pedestrian Access Mobility Plan (PAMP) for Council to place on public exhibition.

OFFICER'S RECOMMENDATION:

That the Draft Uralla Pedestrian Access Mobility Plan – June 2019 be placed on public exhibition for 21 days.

BACKGROUND:

Council received an offer of funding to develop a PAMP for Uralla from the Roads and Maritime Services (RMS) through the 2018/19 Active Transport Program. The funding was on a 50/50 basis for a maximum of a \$7,500 contribution from RMS.

REPORT:

The draft PAMP has been prepared by Constructive Solutions Pty Ltd.

The aim of this PAMP is to develop a long-term strategy and action plan for the provision of pedestrian facilities within Uralla in a coordinated and strategic approach that provides safe, convenient and connected pedestrian routes and infrastructure to the community.

This PAMP will assist Council in obtaining external funding for pedestrian facilities from agencies such as RMS for example. In particular, the PAMP will assist in grant funding applications for 50/50 grant funding for shared footpaths and bikeways under the "Active Transport Program".

Constructive Solutions conducted an online survey to identify the community needs for pedestrian facilities. The survey opened on the 19th March 2019 and closed on Sunday 14 April 2019. At the end of the survey period, a total of 43 responses had been received.

The survey responses are detailed in the PAMP.

As per the RMS guidelines, it is recommended that the draft of the Uralla PAMP be placed on public exhibition with the general public invited to view the plan and submit comments.

KEY ISSUES:

Nil.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Consultation undertaken by online survey. Draft PAMP to be placed on public exhibition for further comment.
- 2. Policy and Regulation**
Nil
- 3. Financial (LTFP)**
The PAMP will inform the LTFP
- 4. Asset Management (AMS)**
New assets will be included in Council's Asset Register
- 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**
Infrastructure & Development Staff

Prepared by staff member:	Terry Seymour, Director Infrastructure & Development
TRIM Reference Number:	UINT/19/3417
Approved/Reviewed by Manager:	Andrew Hopkins, General Manager
Department:	General Manager's Office
Attachments:	Attachment 1 - Draft Uralla PAMP June 2019



constructive
solutions

providing total solutions

Uralla Pedestrian Access Mobility Plan

(Uralla PAMP)
(Public Exhibition)

Prepared for
Uralla Shire Council

June 2019

Report prepared by Constructive Solutions Pty Ltd

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TAMWORTH NSW 2340

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DOCUMENT HISTORY AND STATUS

Issue	Rev	Issued To	Date	Reviewed	Approved
1	A	Internal	06/05/2019	M. Bloem	
1	0	T. Seymour	11/05/2019	M. Bloem	
1	1	T. Seymour	05/06/2019	M. Bloem	M. Bloem
1	1.1	T. Seymour	13/06/2019	M. Bloem	M. Bloem
1	1.2	T. Seymour	19/06/2019	M. Bloem	M. Bloem

Author: Jerome Malvern / Danielle Greentree
Project Manager: Michael Bloem
Project Name: Uralla PAMP
Project Number: 201921
Name of Client: Uralla Shire Council

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Executive Summary

The Uralla Pedestrian Access and Mobility Plan (PAMP) has been prepared to guide the future provision and management of pedestrian facilities within the town of Uralla. The PAMP has been developed with reference to the NSW Roads and Maritime Services (RMS) document '*How to Prepare a Pedestrian Access and Mobility Plan – An easy three stage guide (2002)*'.

The aim of the PAMP is to develop a long-term strategy and action plan for the development of pedestrian facilities within Uralla in a coordinated and strategic approach that provides safe, convenient and connected pedestrian routes and infrastructure to the community.

Walking is an activity which is synonymous with a healthy lifestyle and the PAMP provides the framework for developing safe and convenient pedestrian routes for areas identified as important for enhanced sustainable safety, convenience and mobility.

The PAMP includes a quantum of works totalling approximately **\$1,869,300.00** (GST Exclusive) and the following recommendations are made:

- Adopt the schedule of works as provided in **APPENDIX 4** for the ongoing construction of pedestrian and access mobility facilities;
- Review and make recommendations with regards to the program of works for pedestrian and access mobility infrastructure for future Delivery Programs and Annual Operational Plans commensurate with the schedule of works in **APPENDIX 4** and subject to available funding;
- Where appropriate, apply to RMS for pedestrian and access mobility infrastructure funding;
- Provide sufficient funds in future Delivery Programs and Operational Plans for the ongoing maintenance of infrastructure;
- Ensure all pedestrian and access mobility infrastructure is either constructed or provided in accordance with the current guidelines and standards;
- Ensure that pedestrian and access mobility infrastructure is included in future land development commensurate with the Uralla Shire Council's '*Section 94 Contributions Plan*';
- Adopt an annual program for ongoing education with focus on rules and regulations and safety awareness with the Council website, newsletter and offices to be used at various times for the dissemination of educational material to cyclists, motorists and pedestrians;
- Where possible, provide off-road shared paths which separate cyclists and pedestrians from motor vehicles, especially on designated heavy vehicle routes or roads with more than 5,000 vehicles per day; and
- Educate cyclists, pedestrians and motorists of the varying rights and responsibilities with regards to interaction with the other parties.

The following items are considered to be outside the scope and have not been covered in this document however, they may be reviewed in future versions of the PAMP:

- Provision of lighting for footpaths and shared paths, and
- Main street considerations such as line marking and line of sight issues.

1 Introduction

The Uralla PAMP (referred herewith as the PAMP) is a strategic document that has been prepared for Uralla Shire Council (USC) to guide the future provision and management of pedestrian access and mobility facilities and identifies the actions needed to achieve these objectives. It has been developed with reference to the RMS document '*How to Prepare a Pedestrian Access and Mobility Plan – An easy three stage guide (2002)*'.

The USC pedestrian network provides defined routes for pedestrians to travel around Uralla in a safe manner. The pedestrian network is comprised of off-road footpaths, at times with shared facilities for both cyclists and pedestrians. The Uralla PAMP has been developed to identify locations where connectivity of the pedestrian network is lacking in specific areas.

Pedestrian access and mobility facilities need to be safe, smooth and low maintenance. Adopting lower standards for the construction of the facilities is not cost beneficial and creates more work including an unwanted financial burden for USC in the longer-term due to maintenance requirements to ensure that the infrastructure is safe and fit for purpose.

The PAMP sets out a long-term strategy for the ongoing development of the pedestrian network within Uralla. These strategies include:

- Augmentation of the existing network;
- Improved signage including the provision of network signage at specific locations;
- Non-infrastructure programs such as community awareness programs;
- Appropriate facilities in particularly busy pedestrian areas;
- Improved access for mobility impaired persons;
- Reduced pedestrian injuries; and
- Linking with existing transport, bike plan and pedestrian facilities for general improved access for all pedestrians.

The PAMP has been prepared with reference to the following Local, National and State strategies:

- NSW Long Term Transport Master Plan (NSW Government 2012);
- NSW 2021 – A Plan to Make NSW Number One (NSW Government 2011);
- Future Transport 2056;
- Regional Plan for the New England;
- 40km/hr High Pedestrian Activity Area Concepts Bridge Street Report;
- USC Combined Footpath/Bikeway Plan; and
- USC Disability Inclusion Action Plan.

2 Study Area and Characteristics

2.1 Study Area

The study area for this PAMP comprises the township of Uralla, which is located on the northern tablelands of New South Wales, with an existing estimated population of 2,743 according to the 2016 census.



Figure 1 - Uralla Locality Map

(Source: Google Maps)

2.2 Characteristics

Based on the 2016 census data and the current estimated population, the Uralla township has only decreased in population by 11 people over the previous 5 year period, representing a stable population. The population in the town is slowly ageing, with a median age of 43 in 2011 and a median age of 45 in 2016.

2.3 Data and Accident Statistics

The Australian Bureau of Statistics collects information regarding pedestrians as part of overall census data collection. Census data from Uralla indicates that in 2016 out of 1,128 respondents, 69 people within the town exclusively walked to work. This indicates a reasonable level of requirement for footpaths and other pedestrian infrastructure within the town.

The NSW Transport Centre for Road Safety collates crash data collected via RMS, NSW Police and NSW Health and for the 4-year period from 2013 to 2017. During this period, there was one recorded pedestrian related incident, occurring on the New England Highway resulting in a serious injury.

2.4 Public Transport

Public transport within Uralla consists of inter-town buses and taxis. In addition, community/patient transport buses and school buses operate throughout the town. Trains running to and from Sydney, and Armidale are available at the Uralla Station.

2.5 Future Pedestrian Needs

It is anticipated that future pedestrian needs will occur in areas which currently have or are anticipated to have large concentrations of pedestrian movements. Such areas include those around shopping and business centres, schools, medical facilities, and community facilities such as parks and sporting grounds.

Allowances for pedestrian facilities within new residential, commercial and industrial developments are generally included as specific development consent conditions and/or by the provision of Section 94 development contributions (e.g.: shared path facilities for pedestrians and cyclists). It should also be noted that pedestrian facilities are also occasionally constructed as a result of developer initiatives to provide linkages with their developments and to enhance the appeal of the respective development itself.

DRAFT

3 Background

3.1 Aims and Objectives

USC's 10-year plan, as detailed in the Combined Delivery Program 2017-21 and Operational Plan 2018-19 includes the following:

- Goal 1.2:** A safe, active and healthy shire.
- Strategy 1.2.1.2:** Provide shared footpaths and cycleways.
- Goal 1.4:** Access to and equity of services.
- Strategy 1.4.6.1:** Develop and implement a range of strategies to improve access and inclusion to council facilities and services.

The aim of a PAMP is to provide guidance to USC to achieve the stated goals. The PAMP is a long-term strategy for the development of safe pedestrian access and increasing levels of mobility within Uralla and to address the barriers to pedestrian activity by providing a pedestrian network that has connectivity.

In addition to people on foot, a pedestrian includes:

- A person driving a motorised wheelchair that cannot travel at over 10 km/h (on level ground);
- A person in a non-motorised wheelchair;
- A person pushing a motorised or non-motorised wheelchair; and
- A person in or on a wheeled recreational device or wheeled toy.

This PAMP includes an overview of existing pedestrian infrastructure and proposed future infrastructure. The proposed infrastructure considers previous planning for pedestrian infrastructure and input from stakeholders.

Walking is an activity which is synonymous with a healthy lifestyle and provides an early introduction for children to road safety. It is a non-polluting form of transport which does not deplete the planet's non-renewable resources.

This PAMP aims to provide safe and convenient pedestrian infrastructure in key areas of pedestrian generating activity. The provision of such infrastructure aims to encourage pedestrians to walk rather than use motorised transport.

The following targets have been developed to support the strategy and assist with achieving the overall objectives:

- Target 1:** Facilitate improvements in the level of pedestrian access and priority, particularly in areas of high pedestrian movement and provide links with existing transport services, community facilities, cycleways, and public transport to better integrate land use;
- Target 2:** Reduce pedestrian access severance and enhance safe and convenient crossing opportunities on major roads, including the identification and resolution of pedestrian crash clusters;
- Target 3:** Provide improved facilities for those pedestrians who are aged, frail, or have a mobility difficulty via facilities that cater for all pedestrians. Ensure that all installations are undertaken in accordance with technical standards and relevant obligations under the *Commonwealth Disability Discrimination Act 1996*.

3.2 Plan Context

The PAMP has not been developed from just a local perspective but is part of a broader campaign at a state and national level to increase physical activity amongst all Australians. The information provided in the following sections details the local, state and national strategies. Pedestrian infrastructure forms an integral component of residential development, economic development, community mobility and cohesion, and assists in addressing community and environmental concerns. USC has developed several strategies to address these issues, with pedestrian infrastructure being included as a priority in each plan.

3.3 Local Strategies

3.3.1 40km/h High Pedestrian Activity Area Concepts Bridge Street Report

In 2018, USC commissioned a study for the development of concept plans for a proposed 40km/h High Pedestrian Activity Area along Bridge Street (also referred to as the New England Highway) from John Street in the south to King Street in the north. This section of Bridge Street included four town blocks and five intersections and the current speed limit is 50km/h.

The extent extracted from the concept design is shown in Section 9.2.3.

3.3.2 Operational Plan 2018/2019

The Operational Plan has been reviewed and planned projects and expenditure addressed within this report. The key targets within the plan have been the driving focus in the development of the PAMP.

3.3.3 USC Combined Footpath/Bikeway Plan

The proposed Footpath/Bikeway Plan was reviewed and the contents included Section 9 - Proposed Augmentation Works.

3.3.4 USC Disability Inclusion Action Plan

The Disability Inclusion and Access Plan has been developed to provide guidance to USC and community groups to build upon current functions and projects that support inclusion. This plan assists in assigning internal responsibility and endorses integration with existing operations. Key recommendations related to this PAMP are as follows:

- The most often quoted difficulty was access to shops in the main street;
- At Alma Park, access across the kerb, to the Liberty Swing, and to the public toilets; and
- There is a high priority for a disability park at the Hill Street Medical Clinic with access to cross the kerb.

These priorities from this plan have been considered as part of the development of the PAMP.

3.4 State Strategies

3.4.1 Future Transport 2056

According to the Transport Infrastructure Plan, transport has a vital role to play in ensuring access to jobs, education, health care and other services as well as enabling the social well-being of regional communities. Specifically related to pedestrians, the plan seeks to increase safety for pedestrians through providing pedestrian crossings, refuges and traffic calming devices as well as expand 40km/h zones in high pedestrian and local areas.

Considerations for increased pedestrian safety in the Uralla context have been included in the PAMP.

3.4.2 Regional Plan for the New England

This plan provides guidance to inform the NSW Government's land use planning priorities and decisions to 2036. The plan provides an overarching framework to guide subsequent and more detailed land use plans, development proposals and infrastructure funding decisions. The components of the regional plan relevant to this PAMP include:

- Maximise walking, cycling and other transport connections;
- Housing services and facilities within walking distance of each other, or easily accessible by public transport, make it easier for people to be active while accessing services. The NSW Government is developing healthy living guidelines to support active living; and
- Facilitate more recreational walking and cycling paths, linkages with centres and public transport, and expand inter-regional and intra-regional walking and cycling links.

3.4.3 NSW Long Term Transport Master Plan (December 2012)

The *NSW Long Term Transport Master Plan* is an overarching framework that brings together land use planning with transport planning that integrates planning for freight and passenger movements. The plan includes actions for all modes of transport including road, rail, bus, ferries, light rail, cycling and walking. The specific actions with respect to cycling for Regional NSW include investment in local cycleways in partnership with local councils. The investment from the state government as described in the plan includes:

- Determine road hierarchies to define road standards across NSW, including how the road system should provide for pedestrians and cyclists;
- Make walking and cycling easier, safer and give customers choice when travelling within their towns;
- Accessible transport services and roadside infrastructure; and
- Invest in regional footpaths in partnership with local councils as many regional roads were built without suitable footpaths or space for walking, the State Government will work to improve and enhance walking paths in regional centres to increase the number of people who walk.

3.4.4 NSW 2021 – A Plan to Make NSW Number One (September 2011)

The *NSW 2021 – A Plan to Make NSW Number One* has the following goals which relate to walking:

- Goal 10 – Improve road safety;
- Goal 11 – Keep people healthy and out of hospital;
- Goal 20 – Build liveable centres;
- Goal 22 – Protect our natural environment; and
- Goal 27 – Enhance cultural, creative, sporting and recreation opportunities.

The provision of new and the maintenance of existing footpaths is not specifically identified, however USC's approach to pedestrian infrastructure thus far is considered to be commensurate with the goals as listed above.

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4 Public Consultation

4.1 Initial Consultation

A public survey was carried out in March and April 2019. The aim of the survey was to ascertain the needs and concerns of pedestrians in Uralla.

In order to ensure that relevant stakeholder views were represented, a survey was distributed throughout the community via USC's website and Facebook page. A copy of the survey is provided in **APPENDIX 1**.

4.1.1 Result of Public Survey

At the end of the survey period, a total of 43 responses had been received with the following results:

- 30% of respondents were 46 to 55 years of age;
- 23% of respondents were 66 to 75 years of age;
- 18% of respondents were 56 to 65 years of age; and
- 67% of all respondents were female.

The data collected indicated:

- 40% of respondents walked every day, mainly to the town centre or supermarket;
- Almost 16% of respondents walk to access recreational facilities;
- 21% of respondents walk to work;
- 68% of respondents are making use of available pedestrian facilities for recreation and fitness; and
- 27% of respondents indicated a level of disability within their family and friend group.

The following were highlighted as the most important issues that need addressing from special needs residents:

- unevenness of footpaths;
- wheelchair accessibility in the main street;
- lack of paved footpaths and kerb ramps;
- height of kerbs; and
- the need for additional pedestrian crossings.

The majority of respondents provided further information with specific information regarding areas of interest, room for improvement and suggestions for new or improved paths. These comments have been considered when developing the proposal for future pedestrian facilities.

A full summary of survey results has been provided in **APPENDIX 1**.

4.2 Ongoing Consultation

As per the RMS guidelines, it is a requirement that the final draft of the Uralla PAMP be placed on public display for a period of 21 days with the general public invited to view the plan and submit comments.

Public exhibition was undertaken during the period DD MM to DD MM 2019 with X submissions received from the public.

A summary of suggestions received along with actions taken or appropriate comment for each section is shown in **Table 1**.

Table 1 - Public Exhibition Submissions and Responses

Item	Suggestion	Comment / Action
1	To be completed after Public Exhibition	
2		
3		
4		
5		
6		
7		
8		
9		

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5 Pedestrian Facilities

5.1 Classification and Types of Pedestrian Facilities

Pedestrians are vulnerable within the road and rail corridor and are therefore reliant on pedestrian facilities and traffic control devices to control and protect them. This can be achieved by implementing a number of pedestrian facilities with defined objectives as described in **Table 2**.

Table 2 – Classification of Pedestrian Facilities

Classification	Objective	Pedestrian Facility
Time separated facilities	To minimise conflict between pedestrians and vehicles by allotting short time periods for use of section of road by pedestrians, alternating with periods of use by vehicles.	Pedestrian crossings (zebra) Children's crossings Pedestrian Actuated Traffic Signals (mid-block) Pelican Crossings Pedestrians at Signalised Intersections
Physical pedestrian facilities	To increase the safety of pedestrians by use of physical aids within the roadway so as to reduce conflict between pedestrians and simplify the decisions which both pedestrians and drivers have to make.	Pedestrian refuges Traffic islands Medians Kerb extensions Loading islands Safety zones Pedestrian fencing
Grade separation	To increase the safety of pedestrians by eliminating conflict between vehicles and pedestrians.	Underpasses and bridges
Warning signs	To warn of the presence of pedestrians or pedestrian facilities ahead.	

(Source: AS1742.10-2009)

Most pedestrian activity occurs within the verge of the road reserve. At locations where there is high pedestrian activity, the verge is generally sealed with concrete or pavers to provide all weather access footpaths. These paved footpaths can vary in width from between 1.2 metres to the full width of the verge depending on the location. In Uralla, the width of paved footpaths varies but can be generally described as per **Table 3**.

Table 3 – Paved Footpath Widths in Uralla

Location	Paved Footpath Width
Residential Areas	1.2 to 2 metres
Shared Paths ⁽¹⁾	1.5 to 2.5 metres
Commercial Areas	Full width of the verge

Note (1) - Some footpaths in Uralla are classified as shared paths for use by both pedestrians & cyclists.



The provision of kerb ramps at the interface of the verge and road pavement complements footpaths allow for the safe movement of pedestrians from the verge on one side of the road to the other. The kerb ramps also assist people with disabilities or those with young children to move safely, as the ramp allows wheeled mobility devices such as wheelchairs, walkers and prams to smoothly transition from one surface level to another.

Other pedestrian facilities, including cut-through access across median islands, and tactile ground surface indicators (tactile markers), combine with footpaths and kerb ramps to facilitate safe pedestrian movements. Details of the pedestrian facilities in place in Uralla are provided in **Table 4**.

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Table 4 - Pedestrian Facilities in Uralla

Pedestrian Facility	
<p>Footpaths and Shared Paths</p> <p>A paved area of varying width located within the road verge. Where provision is made for bicycles to use these footpaths, they are known as shared paths.</p>	
<p>Kerb Ramps</p> <p>A section of kerb which is angled to as to provide a smooth transition from one surface level to another, allowing wheeled movements.</p>	

Pedestrian Facility	
<p>Pedestrian Crossing (zebra)</p> <p>A section of road delineated by white stripes parallel to the centre line and associated signage. Pedestrian crossings require a warrant for installation.</p> <p>An alternative is the St George crossing which is delineated by white stripes on a red background.</p>	
<p>Pedestrian Refuge</p> <p>An island located in the middle of the road whereby pedestrians can wait until traffic has passed. Generally installed where it difficult for pedestrians to cross the full width of the road in one attempt.</p>	

Pedestrian Facility	
<p>Children's Crossing</p> <p>A section of road that has control devices in place to allow for the crossing of pedestrians (usually school children). The control devices are only in place during specific times of the day.</p> <p>A Children's Crossing Supervisor may also be present at those crossings which have satisfied RMS requirements.</p> <p>A Children's Crossing may also be located at a marked pedestrian crossing.</p>	
<p>Kerb Extensions</p> <p>Are constructed along a kerb to minimise the width of roadway to be crossed and to provide pedestrians with improved visibility of approaching traffic.</p>	

Pedestrian Facility		
<p>Pedestrian Fencing / Bollards</p> <p>Installed at the kerb to direct pedestrians to a crossing point or to prevent pedestrians from crossing at specific locations.</p>		
<p>Tactile Markers</p> <p>Plastic composite materials with raised 'bumps' are set into the pavement directly adjacent to pram ramps. The 'bumps' allow visibility impaired pedestrians to note upcoming crossings via canes.</p>		

Pedestrian Facility		
<p>Pedestrian Bridge</p> <p>A grade separation for pedestrians from traffic (road or rail) or for providing all weather access.</p> <p>This can include a separate bridge for pedestrians only or the inclusion of a pedestrian footpath incorporated in a road bridge.</p> <p>There is currently one Pedestrian Bridge over bridge and one pedestrian underbridge facility in Uralla</p>		
<p>Warning Signs</p> <p>Advanced warning signage for road users to warn of the presence of pedestrians or pedestrian facilities ahead. High Pedestrian Activity Zones use warning signs and reduced speed limits to inform drivers of higher pedestrian occurrence in these zones.</p>		

6 Review of Existing Environment

6.1 Existing Pedestrian Facilities

6.1.1 Pedestrian Crossings

Marked pedestrian crossings are only provided in locations accordance with the pedestrian crossing warrant as per RMS requirements. There are two marked pedestrian crossings located in Uralla as shown in **Figure 2**.

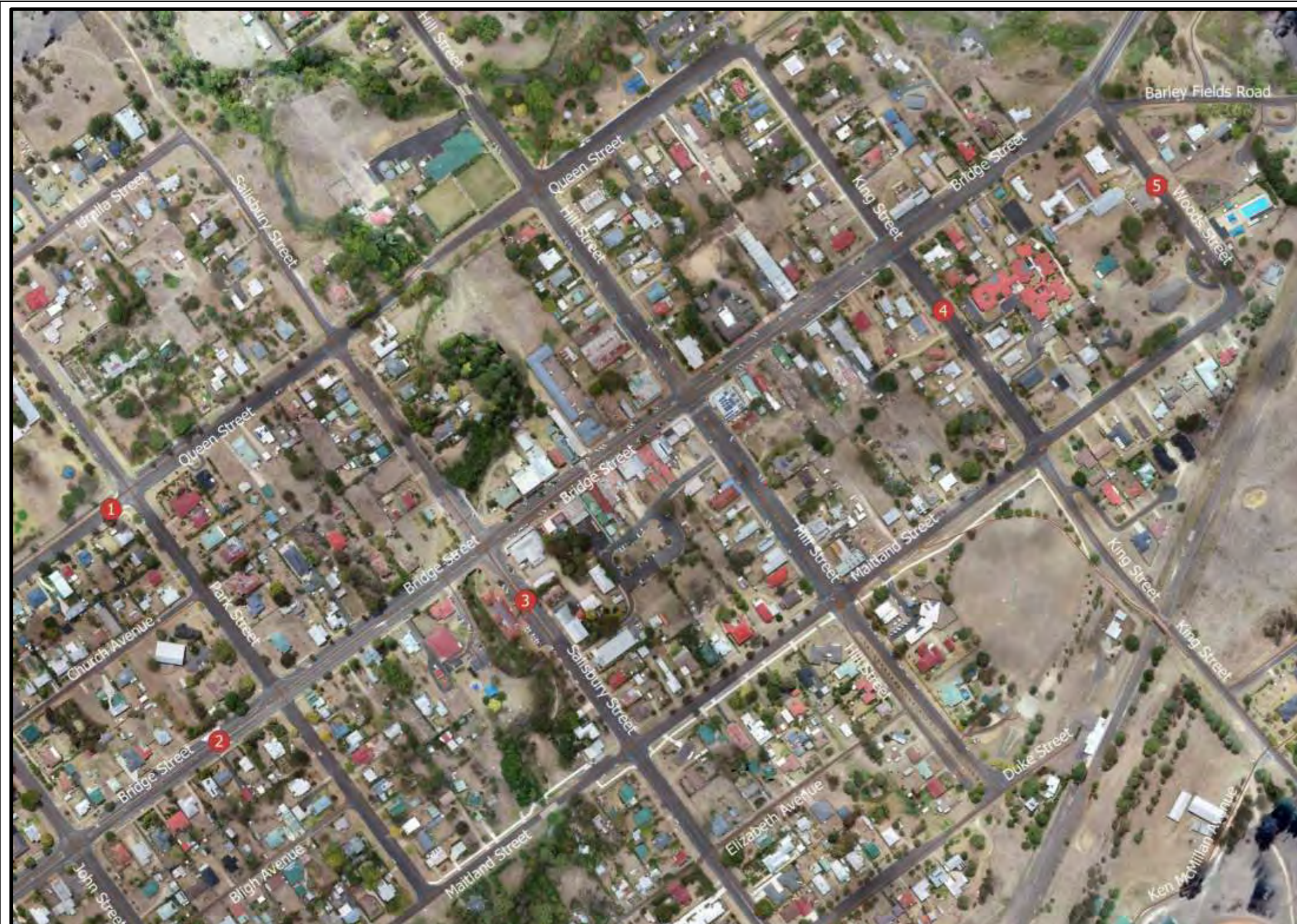


- 1 Hill Street**
Near the Bridge Street intersection
- 2 Bridge Street**
Mid block between Salisbury Street and Hill Street

Figure 2 – Pedestrian Crossing Locations

6.1.2 Pedestrian Refuge

There are five pedestrian refuges / cut-through median islands located in Uralla as shown in **Figure 3**. These median islands have been constructed to separate traffic as well as to provide an area for pedestrians to wait whilst traffic has passed. They are typically located in the median islands on the approaches to a roundabout or in mid-block locations.



- 1. Queen Street**
Near the Park Street intersection
- 2. Bridge Street**
Between John St and Park Street
- 3. Salisbury Street**
In front of the Council building
- 4. King Street**
Mid block between Bridge Street and Maitland Street
- 5. Wood Street**
Mid block in Children's Crossing

Figure 3 – Pedestrian Refuge Locations

6.1.3 School Zones

All roads fronting schools have a 40km/h speed limited school zones between the hours of 8:00am and 9:30am and 2:00pm and 4:30pm on designated school days in NSW as shown in **Figure 4**. Some schools also have part-time children crossings adjacent to the school as shown in **Figure 5**. Schools which fulfil RMS requirements may also have part-time children’s crossing supervisors.



Figure 4 – School Zone Locations

- 1. Bridge Street**
Between John Street and Salisbury Street
- 2. Bridge Street**
North of King Street to Barley Fields Road
- 3. Wood Street**
Between Maitland Street and Bridge Street
- 4. John Street**
From Hunter Place to Uralla Street,
- 5. Uralla Street**
From John Street to Park Street
- 6. Park Street**
From Uralla Street to Queen Street
- 7. Queen Street**
From Park Street to John Street



- 1 St Josephs' Primary School**
Wood Street
- 2 St Josephs' Primary School**
Bridge Street (New England Highway), Wood Street
- 3 Uralla Central School**
Park Street

Figure 5 – School Crossing Locations

6.2 Existing Pedestrian Network

The entire footpath network in Uralla is shown in **Figure 6** and the following sections of the report provide more detail as to the composition of the network.



Figure 6 – Uralla Footpath Network

6.2.1 Bridge Street East and East of CDB

Figure 7 details the existing network encompassing the eastern side of Uralla from Bridge Street.

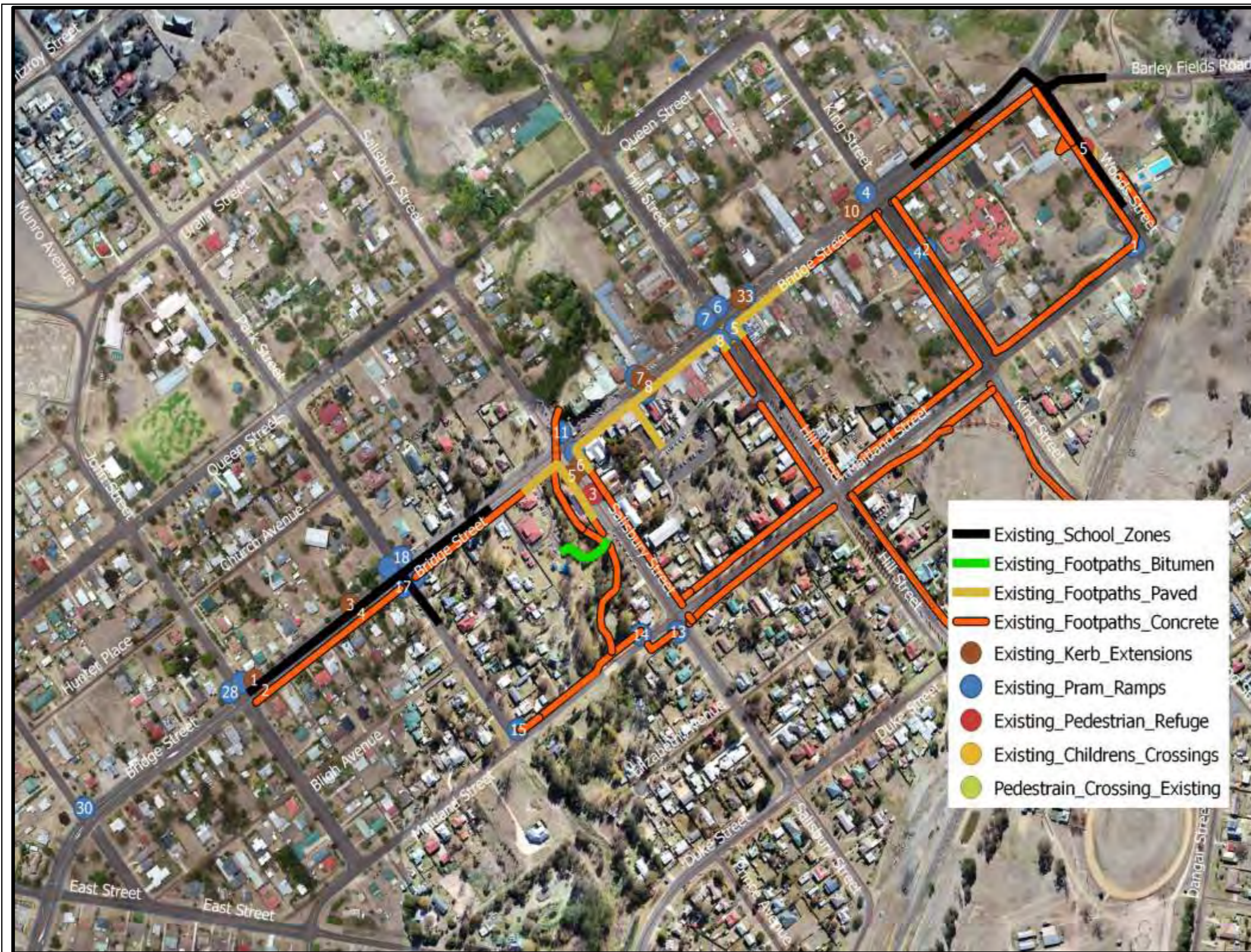


Figure 7 – Uralla Footpath Network – Eastern Side

- The footpaths are typically concrete with the footpaths fronting the main shopping areas of the CBD being brick paved.
- There is a short bitumen section (approx. 60 metres) from the car park behind the USC chambers which links to the main footpath in Salisbury Street.
- The brick paved section is approximately 500 metres in length from Salisbury Street to mid-block between Hill Street and King Street.
- The condition of the brick paved areas varies and in most instances the width is approximately 3 metres.
- Other than the bricked paved sections, the concrete sections of footpath provide pedestrian access from the Bridge Street intersection with Barley Fields Road, terminating at John Street.
- Further east, the footpath network commences at the intersection of Woods Street and traverses the length of Maitland Street, terminating at Park Street to the west and King Street to Salisbury Street to the east.
- Additional pathways include:
 - The northern side of King Street from Bridge Street, terminating at Maitland Street and continuing to the rail overpass footbridge on the southern side.
 - Both sides of Hill Street with the footpath on the northern side commencing at Bridge Street and terminating at Duke Street and the footpath on the southern traversing the block between Bridge Street and Maitland Street.
- On the northern side of Salisbury Street, the footpath has been constructed in concrete between Bridge Street and Maitland Street.
- On the southern side of Salisbury Street, the concrete footpath traverses parkland to link with the Maitland Street footpath.
- The length of the footpath network is approximately 3.5 kilometres on the eastern side of Uralla.
- The network consists of footpaths that have recently been constructed and are in good condition however, there are some sections of the network that are ageing and in need of maintenance and or repair.

6.2.2 Bridge Street West and West of CBD

Figure 8 details the existing network encompassing the western side of Uralla from Bridge Street.



Figure 8 – Uralla Footpath Network – Western Side

- The footpaths are typically concrete with the footpaths fronting the main shopping areas of the CBD being brick paved.
- The brick paved section is approximately 550 metres in length from Salisbury Street to mid-block between Hill Street and King Street.
- The condition of the brick paved areas varies and in most instances the width is approximately 3 metres.
- There is approximately 650 metres of bitumen and blue metal paths within the network including a short section within the CBD.
- There are three separate footpaths in Queen Street.
- A concrete and bitumen footpath crosses parkland near the caravan park which links to the concrete footpath in Queen Street.
- The concrete network provides access to the CBD, Uralla Central School and the cemetery.
- The condition of the network overall varies, with some sections in need of maintenance or repair.
- The length of the footpath network is approximately 4 kilometres on the western side of Uralla.

7 Infrastructure Programs

7.1 Standards and Signage

The exposed nature of walking, particularly close to roadways, means that pedestrians are vulnerable to injuries resulting from accidents caused by poor construction standards. Where footpaths are constructed using cheap, inferior surfaces (such as grass, gravel, or coarse textured bitumen) the likelihood of use by the community, particularly the aged and disabled will significantly decrease.

Where economically feasible, USC will use concrete, fine-textured bitumen or asphalt in the construction of footpaths. Where ever possible all proposed new footpaths shall be constructed as off-road shared paths. Where traffic volumes exceed 5,000 vehicles per day, or are nominated restricted access vehicle routes, off-road shared paths are to be mandatory to ensure separation from road traffic.

Current RMS and Austroads guidelines specify that shared path construction must have a minimum width of 2.5 metres wherever possible, however provision is made for areas where existing constraints necessitate the use of a 2 metre width.

Appropriate pedestrian signage is to be erected, where not currently present around all current and future infrastructure. Signage is to be prepared and installed in accordance with the recommended standards provided in AustRoads '*Guide to Road Design Part 6A: Paths for Walking and Cycling*'.

8 Non-Infrastructure Programs

Road Safety Education programs are part of the National School Curriculum. RMS pamphlets are available for children, parents and other pedestrian, as well as educational pamphlets for motorists. These pamphlets are regularly distributed via schools.

More needs to be done to ensure that motorists, cyclists and pedestrians all understand their rights and obligations and improvements need to be made to shared path design and the inclusion of shared paths in future development throughout Uralla. As part of the PAMP, USC may consider implementing the following non-infrastructure programs on an annual basis:

- Ongoing education of pedestrians;
- Appropriate design of recreational foot paths/shared paths; and
- Appropriate recreational area development.

8.1 Ongoing Education of Pedestrians and Motorists

Ongoing education of pedestrians will be facilitated by the Road Safety Officer with particular focus on the following:

- Rules and regulations; and
- Safety awareness.

The USC website, newsletter and offices will all be used at various times for the dissemination of educational material to cyclists, motorists and pedestrians.

8.1.1 Rules and Regulations - Pedestrians

In many cases cycleways are provided as shared paths for the dual use of pedestrians and cyclists, with off-road cycleways in Uralla being shared paths. This shared use can result in conflicts and accidents between cyclists and pedestrians. Pedestrians complain that cyclists ride two abreast and don't make way for them, and cyclists complain that pedestrians will not move aside for them.

Adopting a minimum width of 2 metres for the future construction of shared paths, and providing centrelines, arrows and signage where appropriate can assist in reducing this conflict. Advising pedestrians of cycleway etiquette, such as keeping left on shared paths and listening for the bell of approaching bikes, via appropriate signage is another way of reducing this conflict.

There is a need for pedestrians to be made aware of Rule 239 from the Australian Road Rules regarding right of way:

- (1) *A pedestrian must not be on a bicycle path, or part of a separated footpath designated for the use of bicycles, unless the pedestrian:*
 - Is crossing the bicycle path or separated footpath by the shortest safest route; and*
 - Does not stay on the bicycle path or separated footpath for longer than necessary to cross the bicycle path or separated footpath safely.*
- (2) *However, a pedestrian may be on a bicycle path, or part of a separated footpath designated for the use of bicycles, if:*
 - The pedestrian is:*
 - In or pushing a wheelchair; or*
 - On rollerblades, roller skates, or a similar wheeled recreational device; and*
 - There is no traffic control device, or information on or with a traffic control device, applying to the bicycle path or separated footpath that indicated that the pedestrian is not permitted to be on the bicycle path or the part of the separated footpath that is designated for the use of bicycles.*

(3) *A pedestrian who is crossing a bicycle path, or a part of a separated footpath designated for the use of bicycles, must keep out of the path of any bicycle, or any pedestrian which is permitted under sub-rule (2) to be on the bicycle path, or the path of the separated footpath designated for the use of bicycles.*

(4) *In the Australian Road Rules:*

Bicycle path means a length of path beginning at a bicycle path sign or road marking, and ending at the nearest of the following:

- a. An end bicycle path sign or end bicycle path road marking;*
- b. A separated footpath sign or separated footpath road marking;*
- c. A road except a road related area; and*
- d. The end of the path.*

Separated footpath means a length of footpath beginning at a separated footpath sign or separated footpath road marking, and ending at the nearest of the following:

- a. An end separated footpath sign or end separated footpath road marking;*
- b. A bicycle path sign or bicycle path road marking;*
- c. A no bicycle sign or no bicycles road marking;*
- d. A road (except a road related area); and*
- e. The end of the footpath.*

9 Proposed Augmentation Works

The proposed works have been identified by considering the following factors:

- Community feedback from the consultation process,
- Routes that provide additional safety,
- The connectivity a route provides,
- The existing and potential demand a route may have,
- The comfort a route may provide,
- The potential for a route to increase tourism to the area,
- The recreational value of the route, and
- The cost effectiveness of constructing the route.

Details of the proposed works are provided below with additional mapping of the proposed shared path network for provided in **APPENDIX 2**.

9.1 Qualitative Scoring Process

A qualitative scoring system has been developed to rank the proposed works in order of priority according to the desirable outcomes for USC and the community. The scoring criteria is outlined in **Table 5**.

The route scores and rankings for each route are provided in **APPENDIX 3** along with a description of characteristics relating to each assessment criteria.

Due to the relatively small budget per year (inclusive of RMS funding) available for construction and maintenance of infrastructure, the construction priority list is not expected to be completed in the near future.

The remaining routes have been listed in order of ranking. Selected routes can be constructed subject to state or federal grants of funding from other sources.

Further details on the proposed schedule of works are provided in **APPENDIX 4**.

It should be noted that whilst the proposed locations of new shared paths are indicated on the plans in the following section of the report, the actual locations may be subject to change due to unforeseen limitations and restrictions as part of the future project development for each site.

Table 5 - Qualitative Scoring Criteria

Criteria	Description	Points	Maximum Points
Community Request	Notable feedback from community consultation	+10	10
Safety	Crash History	+5	20
	Speed zone less than 80km/h	+5	
	Most direct route	+3	
	Intersection crossing (per crossing)	-1	
	Potential use from vulnerable users; adjacent to schools or aged care facilities	+15 +5	
Connectivity	Providing links to attractors and/or generators	+10	20
	Enhance the network by filling in gaps	+10	

Criteria	Description	Points	Maximum Points
Existing/Potential Demand	Connection of small residential area	+3	10
	Connection of medium residential area	+6	
	Connection of large residential area	+9	
	Potential future development in area	+3	
Comfort	Straight Level	+2	10
	runs through parkland or reserve	+3	
	steep grade	+5	
		-3	
Tourism	Potential to enhance tourism for the area	+10	10
Recreation	Provides longer rides or loop	+7	10
	Provides access to sporting facilities	+5	
	Provides access to parks	+3	
Cost Effectiveness	All new construction	+0	10
	All widening of existing footpath	+8	
	Some widening of existing footpath	+5	
	No kerb ramps required	+2	

9.2 Uralla Network – Existing and Proposed

The proposed augmentation works will create a pedestrian network that encompasses the CBD and provides greater pedestrian access to sporting fields. The existing and proposed network is outlined in **Figure 9**.

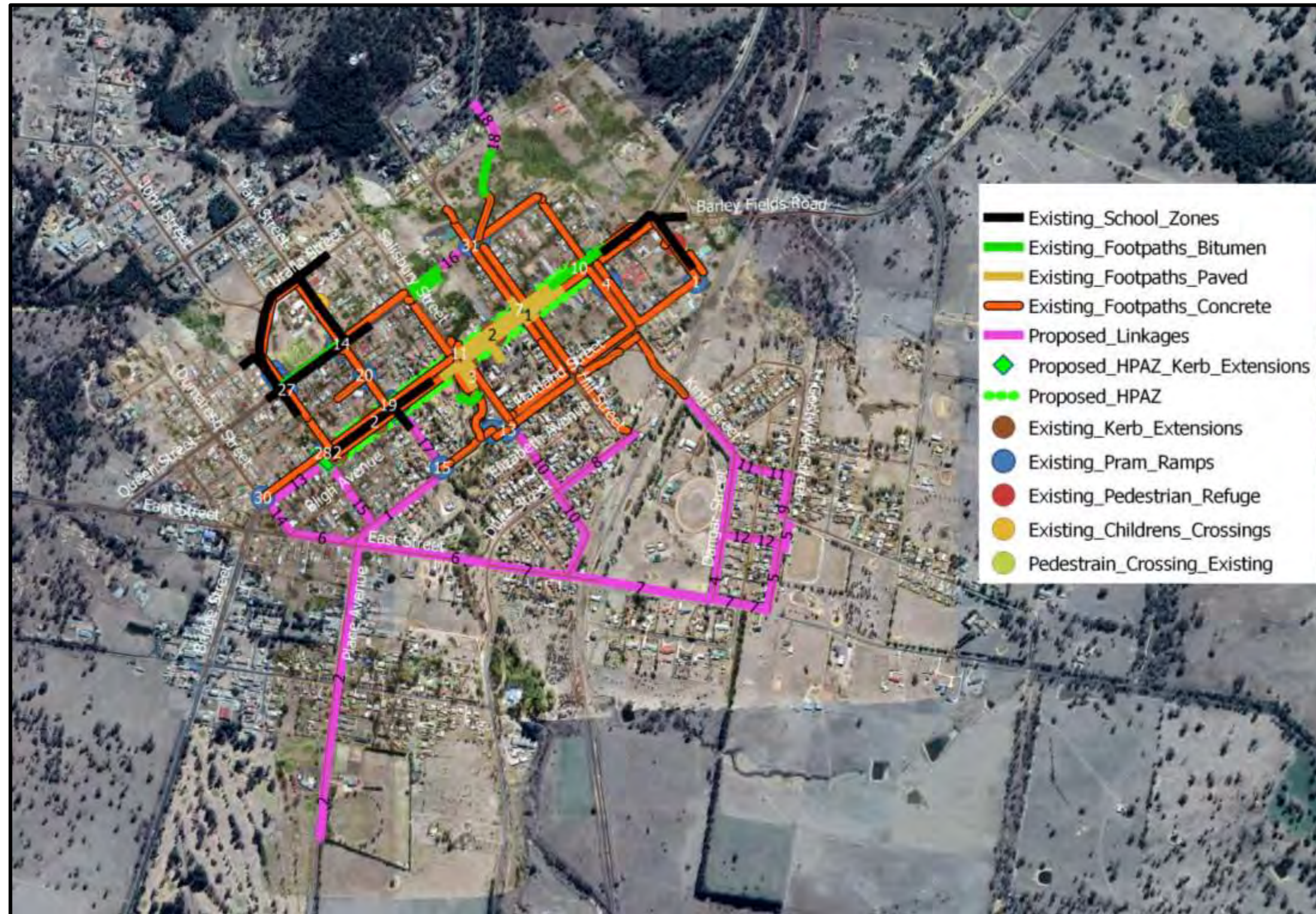


Figure 9 – Uralla Pedestrian Network – Existing and Proposed

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9.2.1 West of CBD

Location	Details
	<p>No 16 Location: Queen Street</p> <p>Length: 110 metres</p> <p>Type: Concrete</p> <p>Width: 2.5 metres</p> <p>Estimate: \$35,800.00</p> <p>Priority Rank: 16</p>
	<p>No 18 Location: Caravan Parkland Park</p> <p>Length: 160 metres</p> <p>Type: Concrete</p> <p>Width: 2.5 metres</p> <p>Estimate: \$52,000.00</p> <p>Priority Rank: 18</p>

Figure 10 – Proposed Linkages West of CBD

9.2.2 East of CDB



Figure 11 – Proposed Linkages East of CDB

Location



Details

No 5:	Gostwyck Street to McCrossin Street
Length:	260 metres
Type:	Concrete
Width:	2.5 metres
Estimate:	\$84,500.00
Priority Rank:	5
No 6:	East Street (Dumaresq St to Gostwyck Rd)
Length:	860 metres
Type:	Concrete
Width:	2.5 metres
Estimate:	\$279,500.00
Priority Rank:	6
No 7:	Gostwyck Road to Gostwyck Street
Length:	520 metres
Type:	Concrete
Width:	2.5 metres
Estimate:	\$169,000.00
Priority Rank:	7
No 8:	Duke Street (Hill St to Salisbury St)
Length:	270 metres
Type:	Concrete
Width:	2.5 metres
Estimate:	\$87,800.00
Priority Rank:	8

Location	Details
	<p>No 9: Gostwyck Street (McCrossin St to King St)</p>
	<p>Length: 130 metres Type: Concrete Width: 2.5 metres Estimate: \$42,300.00 Priority Rank: 9</p>
	<p>No 10 Salisbury Street (Maitland St to East St)</p>
	<p>Length: 520 metres Type: Concrete Width: 2.5 metres Estimate: \$169,000.00 Priority Rank: 10</p>
	<p>No 11: King Street (Gostwyck St to Dangar St)</p>
	<p>Length: 165 metres Type: Concrete Width: 2.5 metres Estimate: \$53,700.00 Priority Rank: 11</p>
	<p>No 12: Mihi Street</p>
	<p>Length: 160 metres Type: Concrete Width: 2.5 metres Estimate: \$52,000.00 Priority Rank: 12</p>

Location	Details
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No 13:	Bridge Street (John St to Dumaresq St)
Length:	220 metres
Type:	Concrete
Width:	2.5 metres
Estimate:	\$71,500.00
Priority Rank:	13
No 14:	Dumaresq Street (Bridge St to East St)
Length:	115 metres
Type:	Concrete
Width:	2.5 metres
Estimate:	\$37,400.00
Priority Rank:	14
No 15:	John Street (Bridge St to Maitland St)
Length:	210 metres
Type:	Concrete
Width:	2.5 metres
Estimate:	\$68,300.00
Priority Rank:	15
No 17: Location:	Park Street (Bridge St to Maitland St)
Length:	210 metres
Type:	Concrete
Width:	2.5 metres
Estimate:	\$68,300.00
Priority Rank:	17

9.2.3 40km/hr Proposed High Pedestrian Activity Zone (HPAZ)

Further detail on the proposed 40km/hr High Pedestrian Activity Zone (HPAZ) can be found in the "40km/hour High Pedestrian Activity Area Concepts – Bridge Street, Uralla NSW" report prepared by Rupert GH Milne Home Landscape Consulting. **Figure 10** outlines the concept design area for the proposed HPAZ..



Figure 12 – Proposed 40km/hr Proposed High Pedestrian Activity Zone (HPAZ)

10 Proposed Works – Signage

Knowing the location of the footpath network is important for pedestrians. Appropriate route directional signage located at specific locations is proposed to alert cyclists and pedestrians. A typical example of route signage is shown in **Figure 13**.



Figure 13– Route Directional Signage Example

(Source: NSW Bicycle Guidelines)

In addition to route signage, the installation of warning, advisory and regulatory signage, pavement markings and centre line marking, particularly for shared paths is also proposed to enhance the existing network. Examples of the different forms of signage for cyclists and road users are shown in **Figure 14**.



Figure 14 – Regulatory Signage

(Source: NSW Bicycle Guidelines)

Installation of shared path behavioural signage is recommended as this will also reinforce any education programs as described in Section 5 and encourage shared path users to behave in a co-operative manner. Examples of the behavioural signage and suggested layouts and grouping are provided in **Figure 15**.

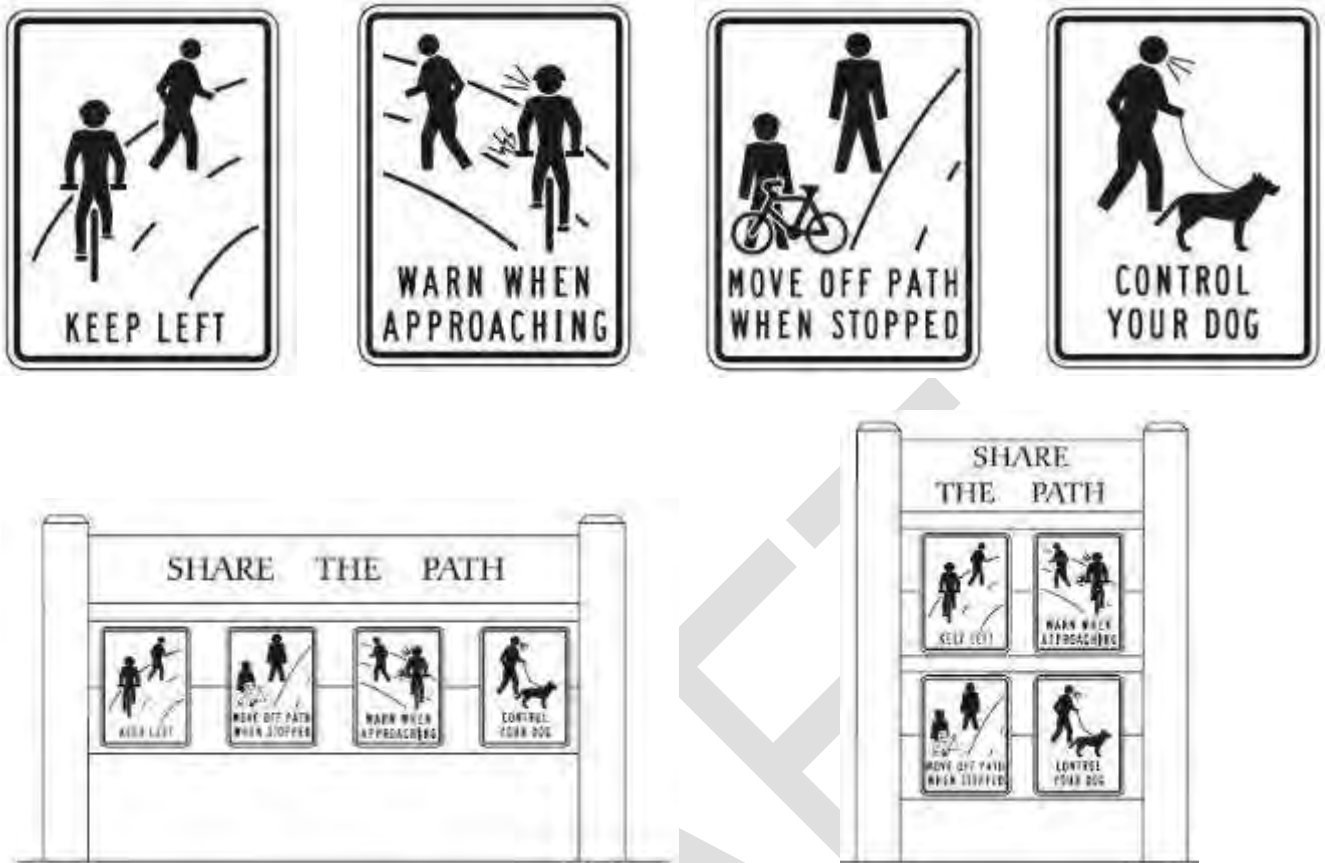


Figure 15 – Shared Path Behavioural Signage

(Source: NSW Bicycle Guidelines)

Furthermore, consistency with signage and pavement markings is also proposed which will require the replacement of existing signage at specific locations and the installation of new signage and pavement markings on the network.

It is anticipated that the required works for signage will be identified as part of the routine inspections to be undertaken by the relevant USC officers.

11 Funding

11.1 Costs

All of the proposed shared path and footpath locations as detailed in Section 9 and indicated on the maps provided in **APPENDIX 2** have been inspected in terms of feasibility for the future expansion of the pedestrian network for Uralla. The costs of providing the infrastructure have been tabulated in **APPENDIX 4**.

11.2 Funding Sources - Construction

Funding for the construction of footpaths and shared path infrastructure and associated facilities is generally provided as per the funding arrangements as detailed in **Table 6**.

Table 6 – Funding Contributions for Footpath Construction

Road Classification	RMS Contribution	USC Contribution ⁽¹⁾
State Roads (incl. National Highway)	100%	Nil ⁽²⁾
Local Roads	50% ⁽³⁾	50% ⁽³⁾

Note (1) – USC contributions can comprise of funding sources including the General Fund, Restricted Reserves, Section 94 contributions and adjacent landholder contributions.

Note (2) – USC contributions to cycleways on State Roads are provided on a case by case basis dependent on specific arrangements with RMS.

Note (3) – Whilst the 50/50 funding contribution is the typical funding arrangement, there is scope for USC to request an increased contribution from RMS on a case by case basis.

11.2.1 Development Contributions (Section 94)

Council's Section 94 Plan has been prepared to satisfy the requirements of the Environmental Planning and Assessment Act (1979) and Regulation (2000), enabling USC or an accredited certifier to levy contributions from development for the provision of community infrastructure including pedestrian and cycleway infrastructure.

The Section 94 Plan ensures that adequate community infrastructure is provided for future development and that the existing community is not burdened by the provision of community infrastructure required as a result of future development.

From time to time, developers may offer to construct shared paths in lieu of payment of related contributions in conjunction with the construction of residential areas. These 'works in kind' offers or developer initiatives often receive favourable consideration as they can result in the timely and coordinated provision of infrastructure which enhances the appeal of the respective development itself.

11.2.2 Additional Funding Sources

Funding for the construction of footpaths and shared path infrastructure can also be derived from community partnership programs inclusive of in-kind support from local community organisations.

11.3 Funding Sources - Maintenance

Funding for the maintenance of footpaths and shared path infrastructure and associated facilities is generally provided from the USC General Fund and/or Restricted Reserves. No specific funding is provided by RMS for maintenance activities associated with footpaths and shared path infrastructure and associated facilities.

The provision of funding for the maintenance of footpath and cycleway infrastructure and associated facilities is included with the overall funding provided for road and bridge maintenance. The amount allocated for footpath and shared path maintenance each year is commensurate with the required maintenance of deficiencies identified as part of routine inspections.

12 Implementation and Maintenance

12.1 Implementation Schedule

Given USC's existing financial commitments it is unrealistic to expect that all of the proposed works nominated in the USC PAMP will be completed in the next 10 years. To do so would require a substantial increase in the funding for pedestrian infrastructure in future budgets, potentially to the detriment of other facilities and services. As a consequence, it is proposed to use the schedule of works provided in **APPENDIX 4** to target infrastructure construction based on available funding over future years.

12.1.1 Footpath and Shared Path Maintenance

Given that footpaths form the majority of pedestrian facilities throughout Uralla, pavement maintenance is a high priority. Footpaths and shared paths require regular inspection and routine maintenance to ensure that the pavement is maintained in a smooth and safe condition. Inspections resulting in a condition rating are undertaken by USC Officers on an annual basis.

Concrete pavements should have cracks repaired, or whole sections repaired when the extent of cracking or failures is assessed as extreme. Well-constructed concrete paths could be expected to have an average useful life of 50 years.

For asphalt or bitumen footpaths, routine maintenance comprises of the repair of crack and potholes, with resurfacing required every 5 to 10 years in accordance with condition assessment undertaken by USC Officers.

For footpaths that have brick pavers, routine maintenance is comprised of the replacement of damaged pavers and the relaying of a section of pavers as necessary.

12.1.2 Maintenance of Other Pedestrian Facilities

Other pedestrian facilities are inspected by USC Officers on an annual basis, or following receipt of a community complaint, to assess the condition of the asset and identify any maintenance that may be required.

12.2 Auditing of Existing and Proposed Pedestrian Infrastructure

It is recommended that USC consider undertaking bicycle safety audits as per Austroads "*Guide to Road Design Part 6A*" for all existing facilities to ensure compliance with the relevant standards and to identify any relevant safety issues or concerns. Conducting an audit will help identify issues with:

- The general requirements of the path;
- Signage, delineation and lighting;
- Surface;
- Identification of maintenance requirements; and
- Identification of physical obstructions.

Furthermore, it is recommended that a safety audit be conducted during planning for and after construction of cycling and pedestrian infrastructure.

12.3 Follow-up Activities

A review of the PAMP to be undertaken as part of the development of USC's future Delivery Programs and Operational Plans.

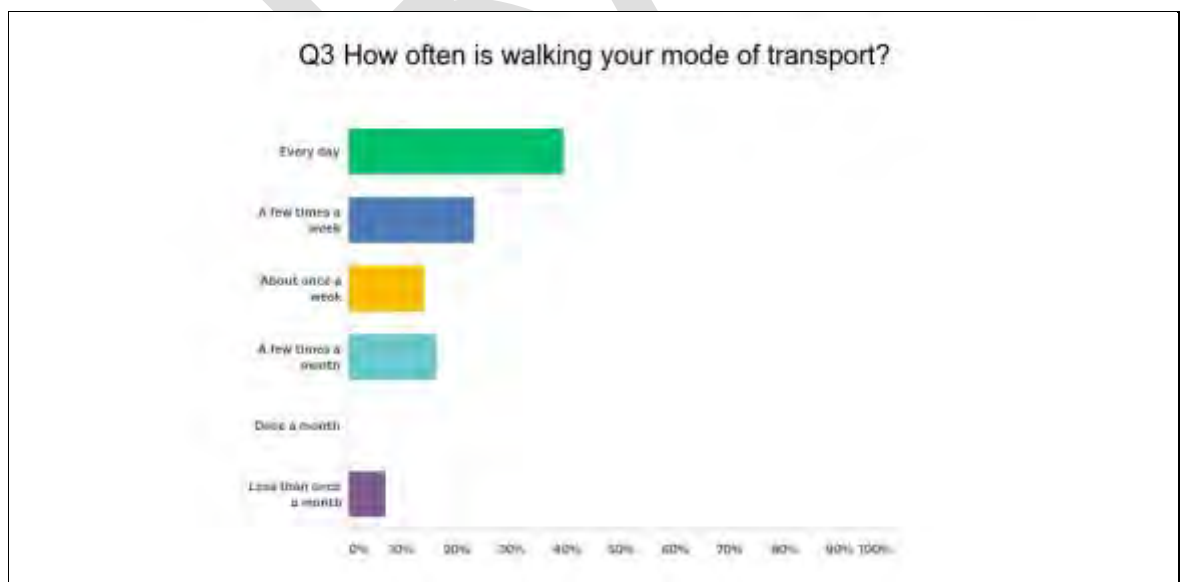
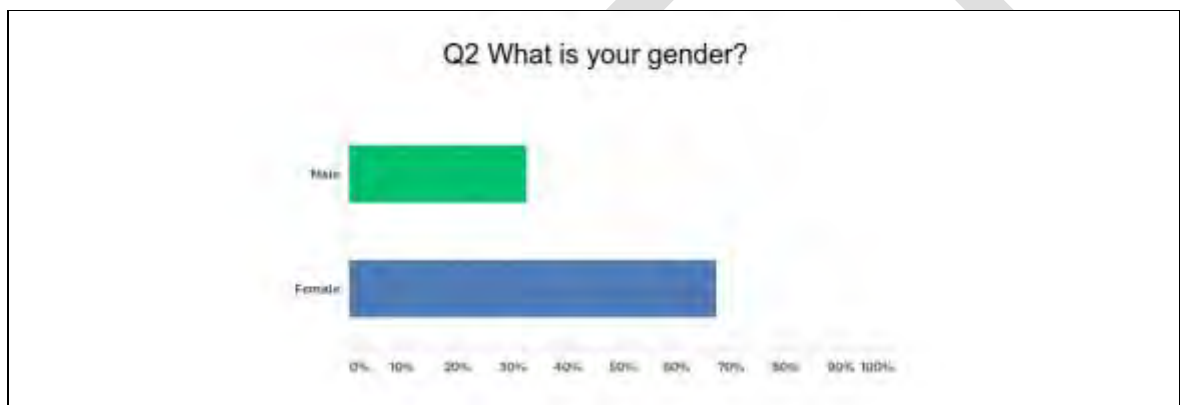
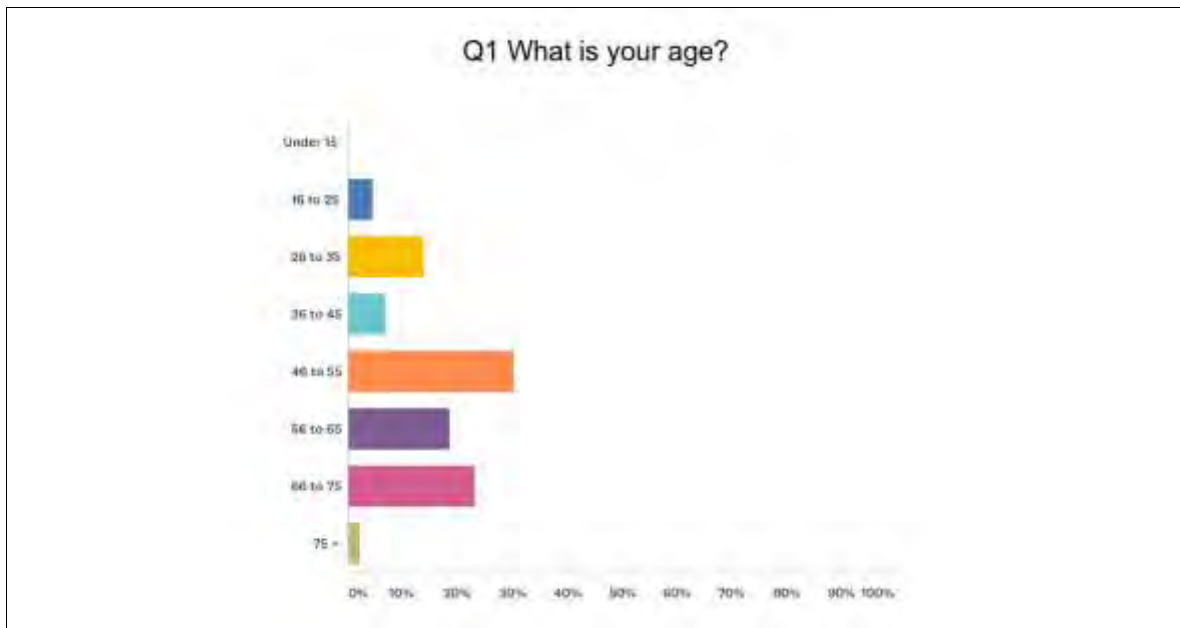
13 References

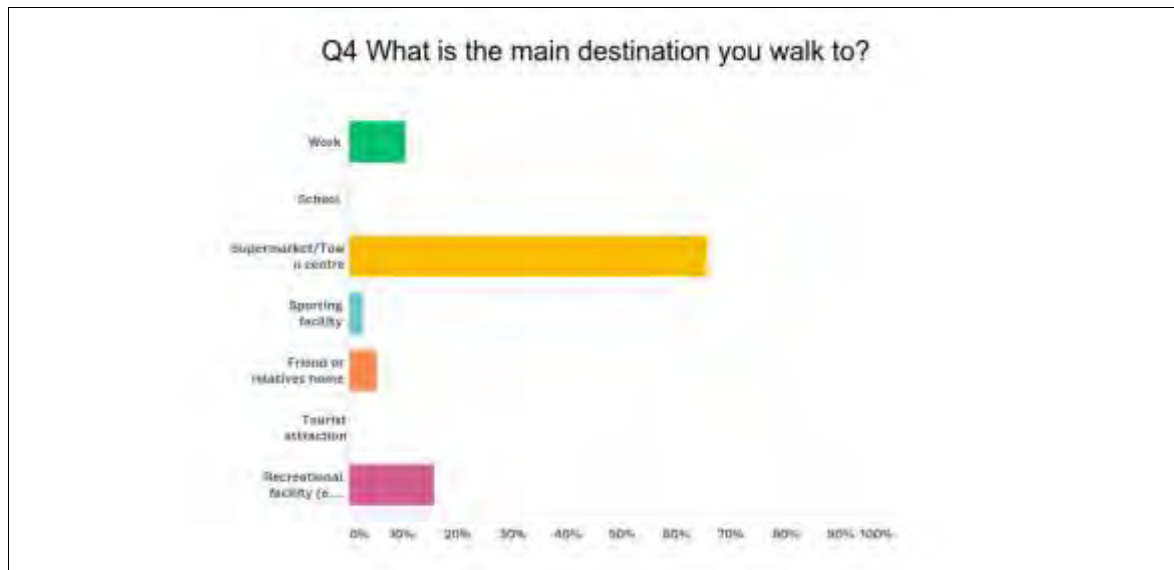
- AS1428.1, Design for access and mobility – General requirements for access
- AS1742.10, Manual of uniform traffic control devices – Pedestrian control protection
- Austroads 2017, Guide to Road Design Part 6A: Paths for Walking and Cycling
- NSW Government December 2012, NSW Long Term Transport Master Plan
- NSW Government December 2012, New England North West Regional Action Plan
- NSW Government September 2011, NSW 2021 – A Plan to Make NSW Number One
- NSW Government, Road Rules 2008
- NSW Roads and Maritime Services 2012, How to Prepare a PAMP
- NSW Roads and Traffic Authority 2008, Delineation
- Uralla Shire Council Operational Plan 2018/19
- Road Safety Action Plan

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Appendix 1: Public Survey Results

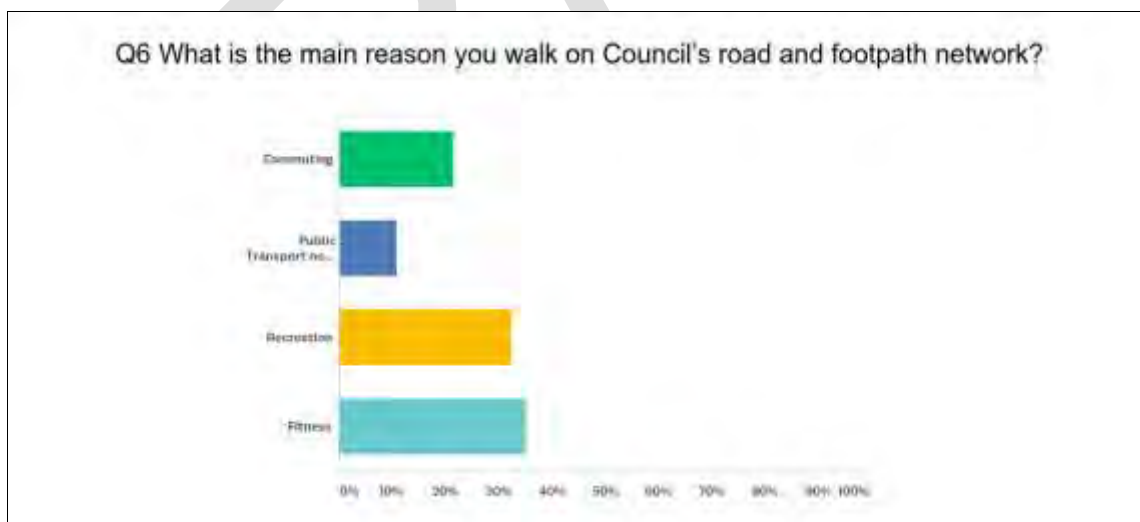
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Q5 What is the estimated distance travelled (round trip)?

Distance	Number of Respondents
0km to 5km	32
5km to 10km	4
10km +	2
Unknown	5



Q7 What improvements would you like to see to the current infrastructure that would encourage you to walk more frequently?

Please note some duplicate comments have not been included.

Community Responses
Thunderbolts Way
Happy with current infrastructure. Like the wide roads. Footpaths needed in some areas.
Better access and less steps into shops - ensure that all new construction access is at footpath level - ramp if necessary. A safe crossing is important
Footpaths around Dumeresq and all of Queen St would link town and that area as a great walking loop.
An exercise path that is continuous and about 5 kilometres around town
Better footpaths in some areas
More pathways around the town boundary
Being able to get off the road on back streets
More walking tracks Love mount mutton track
More footpaths and upgrades to some existing walkways
I would like to see a flat level walking path that would allow me to walk without difficulty. So that I could improve my heart rate by walking quickly on a safe level pathway. The pathway or track does not have to be long. 250 metres would be acceptable as walking this four times is one kilometre allowing me to improve my mobility, heart rate, blood pressure and many other advantages. I would be happy to drive to the location and do weekly walks.
Ensure all footpaths are flat with no breaks in the concrete... I am now in a wheelchair full time and this is imperative...
CBD kerb are too high, my own driveway access to leave property, evening out of hill outside my property
More walking trails through local nature reserves or public land. Both are unfortunately very limited here in Uralla. Public land is either very limited or poorly marked on Google maps and similar. 2. Pathway on the western side of Alma Park and extends up and around Mt Mutton is poor quality and overly rocky. Just needs to be covered with quality fine road base or similar. I'm Not suggesting it needs to be concrete or bitumen, just better surface covering than what is there.
the surface of the pathways not risen to much so people don't trip and for other people that have walkers etc are able to get about better because of this reason.
Better walkways ours are old and very uneven
Better lighting in the evening and night
Wide roads, eg: Maitland St, Salisbury Rd do not have pedestrian crossings Bridge Rd only has one, but with increasing traffic, this is not sufficient Hence we need more pedestrian crossings
More fitness paths/equipment/bike tracks
Better footpaths, most are uneven and some are hard to walk as they are up hill
A dedicated walking track for fitness
Better Lighting
Better connection between public spaces, walking tracks, parks and improvements done to the underpass.
Stop horses being on footpaths

Community Responses
Footpath to sporting complex
I know this could be difficult but there needs to be a pedestrian crossing around the intersection of Hill/Bridge streets. Many people walk up Bridge Street (and you have the caravan park on Queen Street) and crossing the road at Hill/Bridge intersection to get to the bakery etc is quite tricky (especially if, like me, you have mobility issues). Suggest a pedestrian crossing on the Alternate Root side which wouldn't interfere so much with traffic turning right on to Bridge St from Thunderbolt Way (Hill Street).
Connect sporting complex to CBD
More shade trees
None, I don't perceive any real problems.
More footpaths
Maintained footpaths
Additional pedestrian crossing
Wheelchair friendly
Footpaths clear (including overhanging) and no trip hazards
Level footpaths
Level walking paths that can be used for prams and wheel chairs
More and level footpaths, better lighting, sign posts with information, duress alert capability
slowing down traffic changing speed through town to 40
Footpaths with no bumps or holes
Wider path

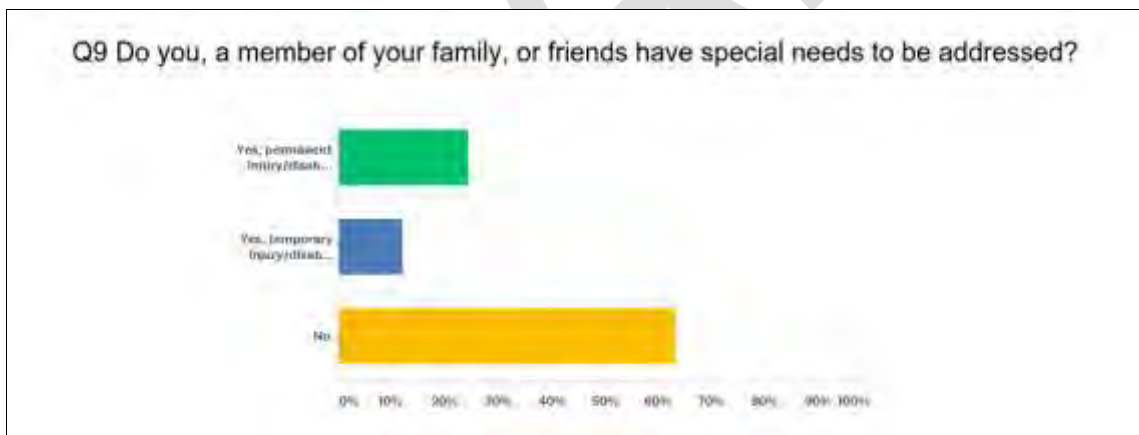
The responses have been assessed and taken into consideration as part of the development of the PAMP with specific measures adopted, as deemed appropriate.

Q8 What areas of Uralla's footpaths and other pedestrian infrastructure do you feel require attention?

Community Responses
Walking tracks
Some do
Pedestrian Crossing at Hill St, removing Bike shelter P.C. in Salisbury St, outside Council building Highway underpass to VIC is a neglected asset
The height between the road kerb and pedestrian path is too high for people with ambient disabilities to step up easily and they tend to walk along the road until they find a ramp or crossing. This is dangerous as heavy trucks and double B's use the main road.
Dumeresq St desperately needs a foot path as does southern end of Queen St - it randomly stops past the school.
Entire length of Bridge St
Footpaths to school from town
The top end of the main street(towards the King Street intersection) both sides of the road
Outside CBD
Need to smooth them out
Queen St and Woodville general area.
Pedestrian crossing needs to be safe and used by everyone. I can't see how you can improve the footpath in front of the shops, as explained I find it uncomfortable. No straight flat level at all.
Height of gutters on Main Street to get up onto the footpath.
Most of them
The footpaths near the Alternate Root Café, requires looking at, I have found it a bit dangerous when walking down that part of the pathway.
Side streets
Lots of streets have no footpaths. No footpath makes it difficult when it rains because the pedestrian area becomes a gutter
Pretty well all, except Bridge St in CBD and foot/cycle path along King/Maitland Sts Maintenance is required passim, and extensions of footpaths in Woodville where there are none, and along Maitland St towards sports ground
Around the school, the footpaths are terrible
Near central school in Park street
A walking track on racecourse road as people are always walking on the single lane road and it is a hazard
Between McMaugh Gardens and town centre clear of debris and clearer signage around work sites
Highway Crossing, Walking trails and creek side paths
At the back of school where buses are no path on opposite side and very muddy when wet
Any without concrete paths
Bridge Street
Streets without trees. It is just so uncomfortable in the heat to be walking.
The only thing that occurs is that stepping after exiting from one's car onto the curb is in places quite a high step for people with bad knees.

Community Responses
Woodville
Corner near Church cafe, blue metal all over the footpath
There isn't enough footpaths around town in general.
Out to golf club
The height
Main Street
Maitland Street through Porter Park and under bridge
In front of central school
Just need to fix un level areas
It is not safe after dark, inadequate lighting - could be solar and motion activated. There is no way to call for help anywhere.
don't know
Some of the ramps from street level to footpath are too steep
Better footpath to the brewery

The comments have been noted and provided to USC for consideration as part of their annual maintenance program for footpaths.



Q10 What pedestrian infrastructure would best address these needs? (e.g. gaps between footpaths you use, or locations where wheelchair access is poor / non-existent)

Community Responses
NA
I am aware that some people with disabilities struggle with the state of our footpaths
A new pedestrian crossing is required in front of Foodworks at Salisbury St. across Bridge Street. The road is very wide and traffic coming South through the Town turning into Salisbury St. cut the corner. The Pedestrian crossing should also cross Salisbury St. for similar safety reasons
Footpaths in aforementioned areas! One of my children has very low tone (congenital) and falls easily on uneven surfaces.
The train station carpark
Wheel chair access to many of the shops/businesses in the main street.
There are a lot of problems on the footpaths that need attention, eg outside Uralla Central School, Uralla Anglican Church
No existing footpaths in Queen St (southern end) for disabled man who walks to main st every day.
I like to park at the back of the shops and walk down to the shops. One access path is good but the accommodate the back of the pharmacy could be improved immensely. It is very rocky, many dips and an uneven surface for anyone with balance problems. Or with a walker
There is not enough disable parks on the Main Street which require a driveway so a wheelchair can get up onto the footpath
Lowering kerbs in shopping centre, levelling of slippery grassy hill so i can put bins out without a struggle and fear of falling, grading of dirt/grass footpaths
It would be good to see ramps, to the footpaths were the road is too high for people to get onto the footpath, e.g.: people with wheelie walkers (Aged people), wheel chairs.
Up grade old paths
Footpaths should be continuous everywhere, wheelchair access is a legal requirement
School pedestrians need to be marked more! I've have had a couple of close encounters with my 6 year with people not stopping!
another footpath
Existing wheelchair ramps have loose rocks/blue metal need to be leaned more often. and the one down near Michaels café the lip where the bottom of the ramp meets the road is to high, when you're pushing a wheelchair unassisted and you hit the lip you nearly tip out.
Kerbside wheelchair access
Footpath
From car park down lane between Dales and Chemist
I love the mobility map. Older buildings are difficult to adopt and I accept that. I would like disability access at Hampden Park to be highlighted: I asked at Seasons about disability parking and they didn't know.
Maitland Street / Plane Avenue and Bridge Street
The trees on Duke Street are a good example of shade trees that do not interfere with power lines. In the hot weather I changed my route to make the most of theses. Our summers are only going to get hotter.
One manages one's physical problems the best one can, using a cane or choosing an easier route to where one wishes to go. One cannot possibly accommodate everybody with the thousands of infirmities that people may have by making a smooth, flat area throughout the town for access. To

Community Responses

attempt to do so would not only cost millions that we don't have, it would open a gigantic can of worms every time members of the ageing population discovers they don't manouvre their bodies as well as they used to when the ground is uneven!

Maintenance of paths

Better footpaths

Lighting would help also

Wheelchair access in main street.

slowing down the traffic

The responses have been assessed and taken into consideration as part of the development of the PAMP with specific measures adopted, as deemed appropriate.

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Q11 Where do you see additional/new footpath infrastructure would be desirable? (e.g. gaps between footpaths you use, or locations where wheelchair access is poor / non-existent)

Community Responses
Walking tracks or footpaths associated with major roads close to town
Not sure
Gaps between Blisters and footpath in Bridge St need a more aesthetic and safer system, as recommended in the Consultant's report.
The main problem is that Disability Car Access Bays are mainly all located (very badly) in the rear carpark behind the shops on the eastern side. Access can only be made through the interconnecting walkway to the main shopping street with no wheelchair access to most shops because of high steps. Not really a solution especially when there are quite a few people in motorised wheelchairs coming from McMaugh Gardens Aged Care facility
As previously stated Dumeresq St and southern end of Queen St.
Bridge Street should have a walking path covering the north and south ends of town
Paved footpaths from school to central town.
Wheel chair access on a lot of corners could be improved
Woodville
Up queen street
Woodville area is popular for walkers/joggers and has a lack of suitable areas to exercise safely.
I think as in question 10. If that drive way to the back of the pharmacy was seen to then access to the disabled or even wheelchair access would be an advantage. And the steps to the front entrance would not have to be used
Footpaths further than the block around the Main Street.. unless I use the road I have no means of getting anywhere alone in my wheelchair. Main Street, sporting complex
The footpath heading from The Alternate Root Café to the Post office, I think needs looking at and maybe to be made wider for the access of wheelie walkers, wheel chairs etc., and more ramps down the main street, near NAB, as the footpaths are getting higher for the older people to get onto the pathway
I'd like to see walkways on all are main roads in the township
I have no special needs to be addressed
Track along the creek at porter park needs to be sealed
Central school, Park street
Hill st north of alma park and Fitzroy st north
Main Street needs more ramps, and also in front of Doctors in Hill street and post office.
In the CBD and outer public spaces
Around uralla central school
Not aware of any problems. I will ask Daphne Field
Major walking streets leading to town. Hill, Salisbury, Bridge, King Streets
From bridge to showground
More footpaths
Out to sporting complex
Gaps between footpaths

Community Responses

Sporting places

Maintain existing footpaths before creating new ones!

To sporting complex

Bowling club area

The responses have been assessed and taken into consideration as part of the development of the PAMP with specific measures adopted, as deemed appropriate.

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Q12 Have you identified any areas where there are impediments to use of the footpath? (parked vehicles, kids on bikes, trailers, vegetation, camber, condition of surface etc.)

Community Responses
No
There is nothing wrong with the footpath. It is stable and even, with interlocking brick finish which looks good. The footpath is generously wide with adequate seating. Landscaped areas define the angle parking which is good.
From the perspective of using a pram the curbs are difficult to navigate crossing roads. They need to be tapered at points where a road intersects for ease of use. This would be critical for those who use a wheelchair. It's not too bad on Bridge St but the side roads are shocking for it.
Several areas are broken around town which need replacing.
Overgrown weeds on footpaths, especially on the walk to the tourist information centre from the supermarket
The school block both Uralla central and St Joseph's, raised edges anywhere around town need to be seen to
Council needs to regularly check the footpaths around town themselves.
Yes, outside my home, footpath is not graded, due to no private driveway and hill to road, i have to park in communal driveway/pedestrian access
Condition of surface as answered in Q7
The gardens in the main street are nice and would like to see them stay, but the trees etc need to be maintained so people in cars can see when to pull out of their car spot.
I'd like to see paths all the way to sports complex
Only impediments to walking in streets with no footpath at all. Walking on the road is not always safe, especially when it gets dark and lighting is poor.
See also Q8 answer Footpath around Marsden park is incomplete
the footpath near the school isn't even, part of it lifts up. this won't make it easy for anyone in a wheelchair to use.
Hill St access into Hampden Park to public toilets, whole area needs sealing at the moment loose rocks on the driveway access, impediments to public. Also Pioneer park across from the Visitor info centre loose gravel, not only an impediment to disabled people but the general public. Also across from the public toilets ...needs a couple of ramps + the gravel/cement & driveway on the corner is a hazard. Not easy to navigate in wheel chair
Main street parking and ease of access onto footpath. Highway Crossing Underpass is dirty and dangerous.
Yes horses on footpath including in main street
Loss material on eastern side of Bridge Street near doctor's surgery
Not really. There are some areas of dirt driveways that have eroded into potholes on the rare occasions we have rain, that can make the going tricky, but only if you aren't watching where you are going. I refer specifically to the parking areas behind the shops of Bridge St, accessed from either Hill St or Salisbury St.
Gravel on path in Bridge Street
Down in alma park
Condition of surface
Wheelchair access
Under bridge and coming out near Gun area

Community Responses

Queen Street at Uralla Creek

The comments have been noted and provided to USC for consideration as part of their annual maintenance program for footpaths.

Q13 Do you have any further comments?

Community Responses

No

I am happy with current infrastructure but I am aware that there may be problems for others.

I suggest provision of more street furniture to match the existing locally produced stuff, to give people the sense that they OWN the place...and to encourage them to stroll leisurely and linger in the CBD.

Wheelchair or ambient disability access could be provided if a parallel ramp/step construction 1500mm wide can be constructed to connect possibly two shops on the sloping footpath. This would still leave plenty of footpath width however some of the seat/tables may need to be relocated. Shop owners could then level their entrances to allow better disability access. The use of a portable wheelchair ramp can also be used to some shops, accessible on call to the shopkeeper. This would also facilitate access to mothers with prams or ambient disabled with a walker.

Not at this stage.

Any changes should ensure Uralla's heritage features are respected.

Would there be any possible grants to enable shops/businesses to help improve wheel chair access to their business such as for ramps etc?

Monitor the footpath with regular or yearly maintenance.

Why do we constantly need consultants to undertake the work of Council staff?

I understand that this is mainly for footpaths etc, but I feel that looking at ramps and rails in some shops for the people that require help looking into their shops, the elderly with wheelie walkers, wheel chairs etc.

Why ask about special needs concerns when I have answered no to question 9?

I would love to see a footpath along all of Uralla Creek, this would like many parks to each other and also to the CBD

It's a tripping hazard for people walking the path and anyone in a wheelchair will struggle to actually use it. As there isn't a path across the road from the school, it's just grass.

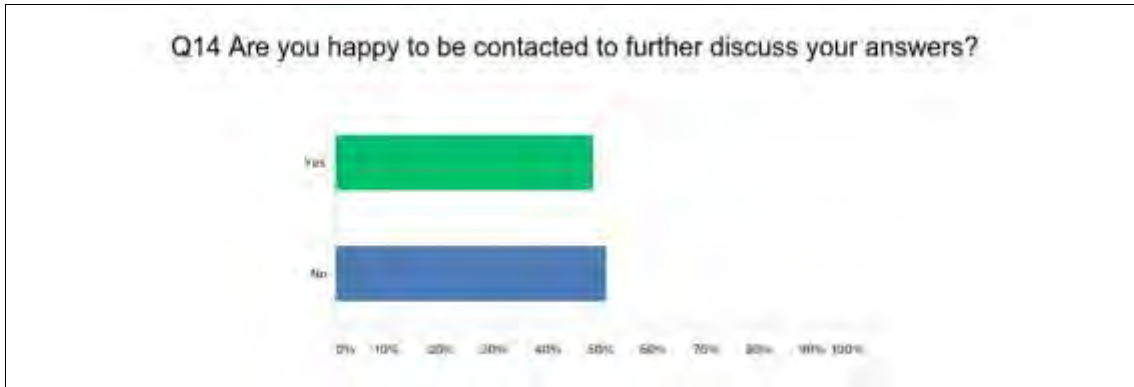
I fear that a very large amount of ratepayers' money will be spent on this program, to satisfy what I think is only a small part of the population. Most people accept the available access when they choose to live in a particular place. Sometimes it could be the case that an accident causes major disability suddenly, but governmental infrastructure is available to help in these instances.

I think money would be better spent on upgrading small sections of water mains 3/20/2019 12:22 PM 26 No. Thankyou. :)

Why can't this be an in-house decision and discussion

Wheelchair access all over Uralla !!!!!

We need on road cycle facilities

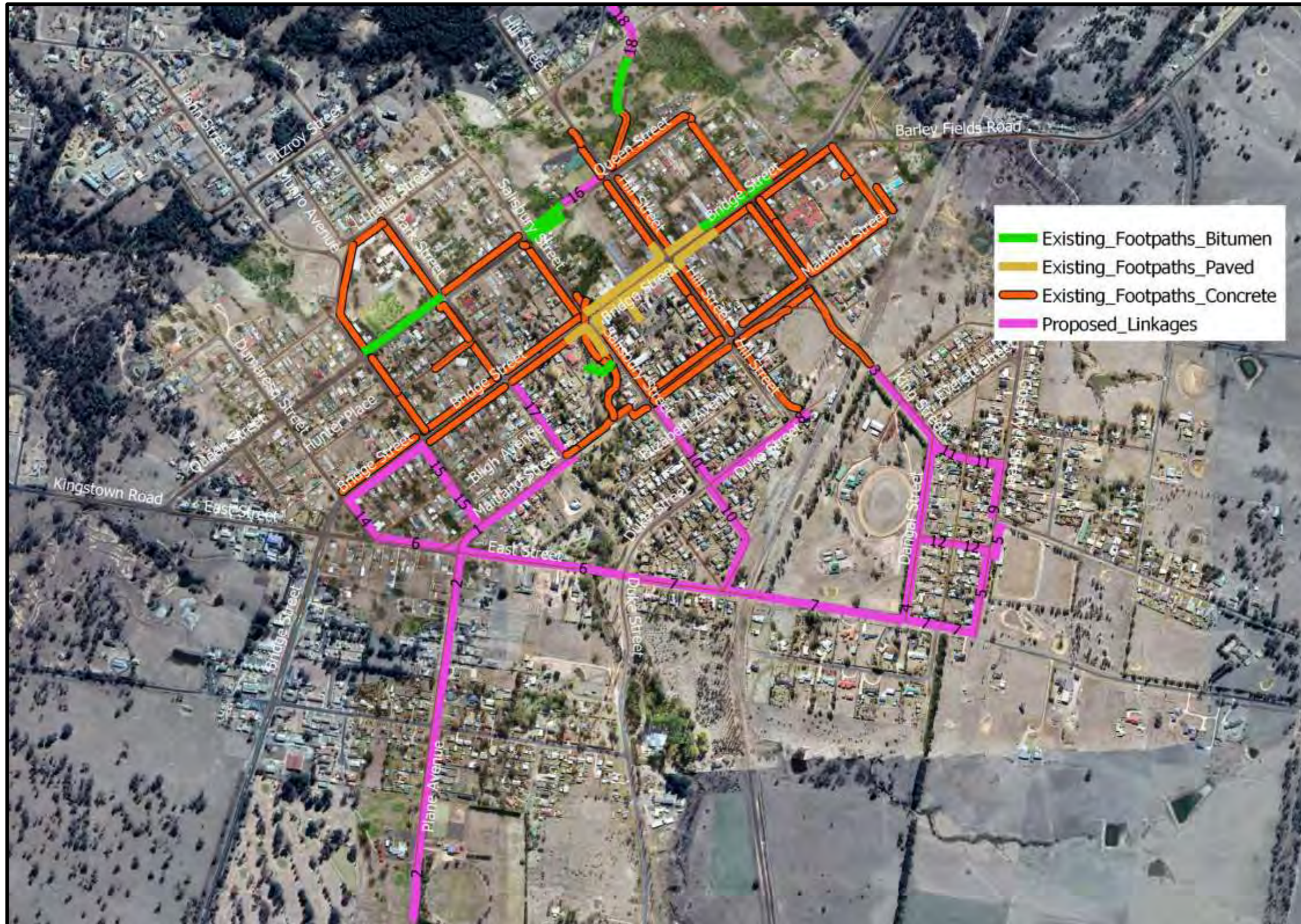


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Appendix 2: Footpath and Shared Path Network Map

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Proposed Uralla Footpath and Shared Path Network Map (2019)



COUNCIL BUSINESS PAPER - 25 JUNE 2019

Appendix 3: PAMP Route Descriptions

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Footpath Route Descriptions

Description	Community Request	Safety	Connectivity	Existing/Potential Demand	Comfort	Tourism	Recreation
Queen Street	10	5	0	5	5	0	5
Caravan Park Parkland	0	5	5	3	5	0	8
Park Street (Bridge Street to Maitland Street)	0	5	10	5	5	0	4
John Street (Bridge Street to Maitland Street)	0	5	15	8	5	0	4
Dumaresq Street (Bridge Street to East Street)	5	5	14	7	5	0	4
Bridge Street (John Street to Dumaresq Street)	10	10	10	5	5	0	2
Maitland Street (Park Street to East Street)	0	20	20	10	10	0	10
East Street (Dumaresq Street to Gostwyck Road)	10	10	15	9	5	0	8
Duke Street (Hill Street to Salisbury Street)	5	10	15	6	5	0	8
Salisbury Street (Maitland Street to East Street)	0	10	15	8	5	0	9
Plane Avenue to Sporting Fields	10	15	20	10	10	0	10
Gostwyck Road to Gostwyck Street	2	15	15	5	5	0	8
Gostwyck Street to McCrossin Street	5	15	15	8	8	0	7
Mihi Street	2	10	15	5	5	0	8
Gostwyck Street (McCrossin Street to King Street)	3	10	15	5	5	0	9
King Street (Gostwyck Street to Dangar Street)	5	20	10	6	5	0	0
Dangar Street (Gostwyck Road to King Street)	8	8	15	6	5	10	7
King Street to Rail Overpass	10	10	15	10	5	0	10

Appendix 4: Schedule of Works

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Uralla PAMP – Schedule of Works

Priority	Description	Length (m)	Width (m)	Estimated Cost (\$)
1	Maitland Street (Park Street to East Street)	340	2.50	\$110,500.00
2	Plane Avenue to Sporting Fields	850	2.50	\$276,300.00
3	King Street to Rail Overpass	225	2.50	\$73,200.00
4	Dangar Street (Gostwyck Road to King Street)	425	2.50	\$138,200.00
5	Gostwyck Street to McCrossin Street	260	2.50	\$84,500.00
6	East Street (Dumaresq Street to Gostwyck Road)	860	2.50	\$279,500.00
7	Gostwyck Road to Gostwyck Street	520	2.50	\$169,000.00
8	Duke Street (Hill Street to Salisbury Street)	270	2.50	\$87,800.00
9	Gostwyck Street (McCrossin Street to King Street)	130	2.50	\$42,300.00
10	Salisbury Street (Maitland Street to East Street)	520	2.50	\$169,000.00
11	King Street (Gostwyck Street to Dangar Street)	165	2.50	\$53,700.00
12	Mihi Street	160	2.50	\$52,000.00
13	Bridge Street (John Street to Dumaresq Street)	220	2.50	\$71,500.00
14	Dumaresq Street (Bridge Street to East Street)	115	2.50	\$37,400.00
15	John Street (Bridge Street to Maitland Street)	210	2.50	\$68,300.00
16	Queen Street	110	2.50	\$35,800.00
17	Park Street (Bridge Street to Maitland Street)	210	2.50	\$68,300.00
18	Caravan Park Parkland	160	2.50	\$52,000.00
Total				\$1,869,300.00

- Notes: (1) Estimated costs are inclusive of kerb ramps and traffic control provisions during construction based on a \$130/m² rate for construction.
 (2) Estimated costs are current as at May 2019.
 (3) Estimated costs are indicative only and sites should be fully investigated prior to any detailed design and construction activities.
 (4) It is recommended that estimated costs be adjusted in accordance with an appropriate indexation rate for future annual operational plans.
 (5) Concrete is the nominated material type for each path however this may be adjusted in order to satisfy available funding (for example – asphalt).

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REPORT TO COUNCIL

Department:	Infrastructure and Development
Submitted by:	Manager Waste, Water and Sewer Services
Reference/Subject:	Report 14 – Pollution Studies Reduction Program for EPL 1626 (Uralla Sewage Treatment Plant)

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.1	To preserve, protect and renew our beautiful natural environment
Strategy:	3.1.3	Protect and maintain a healthy catchment and waterways
Activity:	3.1.3.1	Maintain compliant catchment and waterways management
Action:	3.1.3.1.4	Maintain compliance with Environmental Protection Licence requirements for the Uralla landfill, sewer and water treatment plants

SUMMARY:

A sewer overflow from Councils reticulation system in 2017 led to an investigation into the incident by the Environmental Protection Agency (EPA). On the basis of that investigation, the EPA issued Council an Official Caution and required Council complete a Pollution Studies and Reduction Program (PRP). The requirements of the PRP are included on the Environmental Protection Licence for the sewer treatment plant and reticulation network. The PRP required that Council undertake a study to review the reticulation system, its maintenance and monitoring program with a view to identifying improvements. The terms of the PRP require that the assessment and details of the accepted recommendations are submitted to the EPA by 31 July 2019. Further, *“if any of the assessment recommendations are not proposed to be implemented, the licensee must provide an explanation as to why they will not be implemented.”* It is recommended that Council accept the recommendations of Pollution Studies and Reduction Program analysis as outlined in this report.

OFFICER’S RECOMMENDATION:

That Council:

1. **Accept the recommendations outlined in the “Review of Uralla Shire Sewer Reticulation Maintenance and Monitoring Report” dated 13 May 2019 prepared by Tonkin Consulting as summarised in Table 1 and Table 2 as attached to this report; and**
2. **Approve \$138,000 as a variation to the water and sewerage budgets for the 2019/2020 Financial Year for the items identified for implementation in the 2019/2020 Financial Year.**

BACKGROUND:

Uralla Shire Council holds an Environmental Protection Licence (EPL 1626) under the Protection of Environment Operations Act 1979 for the Uralla Sewer Treatment Plant. The licence applies to the premises of the sewerage treatment plant on Flat Rock Road along with the sewer reticulation system servicing properties in Uralla. The NSW Environmental Protection Agency (EPA) is the regulatory body that monitors EPL performance and compliance.

As a condition of the licence, Council is required to notify the EPA of any pollution incident that occurs at the premises subject to the licence. On the 26 September 2017, the Manager Waste, Water and Sewer Services contacted the Environmental Line to report an overflow from a manhole on the reticulation system.

This report resulted in an investigation by the EPA, on the basis of which the EPA issued an Official Caution and required the addition of a Pollution Reduction Studies Program in Section 8 of EPL 1626.

Section 68 of the Protection of the Environment Operations Act 1997 (POEO Act) defines pollution reduction programs (PRPs) as follows:

- (2) The conditions of a licence may require the holder of the licence:
 - (a) to develop and submit to the appropriate regulatory authority a pollution reduction program and to comply with the program as approved by the appropriate regulatory authority, or
 - (b) to comply with a pollution reduction program determined by the appropriate regulatory authority.
- (3) A pollution reduction program may include but is not limited to requirements to carry out works or to install plant for the purpose of preventing, controlling, abating or mitigating pollution.
- (4) The appropriate regulatory authority may approve a pollution reduction program with or without alterations.

PRPs are generally imposed by the EPA in response to continuing environmental issues or ongoing compliance problems. They are intended to achieve improved environmental outcomes in a negotiated timeframe and are imposed under a licence condition.

The assessment report, with accepted recommendations, an implementation timeframe and a cost/benefit analysis, is to be submitted to the EPA by 31 July 2019. Additionally, Council must provide an explanation *“if any of the assessment recommendations are not proposed to be implemented.”*

REPORT:

Uralla Shire Council engaged Tonkin Consulting Pty Ltd to undertake the risk assessment of the premises under the licence; review the current monitoring, inspection and maintenance program (including incident reporting and record keeping practices); and outline recommended changes and/or upgrades to improve those systems. A copy of the Tonkin report is attached.

Tonkin recommend Council undertake eighteen actions to improve monitoring and management of the reticulation network. Of these Tonkin recommend four high priority actions as being those that will have the most immediate impact.

All recommended actions are presented in Table 1 along with notes by Council officers to clarify the budget impact and proposed implementation timeframe. These recommendations should be read in conjunction with the Risk Assessment presented in the Tonkin report. Please note that any estimates are subject to verification via market testing.

The EPA may adopt specific recommendations from the PRP as future conditions on the licence. Any licence condition associated with the Pollution Studies and Reduction Program will remain on the licence until those matters are complete.

The Official Caution will remain on file and be taken into consideration by the EPA in respect to any future pollution event within the network.

Should future pollution incidents occur, the EPA will take Councils record of environmental management, compliance history, past fines or Cautions, cooperation with the EPA and willingness to commit to appropriate remedial actions into account when determining the outcome of future pollution events.

For a corporation, fines begin at \$15,000 for each breach of the Act. Any given event may have multiple breaches. Failure to comply with a condition of a licence attracts a \$3,000 fine per incidence.

Breaches of licence conditions also lead to an increase in Annual Licence fees and potential re-assessment of the risk rating of the licence.

KEY ISSUES:

- A report from Council outlining accepted recommendations, timeline for implementation and a cost-benefit analysis must be submitted to the EPA by 31 July 2019.
- For each recommendation Council does not wish to accept, a reason as to why that is the case is to be provided with Councils report to the EPA.
- Costs associated with an additional staff member will be split between water and sewer services. The sewer fund will not bear the full charge.
- Telemetry costs and costs for the Gravity Sewer Model will be borne in Financial Years 2020/2021 and 2021/2022 respectively. These costs are not included in the budget variation for the 2019/2020 Financial Year.

CONCLUSION:

It is recommended that Council accept all recommendations from the Tonkin review of the sewerage treatment network as outlined, and submit a response to the EPA to indicate the timeframe for implementation as required by ELP 1626 by 31 July 2019.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Nil

2. Policy and Regulation

Environment Protection Licence ("EPL") No. 1626. Section 120 of the Protection of the Environment Operations Act 1997

3. Financial (LTFP)

Additional costs will impact the LTFP.

4. Asset Management (AMS)

Maturation of the asset management system has been made.

5. Workforce (WMS)

Report recommends the full time employment of an additional staff member on the Uralla water and sewer services team.

6. Legal and Risk Management

Conditions of Environmental Protection Licence 1626 are legally binding. The recommendations and actions accepted by Council will form continuing conditions on the EPL until such time as all matters are resolved. The implementation of the recommendations will reduce the potential for environmental harm and penalties for licence breaches.

7. Performance Measures

As required by conditions listed in the Environmental Protection Licence 1626.

8. Project Management

Manager Waste, Water and Sewer Services

Prepared by staff member:	Stephanie McCaffrey, Manager Waste, Water and Sewer Services
TRIM Reference Number:	UINT/19/2831
Approved/Reviewed by Manager:	Terry Seymour, Director Infrastructure and Development
Department:	Infrastructure and Development
Attachments:	Attachment 1 - Analysis High Priority recommendations from Pollution Studies Reduction Program Attachment 2 - Other Recommendations from Tonkin Attachment 3 - Final Report Pollution Studies Reduction Program, Tonkin Consulting Party Ltd 2019

Table 1: Analysis of High Priority recommendations from Pollution Studies Reduction Program review by Tonkin, 2019

MWWSS Ranking	Tonkin Ranking	Action	Benefit(s)	Comment	Implementation Cost (Estimate only)	Proposed Expenditure Year	Ongoing Annual Expenditure (estimate only)
1	High Priority Action 4	Additional staff to join the operations team.	Succession planning which allows operations staff to share knowledge, take extended leave and increase the 'man power' within the team.	Staff shortages have been identified by internal review and again by Tonkin as a factor in Councils inability to undertake required maintenance and servicing, detect and respond to problems in a timely fashion. Required in order to allow for succession planning and provide extra capability to meet daily service needs. One additional staff member engaged on a full time basis at Grade 3/1 will have an estimated budget impact of \$71,000 in Year 1 including on-costs and allowances. Subsequent annual wage costs are subject to Grade progression and LG Award wage increases.	\$71,000	Complete during 19/20	\$71,000
2	High Priority Action 3	Implementation of a GIS system for: accurate depiction of the current system; accurate field records of maintenance activities ability of office staff to undertake reporting tasks; mapping of breaks/chokes/trends; basis of asset management system and valuation data.	A well implemented GIS tool can save significant time and introduce efficiencies in existing processes, e.g. data collection and reporting tasks. It is always up to date and accessible.	Estimate 4 months to implement a whole of Council GIS system for the benefit of water and sewer services, planning and environmental management and rates functions of Council.	\$60,000 as whole of Council project, approx \$12,000 from sewer reserve	Commence 19/20	\$20,000
3	High Priority Action 1	Develop maintenance schedules and lists in accordance with WIOA recommendations.	More visibility and communication of operator's tasks. Accurate field records of maintenance activities.	Operational staff are unable to meet daily service needs in an adequate fashion due to staffing levels.	\$0	Current and ongoing in response to updates, additional maintenance needs.	\$0
4	High Priority Action 2	a) Naming and risk rating of each manhole; and b) Subsequent installation of level sensors and telemetry at the high risk manholes and pump stations	Accurate field records of maintenance activities. Reduce the frequency, duration and impact of overflows.	In progress and ongoing; Sensors can be incorporated into current Telemetry project scope. Additional cost outlined in Tonkin report may not be beyond the scope of current Telemetry budget allocation.	\$16,000	Commence telemetry project in 20/21.	\$1,000

Table 2: Other Recommendations from Tonkin

Report Reference	Tonkin Risk Ranking	Action	Benefit(s)	Comment	Implementation Cost (Estimate only)	Proposed Expenditure Year	Ongoing Annual Expenditure (estimate only)
3.02, 3.03, 3.04	High	Inclusion of telemetry to enable early response by operators, at pump stations and 'high risk' manholes should elevated levels at the manholes be detected.	Early notification of high water levels to enable operators to respond prior to overflow.	Incorporated into Tonkin High Priority Actions in Table 2.	\$0	20/21	\$0
3.14	High	Switchboard modifications to enable a plug in generator to power the pumps.	Ability to plug in the generator in the event of power outage and prevent pump station overflows.	Tonkin also recommend purchasing a generator. This is not considered necessary for the sewerage treatment plant as generators are available for hire locally. The estimate provided by Tonkin to purchase a 65 kVa generator is not considered realistic. Adaption of switchboards for generator plug can be included in current switchboard upgrade project at additional cost.	\$3,000 (already in budget)	Current and ongoing into 19/20	\$400
3.15	High	Increased operator process requirements mean increased time for operations staff to undertake administration tasks.	Records kept and can be found when incidents happen.	Will be assisted by improvements made in record keeping, staff training made elsewhere. Additional staff costs to account for greater administration effort are difficult to quantify. Achieved by adoption Tonkin High Priority Action 4.	\$0	19/20	\$0.00
3.17	High	Development of an operations manual including documentation of the current network that accurately depicts the location and features of the assets, together with procedures, protocols that reflect how the system is maintained and operated. Needs to include incident reporting.	Becomes an active/live manual for operations.	Could be completed internally, but capacity means delivery will be slow.	\$10,000 as internal costs	20/21	\$600
3.17, 3.18	High	Inclusion of a succession plan to enable another operator to join the team and to develop skills as required.	Succession planning; additional resources to meet ongoing service and customer needs.	Achieved by adoption of Tonkin High Priority Action 4	\$0	19/20	\$0

Table 2: Other Recommendations from Tonkin

Report Reference	Tonkin Risk Ranking	Action	Benefit(s)	Comment	Implementation Cost (<i>Estimate only</i>)	Proposed Expenditure Year	Ongoing Annual Expenditure (<i>estimate only</i>)
3.01	Medium	Commission a gravity sewer model to confirm capacity of the network, to inform high risk areas due to changes since design	Identification of high flow risk areas that have higher potential to overflow. This can be followed by a correlation with the high risk manholes to see where the 'pinch points' in the network are, and are likely to overflow to the creek.	The capacity review may result in network upgrades including new pipe installation and high level overflow pipe at particular sewer manhole locations. Tonkin allowance of \$30, 000 for gravity sewer model plus additional costs for location of asset is not considered correct. MWWSS estimate of \$45,000.	\$45, 000 (may be included in LTFP through estimated costs from Morrison & Low)	21/22	\$0 annual costs, model will require review periodically
3.06	Medium	Development of naming and rating of each manhole as high/medium/low risk based on consequence of overflow.	Understanding of which manholes are at highest risk of overflowing to the creek system.	Operators have started naming and rating manholes on paper maps. Achieved by Tonkin High Priority Action 2 and 3.	\$0	19/20	\$0
3.07	Medium	Development of a GIS map depicting the locations of breaks/blockages to determine if there is any pattern. A lower cost solution could be achieved by including a mapping point on the Field Record for each event that could be easily mapped using IntraMaps. Council considers this a short term and temporary suggestion.	Any identified pattern can be used to identify and prioritise network upgrade locations.	Achieved by adoption of Tonkin High Priority Action 3	\$0	19/20	\$0
3.08	Medium	Development of a program to undertake Closed-circuit television (CCTV) of all pipes within the collection network.	Identify issues. Create a repair/replace/reline program. Co – benefit: cleaning/jetting of the pipes can be done at the same time.	Would enable proactive replacement of issues before they develop into leaks/cracks. Replace existing CCTV equipment. CCTV monitoring – internal staff costs. Tonkin recommends external review of footage and assistance with a long term replacement program: however this can be done in-house with services hired on an needs basis. Allowance for equipment not considered adequate, estimate for camera and accessories \$19,000. Budget allowance 18/19 FY of \$12,000, additional \$7, 000 required.	\$7,000	19/20	\$2,000

Table 2: Other Recommendations from Tonkin

Report Reference	Tonkin Risk Ranking	Action	Benefit(s)	Comment	Implementation Cost (Estimate only)	Proposed Expenditure Year	Ongoing Annual Expenditure (estimate only)
3.11	Medium	Time allocated by operations staff to record inspections. Development of an easy checklist and recording mechanism for each inspection, e.g. GIS based iPad compatible system.	Easy GIS data entry means more efficient processes. Communication to office staff by access to the same system. Live data recording.	Achieved by adoption of Tonkin High Priority Action 3 and 4	\$0	19/20	\$0
3.16	Medium	Asset management of system with strategic asset replacement.	Proactive rather than reactive replacement.	Progress has been made recently in respect to developing an asset management system, continual improvement is required.	No specific costs identified	Ongoing	No specific cost identified
3.19	Medium	An allocation of time for projects that are on the strategic plan, e.g. network extensions.	Completion of strategic replacements. Communication between office and operations staff for completion dates. Clear understanding of maintenance requirements	Ongoing. Internal staff costs with material costs per job. Achieved in part by adoption of Tonkin High Priority Action 4.	Refer to Tonkin High Priority Action 4	19/20	\$0
3.20, 3.21	Medium	Up skilling operators in GIS and field data collection, with the intent of maintaining accurate records, which connects to the asset management system and plans.	Accurate records. Access by all staff. One system. No duplication of data entry.	Operations staff seemed keen for a system that was more efficient and saved them time. GIS training and development included by adoption of Tonkin High Priority Action 3.	Refer to Tonkin High Priority Action 3	19/20	\$0
3.03	Low	Pump station set points can be adjusted as required to increase pumping frequency during high rainfall periods.	Adjustments for seasonal flows.	Operators have commented the set points have been adjusted.	\$0	19/20	\$0
3.09	Low	Time allocated for operations staff to undertake inspections of manholes each month.	Identification of any issues.	Additional capacity required, related to additional staffing requirements. Incorporated into operational program.	\$0	19/20	\$0
3.12	Low	Flushing of the network at the outskirts.	Minimisation of slow/stagnant flows that have the potential to create odours. However, odours have not been identified as a major issue	Undertaken as required	\$0	19/20	\$0

Pollution Studies Reduction Program

Review of Uralla Shire Sewer Reticulation Maintenance and Monitoring

Uralla Shire Council

Contract No. UO/19/00807

13 May 2019

Ref: 20190547



Building exceptional
outcomes together



Document History and Status

Rev	Description	Author	Reviewed	Approved	Date
A	Draft for Client	CRW	BSS	BSS	03/05/2019
0	Final Issue	BSS	CRW	BSS	13/05/2019

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Client: Uralla Shire Council
Ref: 20190547

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Appendices

- Appendix A – Likelihood and Consequence Definitions**
- Appendix B – Information for Level Sensors**



1 Background

1.1 Aim of Investigation

The Uralla Shire Council (Council) operates the Uralla township sewer system, which comprises of a collection network and treatment infrastructure. The reticulation infrastructure has had two notable overflows in recent years (one at a sewer manhole located adjacent the Uralla Creek and one at a sewer pump station on the outskirts of town), which has resulted in the receipt of a Caution Notice from the Environmental Protection Authority (EPA) requiring the Council to undertake a pollution studies and reduction program, which has been noted on their licence.

The aim of this investigation is to undertake a risk assessment for the sewer reticulation system and develop suitable recommendations and strategies for implementing improvements to the sewer maintenance and monitoring activities in the future. Council are keen to develop a proactive sewer maintenance and monitoring program that includes preventative maintenance, rather than being reactive.

1.2 Scope of works

Tonkin has undertaken the following scope of works:

- Attendance at a kick-off meeting with key Council stakeholders at the Uralla Shire Council Offices to ensure alignment in respect to the outcomes of the risk assessment.
- Site inspection of sewer assets with Council representatives to better understand existing network performance, overall condition of the system, and high risk areas.
- Facilitation of a risk assessment workshop with Council stakeholders to identify high, medium and low risk areas of the reticulation network and propose mitigation strategies.
- Identification and justification of the location and extent of all high, medium and low risk areas along the sewer reticulation system.
- Review of the current monitoring, inspection and maintenance program for the reticulation system in the identified risk areas.
- Outline recommended changes and upgrades to improve the current monitoring, inspection and maintenance systems and schedules, as well as incident reporting and record keeping practices, for the reticulation system.
- Undertake a cost-benefit analysis for each recommendation and develop a timeframe over which each recommendation can be made.
- Prepare and submit a draft and final risk assessment and summary report (this report).



2 Uralla Reticulation Network

2.1 Current Reticulation Network

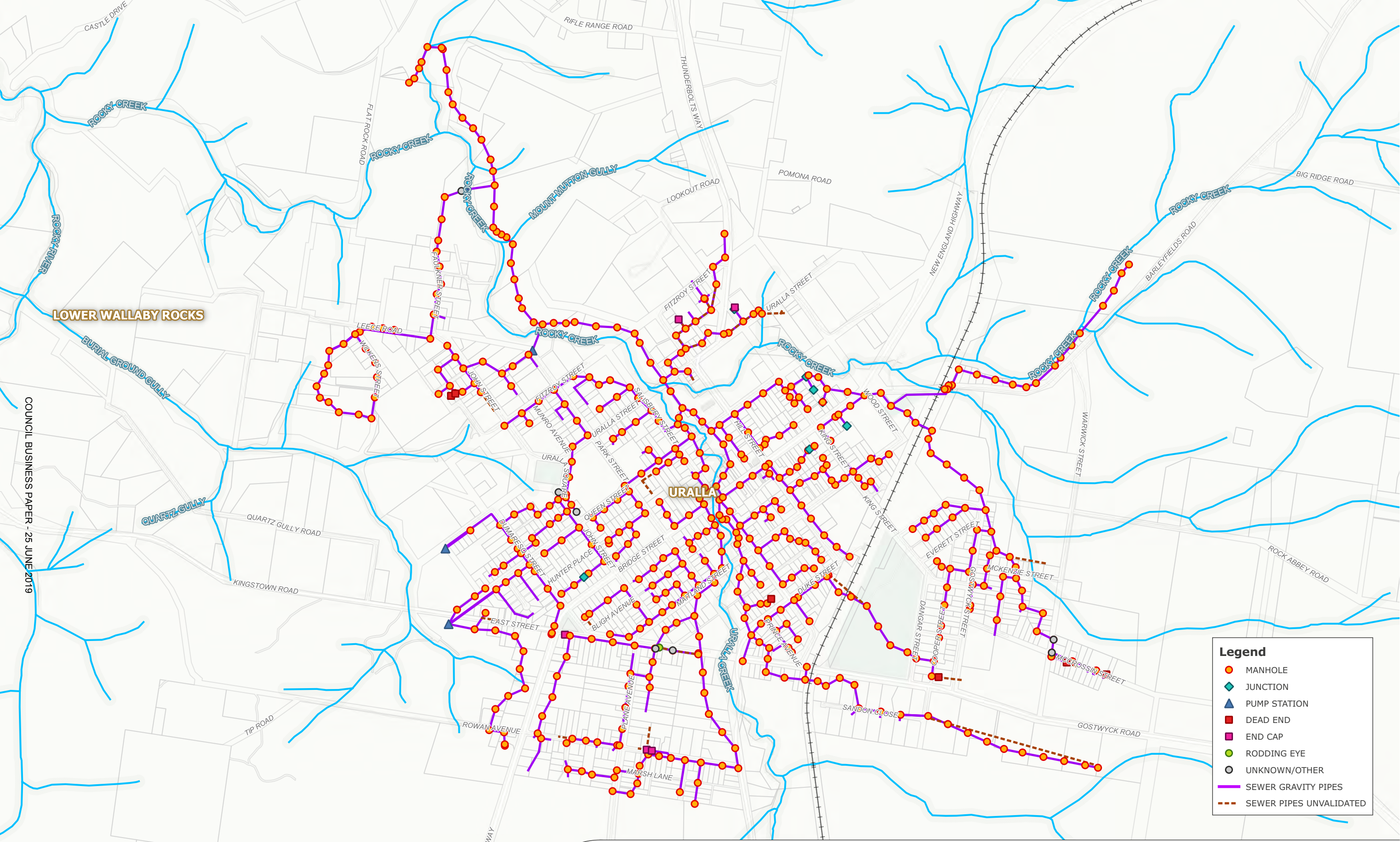
The current Uralla sewer reticulation network consists of:

- A gravity collection network with a combination of asbestos cement (AC) and polyvinyl chloride (PVC) pipework.
- Sewer manholes.
- Six pump stations, which lift sewage from low points in the network up into the gravity collection network via AC and ductile iron (DI) pressure mains.
- Sewage treatment plant.

The reticulation network was originally installed in 1966, and extensions have been undertaken to surrounding areas at various times since. These extensions are typically installed by the operators.

The sewage treatment plant (STP) is operated in accordance with Public Works Guideline for Operation of the Uralla Sewage Treatment Plant, 1995. Council was not able to provide an Operations Manual for the reticulation system.

Figure 2-1 provides an overview of the existing Uralla sewer reticulation network. It is noted that the geographic information system (GIS) files used to develop the sewer network map has not been reviewed for gaps, errors or omissions. The data is dated 2014 and hence does not account for any connections or new additions to the reticulation network made since this date.



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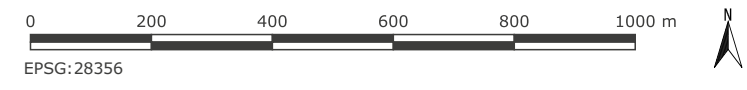
399

Legend

- MANHOLE
- ◆ JUNCTION
- ▲ PUMP STATION
- DEAD END
- END CAP
- RODDING EYE
- UNKNOWN/OTHER
- SEWER GRAVITY PIPES
- - - SEWER PIPES UNVALIDATED



Job Number: 20190547
 Filename: 20190547GQ001AGQ
 Revision: Rev A
 Date: 2019-05-03 09:26
 Drawn: Travis Moon



Data Acknowledgement:
 Sewer data provided by Uralla Shire Council, 2019
 Roads and Creeks data from:
<https://maps.six.nsw.gov.au/clipship.html>, 2019
 Basemap from CartoDB, 2019

Uralla Shire Council

URALLA SHIRE SEWER RETICULATION SYSTEM - OVERVIEW

Figure 2-1

2.2 Overflow Incidents

It is understood there have been three overflow incidents from the reticulation network:

- 26 September 2017 at the manhole located on the northern corner of Bridge Street and Salisbury Street, behind the Heritage Gun, immediately adjacent to Uralla Creek. This overflow was described as a 'trickle' of liquid from the manhole into the Uralla Creek, and was caused by fat and plant root build up. The manhole sits within a gabion wall creek bank. At the time of the event there was little to no flow in the creek. It is noted that this incident was responded to by the operators in a timely manner, i.e. within 30 minutes, the blockage was cleared, reported to the Council office and the EPA were notified within one hour. There were no visible signs of the overflow beyond the lid of the manhole. The operators took water samples in the creek upstream and downstream of the manhole and sent them off to the laboratory for testing. On 14 September 2018, the NSW EPA issued the Caution Notice to Uralla Shire Council.
- 25 August 2016 and 16 September 2016 at the STP located at 41 Leece Road, on the outskirts of the township. On both occasions the observed overflow was no more than 4 m from the pump station and the overflow had ceased by the time staff attended the site (within 30 minutes of the alarm being triggered). It is understood that the primary driver for the overflow events was due to significant wet weather and stormy conditions resulting in a saturated catchment and subsequent ground water intrusion into the STP. Hydrated lime was applied to the overflow area follow clean up activities. The incidents were reported to the EPA. The EPA investigated the incidents but found nothing that caused concern in regard to the impact of that particular event.

Procedures for responding to overflow events are presented in the Pollution Incident Response Management Plan (PIRMP). A copy of this document is kept with the operators on site. Following incidents, the operators are to populate a Field Report template in accordance with Protection of Environment Operations Act, Section 5.7.





The assets subject to overflow are shown in Figure 2-2 below.



Figure 2-2 Bridge Street Manhole and Leece Road Sewage Pump Station

The location of the recent Bridge Street Manhole overflow is identified in Figure 2-3.

Legend

-  MANHOLE WHERE OVERFLOW INCIDENT OCCURRED
-  25 METRE CREEK BUFFER ZONE
-  SEWER GRAVITY PIPES
-  SEWER PIPES UNVALIDATED



tonkin

Job Number: 20190547
 Filename: 20190547GQ002AGQ
 Revision: Rev A
 Date: 2019-05-02 16:09
 Drawn: Travis Moon



URALLA SHIRE SEWER RETICULATION SYSTEM - LOCATION OF MANHOLE WHERE OVERFLOW INCIDENT OCCURRED



2.3 Operations and Maintenance

The operations and maintenance of the sewer reticulation network is undertaken by Council operators.

Planned tasks include:

- Weekly inspections of each of the six sewage pump stations. General activities include hosing down the sump and pumps, check of operating levels and general observations. Pumps remain in place during weekly inspections. They are only removed when undertaking required maintenance activities.
- Monthly inspections of manholes. Activities include general observations, blockage checks and hose down.

Reactive tasks include:

- Clearing of any blockages or chokes as they become apparent.
- Responding to any alarms at pump stations (note that the pump stations have flashing lights but no telemetry call outs). Council operators typically rely on adjacent property owners to call operators directly when there is visible alarm or overflow situation that needs attending to.
- Pipe failure repairs and replacement.

Council operators are responsible for both the sewer reticulation network and potable water network in town. We would expect that Council resources should commit approximately 50% of their time to both assets. However, we understand that regularly, Council staff will spend long periods of time away from regular sewer monitoring and maintenance activities due to perceived priority tasks associated with the water supply system. These tasks can include managing issues with water supply, responding to customer complaints, installation of new connections, pipe failure repairs and replacement and water quality monitoring.

The operations and maintenance program for the sewer reticulation system is relatively informal. Whilst the operators are very experienced and highly skilled, planned tasks (e.g. pump and manhole inspections) are executed on an ad hoc basis (subject to staff availability and competing workload). Given that a significant portion of the operator's time is dedicated to reactive activities, the lack of formality for programmed works could lead to gaps in maintenance and potential longer term operational issues for the network in the future.

2.4 Operations Team

Most operations and maintenance tasks are undertaken by the operations team, which is understood to be three on site staff. All operators have significant local experience and have a comprehensive understanding of the sewer network. Operators are supported by other Council staff who undertake various administrative tasks.

During periods when an operator takes extended leave, an interim operator may join the team. The operator will typically have direct experience with sewer infrastructure and other Council works crews and be a long term Council employee. Council's preference is to use the same operators who have undertaken the role in the past. Feedback from Council operators suggest that execution of operations and maintenance task is more challenging when dealing with interim operators.

During periods when an operator is on leave, the time available for sewer system monitoring and maintenance tasks is greatly reduced.

2.5 Determination of High Risk Manholes

Council operators have recently commenced labelling and ranking manholes based on their proximity to Uralla or Rocky Creek. In the event of an overflow, some manholes will discharge directly to the creeks. This has been classed as high risk. Others will discharge to the road, which provides a barrier before entering the creek and an opportunity to prevent this from happening. A summary of risk categories identified by Council staff is as follows.



High Risk – Overflow discharges directly into creek.

Medium Risk – Overflow discharges to road and gutter system prior to entering creek

Low Risk – Overflow discharges to house or private property prior to entering road, gutter or creek system.

The risk categorisation methodology is considered sound; however, the following additional categorisation criteria is considered appropriate to allow a clearer categorisation of overflow risk.

High Risk – High probability of overflow discharging directly into creek. All manholes within 25 m of a creek (buffer zone) are considered high risk. This includes ephemeral creek systems.

Medium Risk – Medium probability of overflow discharging into creek. This risk criteria applies when one or more of the following criteria apply.

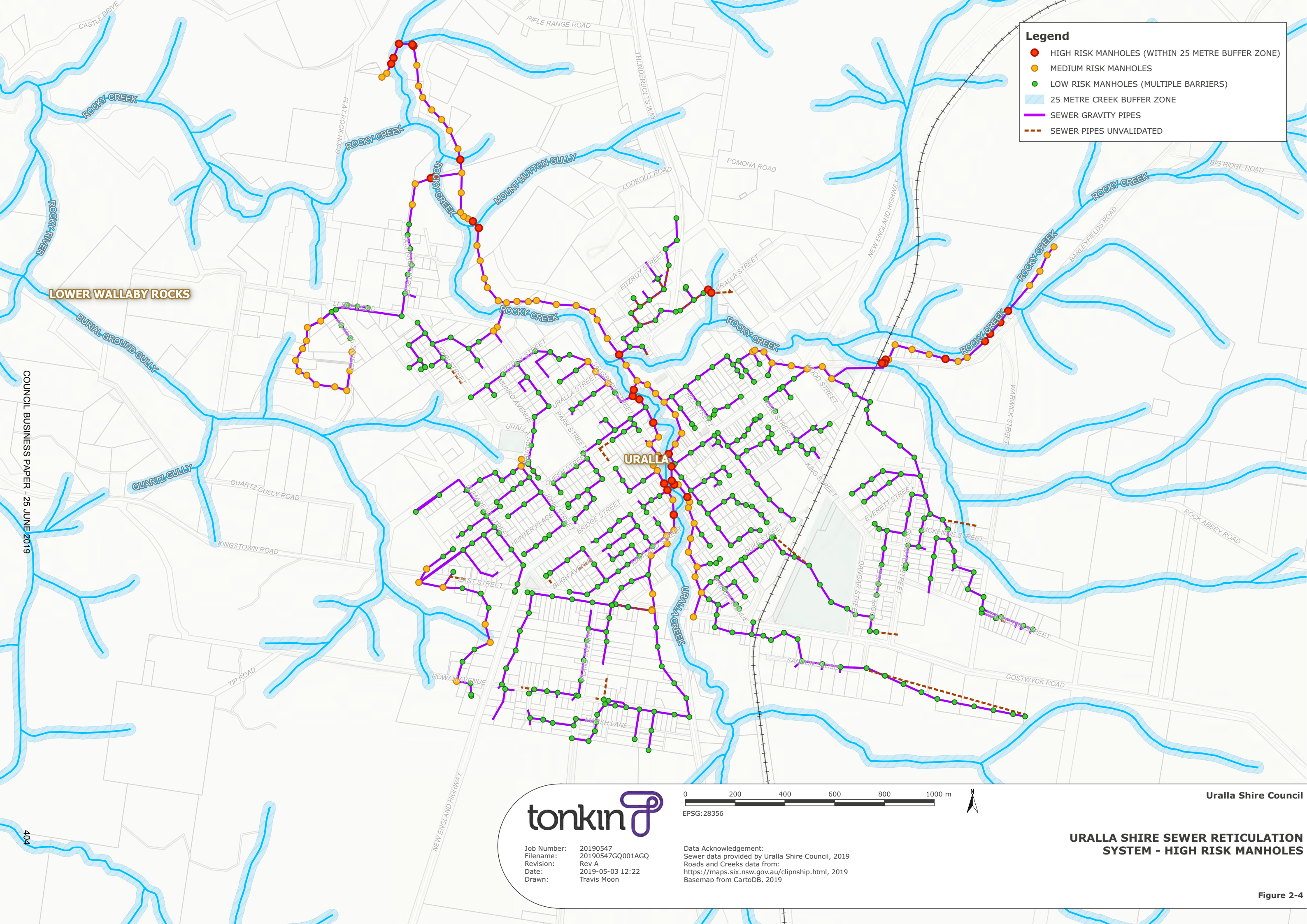
- Manhole is greater than 25 m from a creek.
- Overflow from the manhole discharges to road and gutter system prior to entering creek.
- Manhole is located on property immediately adjacent to creek.
- Manhole is located in area where overflows are not easily observed by local residents (typically outskirts of town) or where not easily accessed by road or Council easement.
- Manholes which are not considered high risk, but have been subject to overflow in the past.

Low Risk – Low probability of overflow discharging into creek. This risk criteria applies when one or more of the following criteria apply.

- Manhole typically located in private property, easement or park.
- No previous overflow has occurred.
- Overflow unlikely to flow via gravity into creek system.
- Overflow likely to be contained to house or private property without entering road or gutter system.

Based on the information provided to Tonkin, a GIS map has been developed which provides an overview of the Uralla system and location of high, medium and low risk manholes. This is shown in Figure 2-4. It is recommended that field confirmation activities are undertaken to ground truth high, medium and low risk manholes based on actual proximity to the creek systems. The GIS map should be updated on this basis.

It is also recommended to undertake a capacity assessment of the sewer reticulation network. Outcomes of this assessment should be cross checked against the low, medium and high risk manhole sites. Where manholes are subject to overflow due to capacity issues, these sites should be elevated to a higher risk category.



Legend

- HIGH RISK MANHOLES (WITHIN 25 METRE BUFFER ZONE)
- MEDIUM RISK MANHOLES
- LOW RISK MANHOLES (MULTIPLE BARRIERS)
- 25 METRE CREEK BUFFER ZONE
- SEWER GRAVITY PIPES
- SEWER PIPES UNVALIDATED

COUNCIL BUSINESS PAPER - 25 JUNE 2019

LOWER WALLABY ROCKS

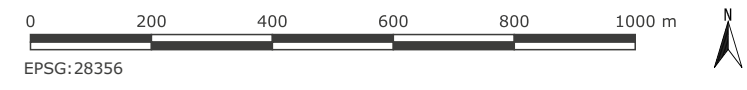
URALLA

Uralla Shire Council

URALLA SHIRE SEWER RETICULATION SYSTEM - HIGH RISK MANHOLES



Job Number: 20190547
 Filename: 20190547GQ001AGQ
 Revision: Rev A
 Date: 2019-05-03 12:22
 Drawn: Travis Moon



Data Acknowledgement:
 Sewer data provided by Uralla Shire Council, 2019
 Roads and Creeks data from:
<https://maps.six.nsw.gov.au/clipship.html>, 2019
 Basemap from CartoDB, 2019

Figure 2-4



3 Risk Assessment

During the site visit, Tonkin spent time on site with the operators, to gain an understanding of the operation of the overall sewage reticulation system, including visiting each of the pump stations. This information was used to develop a risk assessment for the operational and monitoring aspects of the system.

The definitions for consequence and likelihood are provided in Appendix A, together with the risk table.

The following risk assessment table identifies the hazards, the event that may cause it, who is affected and the control measures. The likelihood and consequence determine the risk rating.

Project Risk Register – Uralla Shire Council

Client	Uralla Shire Council	Workshop Date	17-Apr-19
		Revision No.	B
Meeting Attendees	Paul Byrne Shane Barraclough Terence Seymour	Ben Staniford Carmen Wentrock *Stephanie McCaffrey (comments provided post workshop)	Project No. Project Leader
			20190547 Ben Staniford

IDENTIFY HAZARD					ASSESS RISK			
ID	Discipline	Risk Source (Hazard)	Event / Cause / Consequence	Persons Affected	Control Measure (Risk Treatment)	Likelihood	Consequence	Risk Rating
Operations and Maintenance Phase								
3.01	Collection network	High flows throughout the collection network due to population increases.	Overflows due to capacity issues within the collection network.	Operators, community, environment	Council tracks population, which is currently sitting at approx. 2500 people. The WWTP is designed for 4000 people. Confirmation of the capacity of the network, to inform high risk areas due to changes since design, i.e. developments. This can then be correlated with the high risk manholes.	3 - Likely	D - Significant	Moderate
3.02	Collection network	High flows throughout the collection network due to wet weather events.	High infiltration over a longer period causes overflows of the collection network.	Operators, community, environment	Inclusion of telemetry to facilitate early operator response.	3 - Likely	C - Serious	High
3.03	Collection network	High level of sewage in pump stations which has the potential to lead to overflows.	Operation of pumps allows the rise of sewage within the wet well. Emergency storage also contained within the wet wells.	Operators, community, environment	Pump station set points can be adjusted as required, as a seasonal maintenance activity. Observations of pump levels to be recorded.	2 - Unlikely	D - Significant	Low
3.04	Collection network	Alarms not responded to in a timely manner.	If an alarm is triggered at a pump station, reliance is on the neighbours to call into Council to report it. There is no telemetry on the pump stations.	Operators, neighbours, community, environment	Inclusion of telemetry on pump stations that sends a message to the operators so that a response can be initiated prior to an overflow event.	4 - Good chance	C - Serious	High
3.05	Collection network	Overflows at manholes.	High levels of infiltration into the collection network may lead to overflows at manholes or blockages due to tree roots/blockages.	Operators, community, environment	Inclusion of telemetry on selected 'high risk' manholes that sends a message to the operators so that a response can be started prior to an overflow event.	4 - Good chance	C - Serious	High
3.06	Collection network	Understanding of collection network in regards to overflow likelihood and consequence.	Understanding of where each manhole will discharge in the event of overflow due to blockage, and the consequences.	Operators, community, environment	Development of naming and rating each manhole as high/medium/low risk of overflow and consequences of overflow.	3 - Likely	D - Significant	Moderate
3.07	Collection network	Understanding any high risk areas within the collection network that are susceptible to breaks/blockages.	Records of repairs and cleared blockages are kept in paper form that tends to get lost in the system.	Operators	Development of a GIS map depicting the locations of breaks/blockages to determine if there is any pattern.	3 - Likely	D - Significant	Moderate

Project Risk Register – Uralla Shire Council

Client	Uralla Shire Council	Workshop Date	17-Apr-19
		Revision No.	B
Meeting Attendees	Paul Byrne Shane Barraclough Terence Seymour	Ben Staniford Carmen Wentrock *Stephanie McCaffrey (comments provided post workshop)	Project No. Project Leader
			20190547 Ben Staniford

IDENTIFY HAZARD					ASSESS RISK			
ID	Discipline	Risk Source (Hazard)	Event / Cause / Consequence	Persons Affected	Control Measure (Risk Treatment)	Likelihood	Consequence	Risk Rating
3.08	Collection network	Slow leaks underground due to material failure of pipes.	Unknown leakage into the soil, due to tree roots or cracks.	Environment	Development of a program to CCTV all pipes within the collection network. From this a repair/replace/reline program can be developed. Allocation of time for this task for operators. Undertake a review of pump run hours/flows.	3 - Likely	D - Significant	Moderate
3.09	Collection network	Complaints register not updated to record closed actions.	Potential to double up on tasks.	Operators, Council staff	Operator Team Leader to close out actioned sewer system complaints that come through Council. This will enable close out statistics to be recorded.	3 - Likely	E - Minor	Low
3.10	Collection network	Inspections of manholes not undertaken.	Depending on the time available, these checks may not be done. Should an incident occur, these inspections are important.	Operators.	Time allocated for operations staff to undertake inspections.	2 - Unlikely	D - Significant	Low
3.11	Collection network	Recording of inspections, and general record keeping practices.	Inspections are generally recorded via notes in diaries. However, whilst Council operators do generally recall the last time an inspection took place, records of inspections are sometimes not easily recovered.	Operators, Council staff	Time allocated by operations staff to record weekly inspections. Development of an easy checklist and recording mechanism for each inspection.	3 - Likely	D - Significant	Moderate
3.12	Collection network	Low flows in the collection network causing stagnant flows.	Odours and stagnant flows in catchments that have low flows.	Operators, Council staff	Flushing of the network at the outskirts.	2 - Unlikely	E - Minor	Low
3.13	Switchboards	Issues with the switchboards due to age.	Electrical failure of pump stations due to the age.	Operators, Council staff	Replacement/upgrade of switchboards, to current electrical standards.	3 - Likely	D - Significant	Moderate
3.14	Switchboards	Power failure leads to system overflows.	Ability to transfer sewage in an extended power outage.	Operators, Council staff	Ability to plug in a generator to the switchboard to power the pumps during electrical shutdown.	3 - Likely	C - Serious	High

Project Risk Register – Uralla Shire Council

Client	Uralla Shire Council		Workshop Date	17-Apr-19
			Revision No.	B
Meeting Attendees	Paul Byrne	Ben Staniford	Project No.	20190547
	Shane Barraclough	Carmen Wentrock	Project Leader	Ben Staniford
	Terence Seymour	*Stephanie McCaffrey (comments provided post workshop)		

IDENTIFY HAZARD					ASSESS RISK			
ID	Discipline	Risk Source (Hazard)	Event / Cause / Consequence	Persons Affected	Control Measure (Risk Treatment)	Likelihood	Consequence	Risk Rating
3.15	Administration	Increasing legislative requirements requires more time to document testing and monitoring activities.	Increasing administration and paperwork time for operations staff.	Operators, Council staff	Time allocated by operations staff to undertake administration tasks.	4 - Good chance	C - Serious	High
3.16	Administration	Increased frequency of failure due to aging assets.	Increased frequency of leaks, breaks and chokes.	Operators, Council staff	Asset management of system with strategic asset replacement. Communication of planned upgrades to operators to plan accordingly.	3 - Likely	D - Significant	Moderate
3.17	Personnel	Operators resigning/retiring.	Loss of operator knowledge due to retirement or resignation of senior operator staff leading to a loss of corporate knowledge. The ability to provide compliant water and sewer services becomes an issue.	Operators, Council staff	Inclusion of a succession plan to enable another operator to join the team and to develop skills as required.	4 - Good chance	D - Significant	High
3.18	Personnel	Operators taking annual leave or long service leave. Interim operators assisting with operations and maintenance tasks.	In reducing the team due to leave, there is a risk that issues are not responded to in a timely manner as the available staff availability is reduced. Interim operators are less efficient and may need additional support from core operator team.	Operators, Council staff	Documentation of the current network that accurately depicts the location and features of the assets, together with procedures, protocols that reflect how the system is maintained and operated. Needs to include incident reporting. Potential to update to an electronic format, such as GIS where all information could be kept, and linked to asset management. Inclusion of succession planning to provide flexibility, to be trained over an extended period.	4 - Good chance	C - Serious	High
3.19	Administration	Planning of daily and weekly tasks.	More visibility/communication of operators tasks, given there needs some flexibility to react to breaks, chokes.	Operators, Council staff	An allocation of time for projects that are on the strategic plan. Communication between Manager and operators to understand when activities need to be completed by. Develop maintenance schedules and lists in accordance with Water Industry Operators Association of Australia recommendations.	3 - Likely	D - Significant	Moderate

Project Risk Register – Uralla Shire Council

Client	Uralla Shire Council		Workshop Date	17-Apr-19
			Revision No.	B
Meeting Attendees	Paul Byrne	Ben Staniford	Project No.	20190547
	Shane Barraclough	Carmen Wentrock	Project Leader	Ben Staniford
	Terence Seymour	*Stephanie McCaffrey (comments provided post workshop)		

IDENTIFY HAZARD					ASSESS RISK			
ID	Discipline	Risk Source (Hazard)	Event / Cause / Consequence	Persons Affected	Control Measure (Risk Treatment)	Likelihood	Consequence	Risk Rating
3.20	Personnel	Operators not updating records, e.g. of network extensions etc.	Upskilling in GIS and field data collection using iPad/alternate electronic system.	Operators, Council staff	Appropriate training and connection with other operators/staff about systems and improvements with the intent of maintaining accurate records.	3 - Likely	D - Significant	Moderate
3.21	Personnel	Council staff not skilled in supporting operators data collection and GIS requirements.	Upskilling in GIS and support services to operators.	Operators, Council staff	Keeping up to date records of the sewer system in a GIS interface which connects to the asset management system and plans.	3 - Likely	D - Significant	Moderate



3.1 Opinion of Cost/Benefit Analysis

Based on the risk assessment undertaken, in order to determine the priority actions of which Council can address to achieve the maximum benefit for their dollar, Tonkin has provided an indicative cost for each action in the cost/benefit table presented below. Some actions in this table do not have a monetary cost or benefit, but rather a time saving or other benefit for the operators or Council. Assumptions and explanations are also provided.



Table 3-1 Cost/Benefit Analysis

No.	Risk	Action	Indicative Cost	Benefits	Implementation Timeline	Comments
3.01	Med	Confirmation of the capacity of the network, to inform high risk areas due to changes since design.	\$20-30k for a gravity sewer model to be developed. Additional costs for the accurate location of pipework and invert level determination.	Identification of high flow risk areas that have higher potential to overflow. This can be followed by a correlation with the high risk manholes to see where the 'pinch points' in the network are, and are likely to overflow to the creek.	Dec 2020	The capacity review may result in network upgrades including new pipe installation and high level overflow pipe at particular sewer manhole locations.
3.02 3.04 3.05	High	Inclusion of telemetry to enable early response by operators, at pump stations and 'high risk' manholes should elevated levels at the manholes be detected.	\$1,400 per installation. Refer to Appendix B for a quote and details of level switch and alarm facilities. Also requires a sim card from Council's telecommunications provider.	Early notification of high water levels to enable operators to respond prior to overflow.	ASAP July 2019	There are many different models available.
3.03	Low	Pump station set points can be adjusted as required to increase pumping frequency during high rainfall periods.	\$Nil.	Adjustments for seasonal flows.	Dec 2020	Operators have commented the set points have been adjusted.
3.06	Med	Development of naming and rating of each manhole as high/medium/low risk based on consequence of overflow.	\$10k – estimate based on preparing GIS map. Additional costs for the field confirmation of manhole locations.	Understanding of which manholes are at highest risk of overflowing to the creek system.	Dec 2019	Operators have started on naming and rating manholes on paper maps.



No.	Risk	Action	Indicative Cost	Benefits	Implementation Timeline	Comments
3.07	Med	Development of a GIS map depicting the locations of breaks/blockages to determine if there is any pattern. A lower cost solution could be achieved by including a mapping point on the Field Record for each event that could be easily mapped using IntraMaps.	\$10k (maximum) – estimate based on GIS map developed from paper records.	Any identified pattern can be used to identify and prioritise network upgrade locations.	Dec 2019	Operators have some inherent knowledge of regular breaks and blockage locations, however, having a GIS representation of this will enable further communication of this.
3.08	Med	Development of a program to undertake Closed-circuit television (CCTV) of all pipes within the collection network. From this a repair/replace/reline program can be developed.	Replace existing CCTV equipment - \$5k. CCTV monitoring – internal staff costs. \$30-40k for review of the CCTV footage and development of a long term replacement program.	Proactive replacement of issues before they develop into leaks/cracks.	Dec 2020	Cleaning/jetting of the pipes can be done at the same time.
3.09	Low	Operator team leader to close out sewer system complaints that come through Council.	\$Nil. This requires a small change in processes where the operators communicate with office staff, who update the register.	Closing out of complaints. Development of close out statistics.	Ongoing	
3.10	Low	Time allocated for operations staff to undertake inspections of manholes each month.	\$Nil.	Identification of any issues.	Ongoing	



No.	Risk	Action	Indicative Cost	Benefits	Implementation Timeline	Comments
3.11	Med	Time allocated by operations staff to record inspections. Development of an easy checklist and recording mechanism for each inspection, e.g. GIS based iPad compatible system.	\$10k to develop a checklist using a GIS based iPad system. \$Nil if prepared by Council staff using Water Industry Operators Association of Australia (WIOA) template. 5-10 mins/inspection for data entry.	Easy GIS data entry means more efficient processes. Communication to office staff by access to the same system. Live data recording.	Ongoing	
3.12	Low	Flushing of the network at the outskirts.	In house	Minimisation of slow/stagnant flows that have the potential to create odours.	As required	Operators have advised that odours are not a significant issue.
3.13	Med	Replacement/upgrade of switchboards, to current electrical standards.	\$Nil. Resources available in house.	Safety due to update to current standards.	Dec 2019	This upgrade has commenced.
3.14	High	Switchboard modifications to enable a plug in generator to power the pumps.	\$3k for 6500W generator. Minimal cost if included in the switchboard upgrade project.	Ability to plug in the generator in the event of power outage and prevent pump station overflows.	Dec 2019	This needs to be included in the switchboard upgrade.
3.15	High	Increased operator process requirements mean increased time for operations staff to undertake administration tasks.	Additional staff costs to account for greater administration effort.	Records kept and can be found when incidents happen.	Ongoing	Implementation of item No. 3.11 will assist with administration task efficiency.
3.16	Med	Asset management of system with strategic asset replacement.	Internal staff costs.	Proactive rather than reactive replacement.	Ongoing	Asset management system already in place.



No.	Risk	Action	Indicative Cost	Benefits	Implementation Timeline	Comments
3.17	High	Development of an operations manual including documentation of the current network that accurately depicts the location and features of the assets, together with procedures, protocols that reflect how the system is maintained and operated. Needs to include incident reporting.	\$10-20k for the development of an operations manual, including procedures and incident reporting.	Becomes an active/live manual for operations.	Dec 2019	
3.17 3.18	High	Inclusion of a succession plan to enable another operator to join the team and to develop skills as required.	\$90-100k/a ongoing. Training may require additional cost.		Dec 2019	There is no guarantee a new staff member will stay in the longer term.
3.19	Med	An allocation of time for projects that are on the strategic plan, e.g. network extensions.	Internal staff costs. Communication between office and operations staff for completion dates.	Completion of strategic replacements. Clear understanding of maintenance requirements.	Ongoing	
3.20 3.21	Med	Upskilling operators in GIS and field data collection, with the intent of maintaining accurate records, which connects to the asset management system and plans.	Internal staff costs	Accurate records. Access by all staff. One system. No duplication of data entry.	Dec 2019	Operations staff seemed keen for a system that was more efficient and saved them time.



4 Discussion and Recommendations

Following several discussions and workshops with Uralla Shire Council operations and management staff, a number of risks and mitigation requirements were consolidated in a risk register. From this risk assessment and cost/benefit analysis, Tonkin are of the opinion there are four main actions that will have the most positive impact on the monitoring, inspection and maintenance practices for the sewer reticulation network. These are presented in Table 4-1 below.

Table 4-1 Recommended Actions and Impacts

Item	Action	Impact
1	Develop maintenance schedules and lists in accordance with WIOA recommendations.	More visibility and communication of operator's tasks. Accurate field records of maintenance activities.
2	Naming and risk rating of each manhole and subsequent installation of level sensors and telemetry at the high risk manholes and pump stations.	Reduce the frequency, duration and impact of overflows.
3	Implementation of a GIS system for: <ul style="list-style-type: none">• accurate depiction of the current system• accurate field records of maintenance activities• ability of office staff to undertake reporting tasks• mapping of breaks/chokes/trends• basis of asset management system and valuation data.	A well implemented GIS tool can save significant time and introduce efficiencies in existing processes, e.g. data collection and reporting tasks. It is always up to date and accessible. There is an opportunity to implement similar systems across other asset classes within Council, e.g. water supply, roads etc.
4	Additional staff to join the operations team.	Succession planning which allows operations staff to share knowledge, take extended leave and increase the 'man power' within the team.

Action 1 – developing maintenance schedules and lists in accordance with WIOA is an efficient way to quickly develop a system for clearly articulating operator practices and requirements for field based operations and maintenance activities. This can later be used in the development and implementation of a GIS system where accurate records, inspection and maintenance records can be easily found.

Action 2 – with the installation of the level sensors and telemetry systems at the pump stations and high risk manholes, this will specifically address minimising the risk of overflows by enabling a proactive response through the provision of SMS call outs prior to an overflow event.

Action 3 – in the event of an incident, with the implementation of a GIS system and accurate records, inspection and maintenance records can be easily found. Reporting on any incident is accurate and additional information can be provided.

Action 4 – having an additional operator, means that any incident can be responded to in a timely manner. Additional criteria would be placed on any additional employee, including living in Uralla, so that quick response times can be maintained out of hours.



The remainder of the actions identified within the risk assessment, are actions that will further improve existing Council processes. Some of these actions can be achieved with minimal cost, i.e. improvement of communication channels and minor procedural changes.

The risk assessment undertaken for the sewer reticulation system has developed recommendations and strategies for implementing improvements to sewer maintenance and monitoring activities. If implemented, the identified actions will assist Council in maintaining a proactive sewer maintenance and monitoring program.



Appendix A – Likelihood and Consequence Definitions

Risk Rating Matrix								
Most Likely Consequence				Likelihood of occurrence				
	People	Property	Environment	5 - Very likely The threat is expected to occur (once per week, say)	4 - Good chance The threat will quite commonly occur (once per month, say)	3 - Likely The threat may occur occasionally (once per year, say)	2 - Unlikely The threat could occur infrequently (1 in 10 years, say)	1 - Very unlikely The threat may occur in exceptional circumstances (1 in 100 years, say)
A - Disastrous	Single or multiple fatality	Virtual complete loss of plant or system	Permanent widespread ecological damage, not able to be remediated	Extreme	Extreme	Extreme	Extreme	High
B - Critical	Disabling injury or illness i.e. amputation and/or permanent loss of bodily function, or any kind of permanent health impact	Extensive damage to plant or system	Heavy ecological damage, costly and lengthy remediation process	Extreme	Extreme	Extreme	High	High
C - Serious	Any lost time injury (LTI) resulting in one or more consecutive days off work or any (RWI) resulting in more than 1 week off normal duties	Significant damage to plant or system	Major ecological damage but able to be remediated	Extreme	High	High	Moderate	Moderate
D - Significant	A medical treatment injury (MTI) or restricted work injury (RWI) i.e. any injury resulting in less than 1 week on alternate duties	Damages impact on budget and program	Localised ecological damage, easily remediated	High	High	Moderate	Low	Low
E - Minor	Minor First Aid Injury or an injury not requiring treatment	Minor damage to plant or system	Negligible ecological damage, may or may not require any remediation	Moderate	Moderate	Low	Low	Low

Risk Category		
Rating	Tolerability	Response
Extreme	Generally unacceptable	Further risk treatment required. Work shall not proceed without further risk assessment of the specific hazard. Acceptance of residual risk to be confirmed by Risk Owner.
High	Generally undesirable	Risks with this ranking can only be tolerated if it is not reasonably practicable to reduce the risk further. Acceptance of residual risk to be confirmed by Risk Owner.
Moderate	Generally tolerable	Risks with this ranking can be tolerated if it is not reasonably practicable to reduce the risk further.
Low	Broadly acceptable	Risks with this ranking are considered tolerable in their current form. However, if there are options for further reduction of risk level, then such measures should be considered.

Look-up Tables

Likelihood	Consequence	Status	Control Type	Yes or No
1 - Very unlikely	A - Disastrous	Open	Eliminate	Yes
2 - Unlikely	B - Critical	Closed	Substitute	No
3 - Likely	C - Serious		Engineer / Isolate	
4 - Good chance	D - Significant		Administrative	
5 - Very likely	E - Minor		PPE	



Appendix B – Information for Level Sensors



TO: Tonkin Consulting **From:** Alain Frichot
Attn: Jonathon Williams **Date:** 30-April-2019
Phone: 08 81321367 **Our Ref:** EQ4/17550
Email: jonathon.williams@tonkin.com.au **Page 1 of 4**
Subject: SMS9140-4G

Thank you for your request for quotation. I am pleased to provide the following to you. We offer to supply:

- 10 X 4G/LTE cellular terminal for SMS alerts** **Price: \$5,913.00 + GST**
- Being Quad-band LTE(bands 3,5,8,28(1800,850,900,700 MHz), Tri-band UMTS:
Bands 1,5,8(WCDMA/FDD 2100,850,900MHz), the new SMS 9140-3G/4G will be able
to be used on almost any 4G/LTE network(fallback to 3G), enabling local customers to
develop solutions for Australia, New Zealand, and worldwide market.
- Applications for these products are numerous and include;
- Water metering
 - Electrical metering
 - Environmental monitoring
 - SMS alarm
 - Remote data logging
 - Temperature monitoring and alarm
 - Water depth monitoring and alarm
- TCP/IP Stack
Standard RS232 9DF serial port
5VDC to 35VDC power input on RJ12 connector
Power consumption 400mA@12VDC
7 x configurable I/O's on RJ45 connector
1 x pulse counter
FME M antenna connector
Sleep Mode for reduced power consumption
User configurable
Configurable SMS Site & Alarm messages
- 10 X EDAC SMS 9140-1 Dialler Programming** **Price: \$1,350.00 + GST**
- We will workshop programme and test your SMS 9140 according to your instructions.
- 10 X Battery Backup Pack** **Price: \$2,511.00 + GST**
- Battery Backup Kit for SMS modem terminals
0.8ahr battery
Input 90-264VAC
Output 13.8VDC
1.7 A
Input Cable 1.5m 2pin mains plug
Output Cable 300mm RJ12 compatible
L160mm x W 80mm x H 90mm
- 10 X HIGH GAIN MULTIBAND ANTENNA 900MHz + 5m Cable** **Price: \$1,008.00 + GST**

EDAC Electronics, Suite 6, 173 Boronia Road, Boronia, Victoria 3155

Ph: 03 9762 6244 Fax: 03 9762 6255

Email: alainf@edac.com.au www.edac.com.au www.scadaphone.com.au



BANDWIDTH: 700-960/1710-2600
MOUNTING: 12.7mm threaded stud and nut.

Gain: 6.5 dBi 700-960 2.5 dBi 1710/2600
Frequency: 700-960 MHz, 1710/2700 MHz
Max Power 25 watts
VSWR <2.5: 1 over entire specified bandwidth
Factory pretuned
Length: 49 cm
Radome Diameter: 16 mm (White/Black) Fibreglass tube.
Termination Optional: FME.SMA.BNC.TNC.
Cable: 5.0 m or 10.0 m of Low loss RG58.

SITEMASTER ANTENNA ANALYSER
GENERATED VSWR

10 X Enclosure with clear lid for SMS360 board/SMS9140 **Price: \$540.00 + GST**
IP65 Enclosure used for SMS360/SMS9140 units.

10 X SMS9140-4G I/O board interface module with terminals **Price: \$1,665.00 + GST**
The I/O board allows for connection of typical industrial sensors such as:
0-2.5V, 0-5V, 0-10V or 4-20mA sensors
Pulse counters
Digital input or output
Switching of DC loads to a maximum of 1A and selectable from 5VDC to 24VDC
Supplied with RJ12 connector and standoffs for the SMS9140-4G
(Integral relays not included; external interface relays would need to be wired to the system)

10 X RSF73Y050QM level float switch **Price: \$675.00 + GST**
Horizontal mount float switch SPST
Black Nylon
Cable length 500mm
Connection M16x2 Thread (Hole in tank wall 23mm/0.9" diameter)
Temp range -20 to 75°C
Min Fluid SG 0.8
Switching power 25VA, 240VAC/120VDC @ 0.6A

Additional Comments

PLEASE NOTE: this quotation is valid for:

- the quoted quantities of each item
- the prices quoted are for one order and one delivery

Unless otherwise agreed in writing, any variation from these conditions may necessitate a revised quotation.

EDAC Electronics, Suite 6, 173 Boronia Road, Boronia, Victoria 3155

Ph: 03 9762 6244 Fax: 03 9762 6255

Email: alainf@edac.com.au www.edac.com.au www.scadaphone.com.au



Programming and Commissioning

We offer to travel to site to program, commission and test the above EDAC products. If this service is required please contact us for a quotation.

Airfares & Travel Arrangements

Airfares are not included in the price of this quote, airfares and accommodation will be confirmed once a firm date is established between EDAC and the client. Pricing included in this quote is indicative only and will change.

Summary of Quote

Product	Qty	Price		Total
SMS 9140-3G/4G	10	\$657.00	less 10.00 %	\$5,913.00
SMS 9140-1 Programming	10	\$150.00	less 10.00 %	\$1,350.00
SMS 9140 Battery Backup Kit	10	\$279.00	less 10.00 %	\$2,511.00
Ant DG900HG6	10	\$112.00	less 10.00 %	\$1,008.00
Enc SMS360	10	\$60.00	less 10.00 %	\$540.00
SMS 360	10	\$185.00	less 10.00 %	\$1,665.00
Float switch SPST	10	\$75.00	less 10.00 %	\$675.00
Total Quote:				\$13,662.00 + GST

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-
- N.B.** All prices are plus freight ex our Melbourne warehouse, plus 10% GST.
- Freight:** Please feel free to nominate your own carrier with your account no.
- Availability:** Usually Ex stock, subject to prior sale.
- Warranty:** 12 months from date of invoice against manufacturing faults. Warranty is ex our Melbourne workshop. All freight remains the responsibility of the customer.
- Validity:** 30 days from the above date.
- Terms:** Strictly net 30 days. Initial transaction is EFT or cheque with order, account facilities may then be established.

Thank you for this opportunity, we look forward to being of service to you in the near future. In the meantime should you have any queries please do not hesitate to contact me.

Regards,

Alain Frichot

EDAC Electronics, Suite 6, 173 Boronia Road, Boronia, Victoria 3155

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REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	Director Infrastructure & Development
Reference/Subject:	Report 15 – Probity Plan and Probity Protocols Template - Light Industrial Subdivision - Rowan Avenue

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.2	Growing diversified employment, education and tourism opportunities
Strategy:	2.2.2	Support and encourage existing business and industry to develop and grow
Activity:	2.2.2.1	Encourage business and industry development
Action:	2.2.2.1.2	Progress the development of the light industrial project in Rowan Street

SUMMARY:

The purpose of this report is to present a probity plan template particular to the sale and marketing of land parcels associated with Council's light industrial land subdivision.

OFFICER'S RECOMMENDATION:

That the Probity Plan and Probity Protocols template for the Marketing and Sale of Stage 1 Subdivision – Lot 14 DP 787477 be approved.

BACKGROUND:

At its meeting of the 18 December 2018, in considering probity advice regarding the management of unsolicited approaches to purchase part of the land within the subdivision, Council resolved at **OM 25.12/18**;

That Council:

- a) Receive and note the probity advisor's recommendations;
- b) Prepare a probity plan to detail the procedures going forward to manage the sales of lots within the subdivision.

REPORT:

The Probity Plan and Probity Protocols template has been prepared by Maddocks.

An internal review has been undertaken by the Director Infrastructure and Development and Council's Coordinator Governance and Risk with minor modifications proposed.

Maddocks have reviewed and confirmed there are no issues with the modifications to the Probity Plan and Probity Protocols template.

The probity plan template is considered to be comprehensive and its guidance and controls are intended to enable the sale of the land to be undertaken in an appropriate manner.

Should the subdivision proceed, the application of a probity plan will enable Council to demonstrate that the best interests of the community are maintained. Furthermore, the application of a probity plan will protect Council by adequately demonstrating probity.

KEY ISSUES:

Gazettal of the land to identify as operational land is anticipated within the next three weeks.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Nil
- 2. Policy and Regulation**
Advice has been received from a probity advisor as per part b) of the August resolution.
- 3. Financial (LTFP)**
Council has budgeted funds for the cost of subdivision development. The project costs are under review with the design being finalised.
- 4. Asset Management (AMS)**
The creation of the subdivision will provide additional assets to Council.
- 5. Workforce (WMS)**
Nil
- 6. Legal and Risk Management**
An appropriate probity plan to manage the land sales strategy and process will ensure the best interests of the community are maintained and not compromise the Council by adequately demonstrating probity.
- 7. Performance Measures**
Nil
- 8. Project Management**
Overall project management of the development will be undertaken by Council staff or consultants.

Prepared by staff member:	Director Infrastructure & Development
TRIM Reference Number:	UINT/19/3419
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	Attachment 1 - Probity Plan R1 Light Industrial Land Rowan Avenue

January 2019

Probity Plan and Probity Protocols

Marketing and Sale of Stage 1 Subdivision – Lot 14 DP 787477

Contents

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Probity Plan

1. Purpose of this Probity Plan

- 1.1 This Probity Plan and the Probity Protocols provide an overview of the probity issues that may arise during the marketing and sale of lands in Stage 1 Subdivision of Lot 14 DP 787477 by the Council (the marketing and sale of the Subdivision).
- 1.2 The purpose of the Probity Plan and Probity Protocols is to ensure that probity is observed at all times during the marketing and sale of the Subdivision.
- 1.3 The Probity Protocols are applicable to all Council Officers and any personnel, contractors and advisors directly or indirectly involved with the marketing and sale of the Subdivision or who may have access to information relating to the marketing and sale of the Subdivision (personnel).
- 1.4 This Probity Plan and the Probity Protocols should be read in conjunction with other relevant documents identified in this Plan.
- 1.5 The Probity Protocols do not replace, but are in addition to, any other obligations applying to the Local Government Authorities listed in Table 1.

Table 1 Obligations of Local Government Authorities

Legislation
<i>Local Government Act 1993 and Local Government (General) Regulation 2005</i>
<i>Independent Commission Against Corruption Act 1988 and associated ICAC policies and guidelines</i>
<i>Conveyancing Act 1919</i>
<i>Privacy and Personal Information Protection Act 1998</i>
<i>Government Information (Public Access) Act 2009</i>
<i>Office of Local Government Circulars</i>

2. Background – Stage 1 Subdivision of Lot 14 DP 787477

- 2.1 The Council owns Lot 14 DP 787477 which is land zoned IN2 Light Industrial pursuant to the Uralla Local Environmental Plan 2012 (the Land).
- 2.2 The Land is currently categorised as Community Land.
- 2.3 The Land is proposed to be subdivided in stages with the intention to sell the subsequent lots for purposes of stimulating economic activity in Uralla.
- 2.4 The Council has obtained a confidential valuation report for the market value of each proposed lots in the Subdivision and resolved at a Council meeting on 30 October 2018 to

assign the minimum land sales prices for Stage 1 of the Subdivision in accordance with the valuation report.

- 2.5 Presently the Council has:
- 2.5.1 Lodged a Development Application for the proposed Subdivision which is being externally assessed;
 - 2.5.2 Made an application through the “Gateway” of the Department of Planning to re-classify the Land from Community to Operational land; and
 - 2.5.3 Appointed a real estate agent to initially conduct a preliminary marketing campaign but limited to a campaign for creating public interest in the future sales of the lots of the Subdivision.
- 2.6 The Council intends to market and sell Stage 1 of the Subdivision being Lots 1 to 11 of the subdivided land (the Lots).

3. Procedural Aspects for Marketing and Sale - Stage 1 of the Subdivision

- 3.1 Currently it is expected that any marketing of the proposed Subdivision will be a preliminary marketing campaign but limited to a campaign for creating public interest in the future sales of the Lots.
- 3.2 An external Probity Advisor is to be appointed prior to the preparation and commencement any formal marketing campaign leading up to a public auction of the Subdivision.
- 3.3 The Council will form a Management Team to plan and manage the marketing and sale of the Subdivision. The team will consist of the following Council Officers **[insert names and titles]** and the appointed real estate agent.
- 3.4 The Management Team and any other personnel will be required to sign declarations concerning conflicts of interest and confidentiality before the preparation and commencement of a formal marketing campaign.
- 3.5 The Management Team and any other personnel must be provided with a copy of the Probity Plan and Probity Protocols.
- 3.6 Upon the eventual registration of the Subdivision, the Council, through its Management Team (in accordance with any relevant Council resolutions), will undertake to sell the Lots by way of public auction at first instance and then any remaining lots not sold, will be subject to private treaty sale.
- 3.7 The nature and extent of the formal marketing campaign leading up to a public auction will be at the direction of the Management Team.
- 3.8 The reserve prices for the Lots are to be set in accordance with the valuation report but subject to, if considered appropriate, a reserve price with a discount rate in circumstances where the reserve price is not achieved during the public auction.
- 3.9 If there is a discounted reserve price, the General Manager and the Mayor will have delegated authority by way of a Council resolution to act as Council’s “vendor” at the public auction so as to have a discretion to accept any offer if the reserve price is not achieved (subject to a percentage discount resolved by Council).
- 3.10 The Probity Advisor must provide a Probity Report and Sign Off prior to the Management Team setting the date for public auction and private treaty sale.

- 3.11 In the event that there are Lots which remain unsold after public auction then the appointed real estate agent will be directed by the Management Team to manage the sale of those Lots by way of private treaty sale.
- 3.12 The marketing and sale of the Subdivision by the Management Team is to be in accordance with all Council resolutions (both current and future).

4. Probity Principles

- 4.1 Probity principles are central to achieving value for money for Council and ensuring transparency for members of the public in the marketing and sale of the Subdivision.
- 4.2 The marketing and sale of the Subdivision shall incorporate the following principles:
- 4.2.1 compliance with legal and policy framework;
 - 4.2.2 use of an appropriately competitive process;
 - 4.2.3 fairness and impartiality;
 - 4.2.4 consistency and transparency of process;
 - 4.2.5 identification and management of conflicts of interest;
 - 4.2.6 appropriate security and confidentiality arrangements; and
 - 4.2.7 obtaining value for money.

5. Probity Advisor

5.1 Appointment

- 5.1.1 **[insert name]** has been appointed as the Probity Advisor for the marketing and sale of the Subdivision.

5.2 Contact Details

- 5.2.1 The Probity Advisor's contact details are as follows:

[insert details]

5.3 Objectives and Role

- 5.3.1 The objectives of the Probity Advisor are to establish processes intended to ensure:
- (a) fair competition, accountability and conformity of practices which are designed to achieve best value for money;
 - (b) the defensibility of the marketing and sale of the Subdivision from legal challenge; and
 - (c) that all confidential information is secured.

- 5.3.2 The role of the Probity Advisor is to monitor the procedural aspects of the marketing and sale of the Subdivision to ensure compliance with probity principles and to advise the Council in relation to such matters.
- 5.3.3 The Probity Advisor does not play any part in recommending or deciding the outcome of the marketing and sale of the Subdivision and will not take part in any evaluation or other assessment discussions (but may independently observe such discussions).
- 5.3.4 The Probity Advisor's role also includes:
 - (a) reviewing the marketing and sale documents including the valuation report and any evaluation documents and plans related to the marketing and sale process;
 - (b) providing probity briefings (attending two meetings either in person or by telephone) to the Council;
 - (c) providing any ad-hoc advice to Council as required; and
 - (d) preparing a Probity Report and Sign Off.

5.4 Probity Briefings

- 5.4.1 To ensure that the Probity Plan and Probity Protocols are understood, probity briefings will be provided by the Probity Advisor to:
 - (a) the Council through its Management Team; and
 - (b) any other personnel who may be involved in the marketing and sale of the Subdivision, including any new or additional personnel.

6. Probity Protocols

6.1 Application

- 6.1.1 The Probity Protocols are applicable to, and must be observed by, all members of the Management Team and any other personnel directly or indirectly involved with the marketing and sale of the Subdivision, or who may have access to information relating to the marketing and sale of the Subdivision.
- 6.1.2 The Probity Protocols apply throughout the entire period of the marketing and sale of the Subdivision.

6.2 Distribution

- 6.2.1 A copy of the Probity Plan and Probity Protocols (and any approved amended version) will be provided to the Management Team.
- 6.2.2 At the discretion of the Probity Advisor, any other personnel who may be deemed to be involved in the marketing and sale of the Subdivision, as well as any personnel who may have access to sensitive information related to the marketing and sale of the Subdivision shall be provided a copy of the Protocols.
- 6.2.3 It is the responsibility of each of the above personnel to read and understand, and to comply with, the requirements of these Probity Protocols.

- 6.2.4 All persons who complete the Declarations to the Protocols are to be bound by the Protocols.

6.3 Other Documents to be Distributed

- 2.3.1 As part of the Protocols, the following further documents are to be distributed to all personnel directly involved with the marketing and sale of the Subdivision.

- (a) "Statement of Business Ethics";
 - (b) "Direct Negotiations: Guidelines for Managing Risks" of ICAC dated August 2018;
 - (c) Uralla Shire Council – Disposal of Council Assets Policy; and
 - (d) Uralla Shire Council – Code of Conduct 2019
 - (e) Uralla Shire Council – Internal Reporting Policy 2019
- (the Documents)

- 2.3.2 The Documents are to be read in conjunction with the Protocols.

7. General Probity Protocols

7.1 Fundamental Principles

- 7.1.1 In order to ensure that all members of the public can have complete confidence in the integrity in the marketing and sale of the Subdivision, all personnel involved must respect and adhere to the following fundamental principles of ethical conduct.

7.2 Fairness and Transparency

- 7.2.1 All personnel involved in the marketing and sale of the Subdivision:
- (a) shall act impartially and not give preferential treatment to any private organisation or individual; and
 - (b) are required to act lawfully, fairly, honestly and in the best interests of all parties.

- 7.2.2 Personal opinions about the marketing and sale of the Subdivision should not be expressed publicly to persons not involved.

7.3 Conflicts of Interest

- 7.3.1 All personnel involved in the marketing and sale of the Subdivision must place loyalty to laws and ethical principles above private gain and must not hold financial interests that conflict with the performance of their role in the marketing and sale of the Subdivision.

- 7.3.2 Any personnel involved in the marketing and sale of the Subdivision shall not engage in financial transactions using any information or documents or allow the improper use of such information or documents to further any private interest.

- 7.3.3 Any personnel involved in the marketing and sale of the Subdivision shall endeavour to avoid any actions creating the appearance that they are violating the law or these ethical principles.
- 7.3.4 All personnel involved in the marketing and sale of the Subdivision also have a duty to declare any conflicts of interest that arise during the marketing and sale of the Subdivision.
- 7.3.5 Any conflicts declared by a person involved in the marketing and sale of the Subdivision must be referred to the Probity Advisor for advice and a recommendation as to whether the person will be permitted to participate (or continue to participate) in the marketing and sale of the Subdivision.
- 7.3.6 All personnel must declare any relationship that could give rise to a real or apparent conflict of interest or a potential or perceived conflict of interest in relation to the marketing and sale of the Subdivision by completing the Declaration in Attachment A to Schedule 1.

7.4 Confidentiality of Information & Communication

- 7.4.1 All information, documents and communications issued concerning the marketing and sale of the Subdivision are deemed to be confidential information in accordance with Schedule 2.
- 7.4.2 All personnel involved in the marketing and sale of the Subdivision must not disclose proprietary information to any person who is not authorised to receive such information.
- 7.4.3 Any personnel involved in the marketing and sale of the Subdivision who is contacted by a member of the public:
 - (a) must not say anything about the marketing and sale of the Subdivision other than to direct the person to the Probity Advisor;
 - (b) must make a contemporaneous record of the conversation or other contact. This record will note the date, time, source, detail and response to any request for information. The record must be provided to the Probity Advisor as soon as practicable after the communication; and
 - (c) must report the contact to the Probity Advisor immediately.
- 7.4.4 All personnel involved in the marketing and sale of the Subdivision must complete a Confidentiality and Probity Declaration in Attachment A to Schedule 1.

7.5 Gifts and hospitality

- 7.5.1 Any personnel involved in the marketing and sale of the Subdivision must not accept gifts or gratuities from any interested party directly or indirectly concerned with the purchase of any Lots. Gratuities include, but are not limited to items such as entertainment, alcohol, food, transportation, lodging, or services.

7.6 Offers of employment

- 7.6.1 All personnel involved in the marketing and sale of the Subdivision must not knowingly solicit or accept future employment or business opportunities from interested party directly or indirectly concerned with the purchase of any Lots during the marketing and sale of the Subdivision.

7.7 Business meetings and social functions

- 7.7.1 It is possible that some personnel may have previous or on-going personal or business relationships with interested parties directly or indirectly concerned with the purchase of any Lots. Such individuals should attempt to avoid situations likely to engender a conflict of interest. If a conflict of interest does arise or could be seen to be occurring, the individuals must immediately bring such matters to the attention of the Probity Advisor. It is the individual's responsibility to immediately inform the Probity Advisor. This is in addition to the obligation to declare interests in clause 7.3.
- 7.7.2 All personnel involved in the marketing and sale of the Subdivision must not attend or participate in social functions or conferences that are primarily sponsored or organised by interested parties unless given express permission by the Probity Advisor.
- 7.7.3 All personnel involved in the marketing and sale of the Subdivision who may attend or are involved in social or conference activities that are not sponsored or organised by an interested party, but where representatives may be present, discretion and care should be exercised in discussions with such persons at such functions in accordance with the Communications Protocol. The marketing and sale of the Subdivision must not be discussed at such functions.

7.8 Security of Information

- 7.8.1 All information and documents related to the marketing and sale of the Subdivision must be kept secure in accordance with the Information Security Protocol in Schedule 3.

8. Breach of Protocols**8.1 Perception of breach**

- 8.1.1 All personnel involved in the marketing and sale of the Subdivision must ensure that their conduct does not give rise to a perception that would cause a loss of public confidence in the evaluation and consideration of the marketing and sale of the Subdivision.
- 8.1.2 Any other personnel involved in the marketing and sale of the Subdivision are required to avoid any conduct that may increase the risk of issues of the integrity of the marketing and sale of the Subdivision being raised as a matter of public concern.
- 8.1.3 If any person becomes aware of, or believes there is likely to occur, a breach of the Protocols, they should communicate their concerns to the Probity Advisor.

8.2 Breach of the Protocols

- 8.2.1 If there is a breach of the Protocols by any person, the Probity Advisor may recommend Council suspend the marketing and sale of the Subdivision until such time as the breach is rectified.
- 8.2.2 If, in the opinion of the Probity Advisor, a breach cannot be rectified, then the marketing and sale of all or part of the Subdivision may be terminated.

9. Amendment

9.1 Amendment to the Plan and Protocols

- 9.1.1 Any amendments to, or departures from, the requirements of the Probity Plan and Probity Protocols will be subject to the approval of the Probity Advisor.

Schedule 1 **Conflict of Interest and Confidentiality and Probity Declaration**

1. **What is a conflict of interest?**

- 1.1 A conflict of interest is a situation in which you have a private or personal interest that may influence, or may appear to influence, the objective exercise of your work duties.
- 1.2 The private or personal interest may be:
 - 1.2.1 a financial or business interest, or some other form of benefit or advantage; and
 - 1.2.2 personal to you or may be a benefit to a relative or associate.
- 1.3 A conflict of interest creates a reasonable appearance to outsiders that your objective judgement is likely to be compromised, biased or partial.
- 1.4 Conflicts of interest include apparent and potential, as well as actual, conflicts of interest.
- 1.5 An apparent conflict of interest is a situation in which a reasonable person would think that your judgement is likely to be biased, even if you think that it is not.
- 1.6 A potential conflict of interest is a situation that may develop into an actual conflict of interest.
- 1.7 The test is to ask whether it would be reasonable for a person (such as a member of the public) to think that your judgement and objectivity might be biased as a result of your personal or private interest. Would others trust your judgement if they knew the situation you were in?
- 1.8 Your involvement in the normal business relationships between the Council and any interested parties directly or indirectly concerned with the purchase of any Lots is not a conflict of interest but is something that may need to be managed appropriately in the context of the marketing and sale of the Subdivision.

2. **Conflict of interest obligations**

- 2.1 If you have an actual, apparent or potential conflict of interest in relation to the marketing and sale of the Subdivision, then you must:
 - 2.1.1 disclose that interest by completing the Declaration (and at any time during the evaluation and consideration of the marketing and sale of the Subdivision) and provide this document immediately to the Probity Advisor; and
 - 2.1.2 take action as necessary to avoid or manage the conflict as directed by the Probity Advisor.
- 2.2 If an actual, apparent or potential conflict of interest arises during the course of the marketing and sale of the Subdivision, you must:
 - 2.2.1 immediately notify the Probity Advisor of the circumstances; and
 - 2.2.2 take action as necessary to avoid or manage the conflict as directed by the Probity Advisor.

- 2.3 In addition, you must not:
- 2.3.1 take, or seek to take, advantage of your functions in order to obtain a benefit from some other person;
 - 2.3.2 accept a benefit connected with your functions from someone without the approval of the Probity Advisor; or
 - 2.3.3 request, receive or obtain any property or benefit for yourself or another person on the understanding that the exercise of your duty or functions will or may be influenced.

3. What is confidential information and how is it maintained?

- 3.1 Confidential information is any information, document or communication that a business or individual does not wish to make public. It can include anything which has been acquired by or made available to an individual or legal entity in the course of the relationship between the parties.
- 3.2 Confidential information is information which concerns or relates to, for example, commercial and trade secrets, processes, operations, style of works, or apparatus, sales, shipments, purchases, transfers, identification of customers, inventories, or amount or source of any income, profits or losses.
- 3.3 All information, documents and communications relating to the marketing and sale of the Subdivision are deemed to be confidential information which are subject to confidentiality.
- 3.4 Confidentiality is the protection of information. Confidentiality means keeping the information and not telling others including other work colleagues (not involved with the marketing and sale of the Subdivision), your friends and family, the public or the media.
- 3.5 A breach of confidentiality occurs when information or documents provided in confidence to you are disclosed to a third party without the consent of the Council.
- 3.6 While most confidentiality breaches are unintentional you should immediately notify the Probity Advisor if you become aware of a breach in confidentiality and the circumstances of the breach.

Attachment A Confidentiality and Probity Declaration

1. Introduction

- 1.1 The Declaration is made in respect of the marketing and sale of the Subdivision.
- 1.2 The purpose of this Confidentiality and Probity Declaration is to:
- 1.2.1 ensure the independence of personnel directly involved in the marketing and sale of the Subdivision and particularly those involved in evaluation or decision-making processes, which is paramount and central to the concept of probity; and
 - 1.2.2 prevent the unauthorised disclosure of confidential information, which may prejudice the legal or commercial position of the Council.
- 2.2 Should you have any queries or questions about the requirements of this Confidentiality and Probity Declaration, you should direct your enquiries to either or both of:

Probity Advisor – [TBA]
Phone: [TBA]
Email: [TBA]

Contact Officer – Terry Seymour
Phone: 6778 6309
Email: tseymour@uralla.nsw.gov.au

2. Confidentiality and Probity Declaration

In signing this form, I acknowledge that:

- 2.1 Any information disclosed in the preparation of the marketing and sale of the Subdivision is strictly confidential. The disclosure of that information to persons who are not directly involved in the negotiations, management, evaluation and consideration of the marketing and sale of the Subdivision may prejudice the legal or commercial position of the Council. The information must be kept confidential, and must not be disclosed, except as directed by the Probity Advisor.
- 2.3 To the best of my knowledge, and except as disclosed in Part 1 of the Declaration, I am independent of any entity (**Interested Entity**) that may:
- 2.3.1 have a competing interest against the Council in the marketing and sale of the Subdivision; or
 - 2.3.2 have a potential commercial interest in the consideration of the marketing and sale of the Subdivision,

in that neither I, nor my immediate relatives (including spouse, children, parents, brothers and sisters):

- 2.3.3 hold any equity stake in any Interested Entity or owe or are owed money by any Interested Entity;
- 2.3.4 are employed by any Interested Entity; or
- 2.3.5 act as consultants or are engaged in commercial pursuits by any Interested Entity (or have acted as consultants or been engaged in commercial pursuits by an Interested Entity in the past year).



- 2.4 In the event that I am no longer independent of an Interested Entity as described in clause 2.3, I shall immediately make that disclosure by way of amendment to Part 1 of the Declaration and forward a copy of the amended Declaration to the Probity Adviser.
- 2.5 To the best of my knowledge, and except as disclosed in Part 2 of the Declaration, neither I nor an immediate relative are presently engaged with entities, their owners, directors or senior officers in a business or other activity which could be considered to constitute a conflict of interest in the provision of services by me or performance of my function, role or duty to the Council in relation to the marketing and sale of the Subdivision, if any such association was to become public knowledge.
- 2.6 In the event that I or an immediate relative enters any engagement as described in paragraph 2.3, I shall immediately make that disclosure by way of amendment to Part 2 of Declaration and forward a copy of the amended Declaration to the Probity Adviser.
- 2.7 I understand my obligations as disclosed in Schedule 2 and 3 that all information, documents and communications relating to the marketing and sale of the Subdivision are confidential and kept secure.

.....
Name (please print)

.....
Signature.

.....
Organisation

.....
Date

Declaration of potential conflict of interest

In connection with the accompanying confidentiality and probity declaration dated and signed by me, I declare the following associations:

Part 1 – Independence disclosure

Part 2 – Conflict of interest disclosure

I confirm that none of these nominated entities impact directly on my ability to act independently in the provision of services by me or in the performance of my function, role or duty to the Council in relation to the marketing and sale of the Subdivision. In addition, matters associated with the marketing and sale of the Subdivision have not been discussed and will not be discussed in the course of other dealings with the nominated entities listed above.

.....
Name (please print)

.....
Signature.

.....
Organisation

.....
Date

Schedule 2 Communications Protocols

1. **Communications Protocol**

1.1 The Communications Protocol provides guidelines for the provision of information to any interested parties directly or indirectly concerned in the purchase of any Lots, and the formulation of responses to enquiries. These guidelines are intended to provide a process for the dissemination of information that will:

- 1.1.1 be appropriate to the marketing and sale of the Subdivision;
- 1.1.2 maintain appropriate security and confidentiality; and
- 1.1.3 meet the probity requirements necessary to undertake a proper evaluation and consideration of the marketing and sale of the Subdivision.

2. **General Public Enquiries**

- 2.1 Personnel shall refer any general public enquiries that are received in relation to the marketing and sale of the Subdivision to the Contact Officer for further details.
- 2.2 The Contact Officer shall agree on the content of any response to the general public enquiry.
- 2.3 Under no circumstances should personnel make any comment to the public about the marketing and sale of the Subdivision including comments about timing, evaluation and consideration of the marketing and sale of the Subdivision.

3. **Telephone and/or Verbal Enquiries and Conversations**

- 3.1 Personnel involved in the marketing and sale of the Subdivision must refer any telephone or verbal enquiries from members of the public and any interested parties in respect of the purchase of any Lots to the Contact Officer.
- 3.2 The Contact Officer or their delegate will respond to the enquiry.

4. **Written Correspondence and Meeting**

- 4.1 During the period of marketing and sale of the Subdivision and until the final sale of all Lots, contact between any interested party will be limited to written correspondence.
- 4.2 All written correspondence between the parties must be marked "Confidential" and sent by the Contact Officer only. No other persons involved with the marketing and sale of the Subdivision are permitted to send or receive written correspondence.
- 4.3 Written requests for further information will be directed to the Contact Officer for a response.
- 4.4 All responses must be sent by email through the Contact Officer's email address.
- 4.5 Under no circumstances should information about the marketing and sale of the Subdivision be disseminated via an email group beyond the Management Team.
- 4.6 All email correspondence will be recorded and stored securely by the Council.

4.7 Meetings (for example, Briefings, Workshops and Presentations) with interested parties directly or indirectly concerned in the purchase of any Lots must only be held or attended:

4.7.1 at Council Administration Building (but for site visits);

4.7.2 if permitted by the Contact Officer with concurrence with the Probity Advisor;

4.7.3 in accordance with any guidelines determined by the Probity Advisor. These guidelines may include requirements such as the following:

(a) that there be an agenda for each meeting;

(b) proceedings at the meetings are to be documented; and

(c) responses to questions asked to be confirmed and responded to in writing.

4.8 In the event of site visits requiring attendance, concurrence with the Probity Advisor is required and clause 4.7.3 applies.

5. Management Team

5.1 All discussions concerning the marketing and sale of the Subdivision will occur through the Management Team only.

5.2 For a quorum to exist for the discussion meetings, at least **[insert]** members of the team must be in attendance at such meetings.

6. Social functions and other business meetings

6.1 If personnel involved in the marketing and sale of the Subdivision are permitted to attend a conference or social function organised by any interested parties directly or indirectly concerned in the purchase of any Lots, the following key points should be kept in mind:

6.1.1 any contact should be undertaken in a way that does not:

(a) give, or give rise to the perception of that the interested party is receiving an advantage; and

(b) reveal proprietary or confidential information.

6.1.2 at no time should details of the marketing and sale of the Subdivision be discussed.

6.1.3 where some individual attempts to raise issues in respect of the marketing and sale of the Subdivision, they should be told that it is not appropriate to discuss such matters. The Probity Advisor should be notified of any such situations.

7. Media

7.1 All media contacts or requests received by the Council concerning the marketing and sale of the Subdivision shall be directed to the Contact Officer of the Council shall be notified and a media release by the Manager shall be prepared.

7.2 Any media release must be approved by the General Manager after consultation with the Probity Advisor if deemed necessary.

8. Disclosure

8.1 Council is to keep all discussions confidential but for in the following circumstances:

8.1.1 If required under any law or administrative guideline, directive, request or policy having the force of law;

8.1.2 If required under a binding order of a government agency or procedure for discovery in any proceedings;

8.1.3 To the legal advisors who have been engaged by the Council who have executed the Confidentiality and Probity Declaration in the approved form; and

8.1.4 Documents already in the public domain.

9. Timetable for Discussions [optional]

9.1 The timetable for the preparation, management, consideration and evaluation for marketing and sale of the Subdivision is outlined in the Time Line Chart for the period 2019 to 2020. The Council will reasonably comply with the timetable.

Timeline to be developed.

10. Amendment

10.1 Any amendments to, or departures from, the requirements of this Communications Protocol will be subject to the approval of the Probity Advisor.

Schedule 3 Information Security Protocols

1. General

- 1.1 All personnel involved in the marketing and sale of the Subdivision must be aware that the protection of confidential information (including commercially-sensitive information) is integral to ensuring probity.
- 1.2 All personnel involved in the marketing and sale of the Subdivision must comply with their confidentiality and privacy obligations, including those set out in legislation.
- 1.3 All personnel involved in the marketing and sale of the Subdivision must also be conscious of and respect the need to protect confidential information during the period of the marketing and sale of the Subdivision. If information is acquired that relates to, or which is in any way connected with the marketing and sale of the Subdivision, and in particular commercially-sensitive information, that information should be treated as confidential and not discussed or distributed to any other party except as expressly permitted for the purpose of the proper conduct of the personnel's duties.
- 1.4 Procedures for the receipt and storage of documentation should be implemented as set out below to ensure that consistent and defensible arrangements are adopted so as to minimise the risk of any security breach.

2. Safe Keeping of Documents and Files

- 2.1 All information and documentation related to the marketing and sale of the Subdivision which is received by the Council must be kept secure and protected from unauthorised access and categorised as restricted access to those personnel that would normally require access in considering the marketing and sale of the Subdivision.
- 2.2 Any person involved in the record keeping of information and documents related to the marketing and sale of the Subdivision must comply with any security requirements including, for example, those relating to the physical security of premises, any procedures for the secure handling of documents and information, and any security procedures for ensuring relevant access only be granted to appropriate personnel.
- 2.3 Copies of documents will be retained and secured by the Contact Officer or a person nominated by the Contract Officer, and released to personnel, as required. All persons given access to documents, assessment or evaluation material will become personally accountable for its security and for all probity matters connected with the material from the time of their access to the information. Persons not having authorisation for access will not be given information pertaining to the response evaluation.

3. Hard Copies

- 3.1 In the case of hard copies, the documents and any other confidential or commercially-sensitive information must be placed in a secure container or containers in a room which is capable of being locked, and when no-one is present, that room must be locked.

4. Electronic Copies

- 4.1 All electronic copies of documents generated during the marketing and sale of the Subdivision must be stored on devices which are password protected and/or in an area of the computer or network that is only able to be accessed by personnel who are working on the marketing and sale of the Subdivision.

5. Reproduction, Photo or Electronic copying

- 5.1 Documents and any other confidential or commercially-sensitive information must only be reproduced or duplicated in accordance with the express permission of the Contact Officer.
- 5.2 The number of copies should be kept to a minimum.

6. Access/Dissemination

- 6.1 Information related to the marketing and sale of the Subdivision should be distributed on a 'need to know' basis only and should not be disclosed except as expressly permitted for the purposes of the proper conduct of duties in relation to the marketing and sale of the Subdivision.
- 6.2 Any officer or employee of the Council who is not directly involved in the marketing and sale of the Subdivision should not be exposed to confidential or commercially-sensitive information relating to the marketing and sale of the Subdivision. Where reasonable, such persons should be informed of the importance of not disclosing confidential information.

7. Transmittal/Mailing

- 7.1 Except for the copying and dissemination of documents permitted by clauses 5 and 6 above, copying or distribution of documents or evaluation material will not be permitted without permission of the Contact Officer and on advice from the Probity Advisor.
- 7.2 Documents and evaluation material should not be present during meetings with unauthorised persons. Where it is necessary or unavoidable to do so, the material must be hidden from view and must not be left unattended.

8. Disposal of Documents

- 8.1 Upon the finalisation of the marketing and sale of the Subdivision, all copies or parts of documents and any other evaluation materials and information will be returned to the Contact Officer for retention or disposal in accordance with record management requirements.

9. Incident Reporting

- 9.1 Any breach (or suspected breach) of confidentiality should be reported to the Contact Officer immediately, who will ensure that the matter is investigated, and the appropriate action taken and is required to then notify the Probity Advisor.

10. Amendment

- 10.1 Any amendment to, or departure from, these Information Security Protocols will be subject to the approval of the Probity Advisor.

12. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

There are no Motions on Notice or Questions with Notice.

13. CONFIDENTIAL MATTERS

14. CONCLUSION OF THE MEETING

END OF BUSINESS PAPER