



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

24 November 2020

Kate Jessep
GENERAL MANAGER



Uralla Shire Council
Council Business Paper – 24 November 2020

1.	OPENING & WELCOME	5
2.	PRAYER.....	5
3.	ACKNOWLEDGEMENT OF COUNTRY.....	5
4.	WEBCAST INFORMATION.....	5
5.	APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS.....	5
6.	DISCLOSURES & DECLARATIONS OF INTEREST	5
7.	CONFIRMATION OF MINUTES.....	6
	7.1. Ordinary Meeting of Council held 27 October 2020 (copy enclosed).....	6
	7.2. Extraordinary Meeting of Council held 10 November 2020 (copy enclosed)	26
8.	TABLING of PETITIONS	31
9.	URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS	31
	9.1. Late Reports to Council	31
	9.2. Urgent items.....	31
	9.3. Supplementary Items	31
10.	WRITTEN REPORTS FROM DELEGATES	31
11.	ITEMS PASSED IN BULK	31
12.	MAYORAL MINUTE.....	32
	12.1. Youth Week Forum 2020.....	32
13.	PUBLIC FORUM/PRESENTATION	33
14.	REPORTS OF COMMITTEES	33
15.	REPORTS TO COUNCIL.....	34
	15.1. Cash at Bank and Investments	34
	15.2. End of Financial Year Statements.....	38
	15.3. Quarterly Budget Review September 2020 (QBRs).....	162
	15.4. Works Progress Report as at October 2020	177
	15.5. DIVISION DECISION.....	182
	Development Application 43/2020 Change of Use – Shed to Dwelling at 11 Court Street Bundarra.....	182
	15.6. DPIE – Water Groundwater Investigation Project Funding.....	190
	15.7. Community Grants Panel Individual Application.....	193
	15.8. Operational Plan 2020-21 Quarterly Report as at September 2020	196
	15.9. Uralla Shire Council Annual Report 2019-2020.....	253
	15.10. Resolutions Actions Status Report	287

Uralla Shire Council
Council Business Paper – 24 November 2020

16. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE.....	301
16.1. Council’s Water & Wastewater Systems	301
17. CONFIDENTIAL MATTERS	303
17.1. CONFIDENTIAL - Tolley Bridge Tenders	303
18. COMMUNICATION OF COUNCIL DECISIONS	304
19. CONCLUSION OF THE MEETING	304



BUSINESS AGENDA

Ordinary Meeting of Council

24 November 2020 at 12:30pm

- 1. Opening & Welcome**
- 2. Prayer**
- 3. Acknowledgement of Country**
- 4. Webcast Information**
- 5. Apologies & Requests for Leave of Absence by Councillors**
- 6. Disclosures & Declaration of Interest**
- 7. Confirmation of Minutes**
 - 7.1. Ordinary Meeting 27 October 2020
 - 7.2. Extraordinary Meeting 10 November 2020
- 8. Tabled Petitions**
- 9. Urgent; Supplementary & Late Items of Business**
- 10. Written Reports from Delegates**
- 11. Items Passed in Bulk**
- 12. Mayoral Minute**
 - 12.1. Youth Week Forum 2020
- 13. Public Forum/Presentation**
- 14. Reports of Committees**
 - 14.1. Nil
- 15. Reports to Council**
 - 15.1. Report 1 - Cash at Bank and Investments
 - 15.2. End of Financial Year Statements
 - 15.3. Quarterly Budget Review September 2020 (QBRs)
 - 15.4. Works Progress Report
 - 15.5. DIVISION DECISION - Development Application 43/2020 Change of Use – Shed to Dwelling at 11 Court Street Bundarra
 - 15.6. DPIE – Water Groundwater Investigation Project Funding
 - 15.7. Community Grants Panel Individual Application Assessment
 - 15.8. Operational Plan 2020-21 Quarterly Progress Report as at 30 September 2020
 - 15.9. Uralla Shire Council Annual Report 2019-2020
 - 15.10. Resolution Action Status
- 16. Motions on Notice/Questions with Notice**
 - 16.1. Council's Water & Wastewater Systems – submitted by Cr R. Crouch
- 17. Confidential Matters**
 - 17.1. Tolley Bridge Tenders
- 18. Communication of Council Decisions**
- 19. Conclusion of the Meeting**

- 1. OPENING & WELCOME**
- 2. PRAYER**
- 3. ACKNOWLEDGEMENT OF COUNTRY**
- 4. WEBCAST INFORMATION**
- 5. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**
- 6. DISCLOSURES & DECLARATIONS OF INTEREST**

To be tabled at the Meeting.

7. CONFIRMATION OF MINUTES

Minutes to be confirmed at the 24 November 2020 Meeting of Council:

- 7.1.** Ordinary Meeting of Council held 27 October 2020 (copy enclosed)



MINUTES of

ORDINARY MEETING OF COUNCIL

Held at 12:30pm 27 October 2020

Present at Meeting:

Councillors:

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

Staff:

Ms K Jessep, *General Manager*
Mr T Seymour, *Director Development & Infrastructure*
Mr S Paul, *Chief Financial Officer*
Ms C Valencius, *Executive Manager Corporate Services*
Mr M Clarkson, *Manager Planning & Development*
Ms Bethany White, *Coordinator Communication & Engagement*
Ms Nathalie Heaton, *Coordinator Governance & Risk*
Ms W Westbrook, *Minute Clerk*

Contents

1. Opening & Welcome.....	4
2. Prayer.....	4
3. Acknowledgement to Country.....	4
4. Webcast Information.....	4
5. Apologies and Application for Leave of Absence by Councillors.....	4
6. Disclosures & Declaration of Interests.....	4
7. Confirmation of Minutes.....	5
8. Tabling of Petitions.....	5
9. Urgent, Supplementary & Late Items of Business.....	5
9.1 Late Items/Reports to Council.....	5
9.1.1 Bundarra Sewerage Scheme – Tender process Review and Award of Tender.....	5
9.2 Urgent Items.....	6
9.3 Supplementary Items.....	6
10. Reports from Delegates.....	6
11. Items Passed in Bulk.....	10
14.1 August 11 Budget Review & Finance Committee Minutes.....	10
15.1 Cash at Bank and Investments.....	11
15.6 Disclosure of Interest by Councillors and Designated Persons 2020.....	11
15.7 Community Grants Program 2020-21 - Individuals.....	11
12. Mayoral Minute.....	11
13. Public Forum/Presentations – delete if none.....	11
Speaker: Kevin Hartley – DA-44-2018 Item 15.3.....	11
Speaker: Elizabeth O’Hara - DA-44-2018 Item 15.3.....	12
Speaker: Dr Robert Patterson - DA-44-2018 Item 15.3.....	12
Speaker: Prudence Dempsey - DA-44-2018 Item 15.3.....	12
Speaker: Bruce McMullen – Code of Meeting Practice Item 15.9.....	12
14. Reports of Committees.....	12
14.2 October 13 Audit Review & Improvement Committee Minutes and Recommendations....	12
15. Reports to Council.....	13
15.2 Works Progress Report as at 30 September 2020.....	13
15.3 DIVISION DECISION DA-44-2018 Natural Burial Ground – 192 Dumaresq Road Saumarez Ponds.....	14
15.4 DIVISION DECISION.....	15
15.5 Report on Notice of Motion 29.08/20.....	16

15.8.	Enterprise Risk Management Policy	16
15.9.	Code of Meeting Practice.....	17
15.10.	Resolution Action Status	17
16.	MOTIONS ON NOTICE/QUESTIONS WITH NOTICE.....	18
17.	CONFIDENTIAL MATTERS.....	18
9.1	Late Reports to Council to Closed session	18
17.1.	Bundarra Sewerage Scheme – Tender process Review and Award of Tender	18
18.	COMMUNICATION OF COUNCIL DECISIONS.....	19
19.	CONCLUSION OF MEETING	19

UNCONFIRMED

1. Opening & Welcome

The Chair declared the meeting opened at 12:31pm

2. Prayer

The Chair recited the Uralla Shire Council Prayer

3. Acknowledgement to Country

The Chair recognised and acknowledged Country

4. Webcast Information

This meeting is being audio recorded with the recording made available on Council's website after the meeting.

5. Apologies and Application for Leave of Absence by Councillors

The Chair advised there were no apologies received.

Moved: Cr Dusting / Seconded: Cr Sampson

That Council accept leave of absence from Cr Michael Pearce.

01.10/20

CARRIED

6. Disclosures & Declaration of Interests

The Chair received the following declarations of pecuniary and non-pecuniary Conflict of Interest Declarations in relation to the 27 October 2020 Meeting.

Councillor	Item or Report Number	Pecuniary or NON-Pecuniary Interest	Nature of Interest
Cr Ledger	15.7	Non-pecuniary	Non-significant
Cr Toomey	15.4	Non-pecuniary	Neighbouring property
Cr Toomey	15.5	Pecuniary	Insignificant

7. Confirmation of Minutes

Minutes to be confirmed at the 27 October 2020 Meeting:

- *Minutes of Ordinary Meeting held 22 September 2020 (to be confirmed).*
- *Minutes of Extraordinary Meeting held 27 September 2020 (to be confirmed).*

AMENDMENTS

The Chair referred Councillors to the Minutes of the Ordinary Meeting held 22 September 2020 and called for any amendments.

Amendments requested by Councillors O'Connor and Strutt made reference to the following administrative corrections required to the minutes of the Ordinary Meeting held 22 September 2020:

- *04.09/20 capitalise 'manager'.*
- *10.09/20 delete 'gran', insert 'grant'.*
- *35.09/20 delete 'not', insert 'note'.*

MOTION: Moved: Cr Strutt/ Seconded: Cr Crouch

That Council adopt the Minutes with amendments to Ordinary Meeting Minutes 22 September 2020 as noted as a true and correct record.

02.10/20 CARRIED UNANIMOUSLY

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

That Council adopt the Extraordinary Meeting Minutes 29 September 2020 as presented as a true and correct record.

03.10/20 CARRIED UNANIMOUSLY

8. Tabling of Petitions

No petitions were received.

9. Urgent, Supplementary & Late Items of Business

The Chair referred Councillors to the "Confidential Late Item" of business recommended for addition to the published Meeting Agenda.

9.1 Late Items/Reports to Council

9.1.1 Bundarra Sewerage Scheme – Tender process Review and Award of Tender

The report is presented to the CLOSED section of the 27 October 2020 Ordinary Council meeting under section 10A (2)(d)(i) of the Local Government Act (NSW) 1993

Reason for closing the agenda item: competitive procurement process.

PROCEDURAL MOTION: Moved: Cr Crouch/ Seconded: Cr Sampson

That Late Item of Business Item 9.1.1 Bundarra Sewerage Scheme – Tender process Review and Award of Tender be considered as agenda item 17.

04.10/20 CARRIED UNANIMOUSLY

9.2 Urgent Items

No Urgent Items were presented at this meeting.

9.3 Supplementary Items

No Supplementary Items were presented at this meeting.

10. Reports from Delegates

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

Councillor Name:		Mark Dusting
Council Meeting Date:		Committee/Meeting/Event
22 September 2020	Council Meeting	Chambers
29 September 2020	Council Meeting	Chambers
6 October 2020	New England Weeds Authority	By Phone
13 October 2020	Budget Review and Finance Committee	Chambers
13 October 2020	Councillors Workshop Home Based Regulation Policy	Chambers
14 October 2020	GM Performance Review Meeting	Chambers
20 October 2020	New England County Council Meeting	Walcha
27 October 2020	Council Meeting	Chambers

Councillor Name:		Robert Crouch
Council Meeting Date:		Committee/Meeting/Event
22 September 2020	Council Meeting	Chambers
29 September 2020	Council Meeting	Chambers
6 October 2020	Councillors Workshop: Let's Talk about Water presentation by Z-Net Plus NEOEN presentation on the pumped hydro solar project Home Based Regulation Policy	Chambers
13 October 2020	Audit Risk and Improvement Committee	Uralla
13 October 2020	Budget review and finance committee	Uralla
13 October 2020	Councillors Workshop Home Based Regulation Policy	Uralla
14 October 2020	GM performance review meeting	Uralla
27 October 2020	Council Meeting	Uralla

Councillor Name:		Natasha Ledger
Council Meeting Date:		Committee/Meeting/Event
14 September 2020	Australia Day Committee Meeting	Chambers
22 September 2020	Council Meeting	Chambers
29 September 2020	Council Meeting	Chambers
October 2020	Bundarra 355 continuous liaison	Emails
6 October 2020	Councillors Workshop: Let's Talk about Water presentation by Z-Net Plus NEOEN presentation on the pumped hydro solar project Home Based Regulation Policy	Chambers
13 October 2020	Budget Review and Finance Committee	Chambers
13 October 2020	Councillors Workshop Home Based Regulation Policy	Chambers
27 October 2020	Council Meeting	Chambers
Councillor Name:		Levi Sampson
Council Meeting Date:		Committee/Meeting/Event
22 September 2020	Council Meeting	Chambers
29 September 2020	Council Meeting	Chambers
6 October 2020	Councillors Workshop: Let's Talk about Water presentation by Z-Net Plus NEOEN presentation on the pumped hydro solar project Home Based Regulation Policy	Chambers
13 October 2020	Budget Review and Finance Committee	Chambers
13 October 2020	Councillors Workshop Home Based Regulation Policy	Chambers
27 October 2020	Council Meeting	Chambers
Councillor Name:		Tara Toomey
Council Meeting Date:		Committee/Meeting/Event
22 September 2020	Council Meeting	Chambers
29 September 2020	Council Meeting	Chambers
6 October 2020	Councillors Workshop: Let's Talk about Water presentation by Z-Net Plus NEOEN presentation on the pumped hydro solar project Home Based Regulation Policy Departed before home-based business item	Chambers
13 October 2020	Budget Review and Finance Committee	Chambers
13 October 2020	Audit Risk and Improvement Committee	Chambers

24 October 2020	Bowling Club 75 th Anniversary Dinner	Bowling Club
27 October 2020	Council Meeting	Uralla
1 July 2019 to 30 October 2020	Councillor's expenses claim	\$Nil

Councillor Name:	Robert Bell	
Council Meeting Date:	Committee/Meeting/Event	
22 September 2020	Council Meeting	Chambers
29 September 2020	Council Meeting	Chambers
6 October 2020	Councillors Workshop: Let's Talk about Water presentation by Z-Net Plus NEOEN presentation on the pumped hydro solar project Home Based Regulation Policy	Chambers
13 October 2020	Budget Review & Finance Meeting	Chambers
13 October 2020	Councillors Workshop Home Based Regulation Policy	Chambers
27 October 2020	Council Meeting	Chambers

Councillor Name:	Tom O'Connor	
Council Meeting Date:	Committee/Meeting/Event	
29 September 2020	Extra-Ordinary Meeting of Council	Chambers
6 October 2020	Councillors Workshop: Let's Talk about Water presentation by Z-Net Plus NEOEN presentation on the pumped hydro solar project Home Based Regulation Policy	Chambers
6 October 2020	McCrossins Mill Museum Tour	McCrossins Mill
13 October 2020	Audit Risk and Improvement Committee	Chambers
13 October 2020	Budget Review and Finance Committee	Chambers
13 October 2020	Councillors Workshop Home Based Regulation Policy	Chambers
26 October 2020	Helen Phillips' Funeral Service	Piddington's Funeral Home Armidale
26 October 2020	Helen Phillips' Graveside Service	Uralla Lawn Cemetery
27 October 2019	Council meeting	Chambers
1 July 2019 to 30 October 2020	Councillor's expenses claim	\$Nil

Councillor Name:	Isabel Strutt	
Council Meeting Date:	Committee/Meeting/Event	
22 September 2020	Council Meeting	Chambers
29 September 2020	Council Meeting	Chambers
6 October 2020	Councillors Workshop: Let's Talk about Water presentation by Z-Net Plus NEOEN presentation on the pumped hydro solar project Home Based Regulation Policy	Chambers
8 October 2020	Launch of Z-NET Water Sustainability Project	Kentucky Dam Storage
13 October 2020	Audit Risk & Improvement Committee Meeting – Observer	Chambers
13 October 2020	Budget Review & Finance Committee Meeting	Chambers
13 October 2020	Councillors Workshop Home Based Regulation Policy	Chambers
14 October 2020	General Manager Performance Review Committee meeting	Chambers
23 October 2020	Uralla Branch of CWA Annual General Meeting	Memorial Hall Uralla
26 October 2020	Helen Phillips' Funeral	Armidale
27 October 2020	Council Meeting	Chambers

Delegate report – Cr Strutt: Additional Funding to Library – 10 mins per day with Book Pack for babies and information for the mum's with importance of reading. Newborn babies, enough for 2 years to date.

Councillor Name:	Mayor Michael Pearce	
Council Meeting Date:	Committee/Meeting/Event	
22 September 2020	Council Meeting	Chambers
24 September 2020	Mayor's Office - Admin	Uralla
28 September 2020	Board meeting, New England Joint Organisation (NEJO)	Inverell
29 September 2020	Mayor's Office – Admin. Extra-Ordinary Council meeting.	Uralla
29 September 2020	Council Extraordinary Meeting	Chambers
30 September 2020	Mayor's Office – Admin. 2AD Radio interview	Uralla
1 October 2020	Mayor's Office - Admin	Uralla
5 October 2020	Mayor's Office - Admin	Uralla
6 October 2020	Mayor's Office - Admin	Uralla
6 October 2020	Councillor Strategic Workshop: Let's Talk about Water presentation by Z-Net Plus NEOEN presentation on the pumped hydro solar project Home Based Regulation Policy	Chambers
7 October 2020	Mayor's Office - Admin	Uralla
8 October 2020	Mayor's Office – Admin.	Uralla

	ZNET Plus announcement, Let's Talk About Water Project.	
12 October 2020	Mayor's Office - Admin	Uralla
13 October 2020	Mayor's Office – Admin.	Uralla
13 October 2020	Audit, Risk and Improvement Committee (Observer)	Chambers
13 October 2020	Budget, Review and Finance Committee meeting.	Chambers
13 October 2020	Councillor Strategic workshop Home Based Regulation Policy	Chambers
14 October 2020	Mayor's Office – Admin. 2AD Radio interview.	Uralla
14 October 2020	General Manager's Assessment Panel meeting.	Chambers
15 October 2020	Mayor's Office – Admin.	Uralla
19 October 2020	Mayor's Office – Admin.	Uralla
20 October 2020	Mayor's Office - Admin	Uralla
21 October 2020	Mayor's Office - Admin	Uralla
22 October 2020	Mayor's Office - Admin	Uralla
26 October 2020	Mayor's Office - Admin	Uralla
27 October 2020	Mayor's Office – Admin.	Uralla
27 October 2020	October Council meeting.	Chambers

11. Items Passed in Bulk

The Chair sought input from the Chamber on items that were to be passed in bulk.

PROCEDURAL MOTION: Moved: Cr Ledger/ Seconded: Cr Sampson

That Council endorse the following items be passed in bulk:

Item 14.1 Minutes Budget Review & Finance Committee Meeting August 11 2020

Item 15.1 Cash at Bank and Investments

Item 15.6 Disclosure of Interest by Councillors and Designated Persons 2020

Item 15.7 Community Grants Program 2020-21 Individuals

05.10/20

CARRIED UNANIMOUSLY

14.1 | August 11 Budget Review & Finance Committee Minutes

MOTION: Moved: Cr Ledger/ Seconded: Cr Sampson

That the Minutes from the Budget Review & Finance Committee 11 August 2020 be endorsed.

06.10/20

CARRIED UNANIMOUSLY

15.1 Cash at Bank and Investments

MOTION: Moved: Cr Ledger/ Seconded: Cr Sampson

That:

- 1) Council note the cash position as at 31 August 2020 consisting of cash and overnight funds of \$2,045,396, term deposits of \$12,656,761 totalling \$14,702,157 of readily convertible funds.**
- 2) Council note the loan position as at 31 August, 2020 totalling \$2,145,192.**

07.10/20

CARRIED UNANIMOUSLY

15.6. Disclosure of Interest by Councillors and Designated Persons 2020

MOTION: Moved: Cr Ledger/ Seconded: Cr Sampson

That Council:

- a) Note the Register of Disclosures by Councillors and designated persons for the period July 2019 – June 2020, as tabled; and**
- b) Publish returns of interest made by Councillors and designated persons to the Uralla Shire Council website after redacting any information that applies the public interest test factors listed in the Table in section 14 of the Government Information (Public Access) Act 2009.**

08.10/20

CARRIED UNANIMOUSLY

15.7. Community Grants Program 2020-21 - Individuals

MOTION: Moved: Cr Ledger/ Seconded: Cr Sampson

That Council adopt the Community Grant Panel Committee recommendation to award funding allocations under the 2020-21 Community Grants Program – Individuals category to:

- 1) Ms Pamela Meehan for the amount of \$300; and**
- 2) Mr Trevor Watkins for the amount of \$300.**

09.10/20

CARRIED UNANIMOUSLY

12. Mayoral Minute

The Chair advised there was no Mayoral Minute.

13. Public Forum/Presentations

Speaker: Kevin Hartley – DA-44-2018 Item 15.3

The Chair introduced the Speaker, Kevin Hartley.

The Speaker made a presentation to Council in relation to Item 15.3 DA-44-2018 Natural Burial Ground.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

Speaker: Elizabeth O'Hara - DA-44-2018 Item 15.3

The Chair introduced the Speaker, Elizabeth O'Hara.

The Speaker made a presentation to Council in relation to Item 15.3 DA-44-2018 Natural Burial Ground.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for her presentation to Council.

Speaker: Dr Robert Patterson - DA-44-2018 Item 15.3

The Chair introduced the Speaker, Dr David Patterson.

The Speaker made a presentation to Council in relation to Item 15.3 DA-44-2018 Natural Burial Ground.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

Speaker: Prudence Dempsey - DA-44-2018 Item 15.3

The Chair introduced the Speaker, Prudence Dempsey.

The Speaker made a presentation to Council in relation to Item 15.3 DA-44-2018 Natural Burial Ground.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for her presentation to Council.

Speaker: Bruce McMullen – Code of Meeting Practice Item 15.9

The Chair introduced the Speaker, Bruce McMullen.

The Speaker made a presentation to Council in relation to Item 15.9 Code of Meeting Practice.

The Chair invited questions from Councillors.

The Chair thanked the Speaker for his presentation to Council.

Chair called for a short break 1:37 pm.

MOTION: Moved: Mayor Pearce/ Seconded: Cr Dusting

That the meeting be suspended for a short break to be resumed at the direction of the Mayor.

10.10/20

CARRIED

Council resumed the meeting at 1:47 pm.

14. Reports of Committees

14.2 | October 13 Audit Review & Improvement Committee Minutes and Recommendations

PROCEDURAL MOTION: Moved: Cr Dusting/ Seconded: Cr Bell

That Council move to Committee of the Whole.

11.10/20

CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION: Moved: Cr Toomey / Seconded: Cr Dusting

That Standing Orders be resumed.

12.10/20

CARRIED

The Chair outlined details of the discussion held in committee.

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

That Council note the unconfirmed Minutes from the Audit Risk and Improvement Committee meeting held on 13 October 2020 and endorse the following recommendations:

- (1) That the Audit, Risk and Improvement Committee advise Council that ARIC have reviewed the Enterprise Risk Management Policy 2020 and, subject to the following changes:
 - a. Policy document history refer to the renaming of the policy; and
 - b. Risk Management policy to add “enterprise” to the title, recommend to Council that the policy be adopted.

- (2) That the Audit, Risk and Improvement Committee note that Council have endorsed the General Manager Performance Review Committee Charter and recommend that Council consider deleting: “*the external facilitator as an active participant on the performance review committee*” and the entire bullet point providing the option for an independent observer,

and further, that council endorse amendment of the charter as follows:

Responsibility & Functions - *implementation of both internal and external audit recommendations approved by Council*

13.10/20

CARRIED

Cr Ledger requested her vote against the motion to be recorded.

15. Reports to Council

15.2. Works Progress Report as at 30 September 2020

PROCEDURAL MOTION: Moved: Cr Toomey / Seconded: Cr O’Connor

That Council move to Committee of the Whole.

14.10/20

CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION: Moved: Cr Dusting/ Seconded: Cr Crouch

That Standing Orders be resumed and the item 15.2 be heard in seriatim.

15.10/20

CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Strutt / Seconded: Cr Ledger

That the report be received and noted for the works completed or progressed during September 2020, works programmed for October 2020.

16.10/20

CARRIED

MOTION: Moved: Cr Toomey/ Seconded: Cr Bell

That Council request the General Manager to:

- contact the Retreat Road Action Group to understand their concerns as part of an ongoing dialogue
- contact the residents of Harriet Gully Road to understand how to progress their concerns
- report back to Council on both discussions and the way forward.

17.10/20

CARRIED

15.3. DIVISION DECISION

DA-44-2018 Natural Burial Ground – 192 Dumaresq Road Saumarez Ponds

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

That Council move to Committee of the Whole.

18.10/20

CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

Cr Ledger left the Chambers at 3.05 pm.

Cr Ledger returned to the meeting at 3.06 pm.

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

That Standing Orders be resumed.

19.10/20

CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

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

That Council approve the Development Application 44/2018 for a natural burial ground, amenities and car park at 192 Dumaresq Road, Saumarez Ponds (Lot 97 DP 755811) subject to the following conditions of consent:

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

FOR - Cr R Crouch, Cr L Sampson, Cr T Toomey, Cr T O'Connor

AGAINST - Cr M Dusting, Cr N Ledger, Cr I Strutt, Cr M Pearce, Cr R Bell

MOTION - LOST

MOTION Moved: Cr Dusting / Seconded: Cr Strutt

That Council refuse the Development Application 44/2018 for a natural burial ground, amenities and car park at 192 Dumaresq Road, Saumarez Ponds (Lot 97 DP 755811) as:

- 1. Pursuant to Section 4.15(1)(a)(i) of the Environmental Planning and Assessment Act 1979 and Part 2.3 of Uralla Local Environmental Plan 2012, the proposed development fails to demonstrate its compliance with the objectives of the R5 Large Lot Residential zone in so far as minimising conflict between permissible land uses within the zone.***
- 2. Pursuant to Section 4.15(1)(a)(i) of the Environmental Planning and Assessment Act 1979, and Part 2 of State Environmental Planning Policy (Rural Lands) 2008, the proposed development fails to demonstrate the social or economic need for the facility and consequently the development does not balance the social, economic and environmental interests of the community.***
- 3. Pursuant to Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate it satisfies Clause 66(2) of the Public Health Regulation 2012 which prohibits a person from burying a body in or on any land if to do so would make likely the contamination of drinking water supply or a domestic water supply.***
- 4. Pursuant to Section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate it overcomes the risk of***

contaminating both groundwater and the nearby Saumarez Creek as a consequence of the nature and location of the burial ground being on land subject to overland and sub-surface flooding.

5. *Pursuant to Section 4.15(1)(c) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate that the site is suitable for the development.*
6. *Pursuant to Section 4.15(1)(e) of the Environmental Planning and Assessment Act 1979, the proposed development fails to demonstrate it would not present a risk to public health or that it would not result in an unreasonable burden on the maintenance of the facility by Uralla Shire Council or another public authority and consequently, the approval of the development would not be in the public interest.*

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

FOR: Cr M Pearce, Cr R Bell, Cr M Dusting, Cr N Ledger, Cr I Strutt,

AGAINST: Cr R Crouch, Cr L Sampson, Cr T O'Connor, Cr T Toomey

ABSENT: Nil

20.10/20

CARRIED

Short break called by Chair at 3:20 pm.

MOTION: Moved: Mayor Pearce/ Seconded: Cr Dusting

That the meeting be suspended for a short break to be resumed at the direction of the Mayor.

21.10/20

CARRIED

Meeting resumed at 3:27 pm.

Cr Toomey left declaring an Interest in report 15.4 at 3:28 pm

15.4. DIVISION DECISION

Planning Proposal Additional Permitted Use Transport Depot

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

That Council move to Committee of the Whole.

22.10/20

CARRIED

Councillors held a detailed discussion in committee regarding the report.

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

That Standing Orders be resumed.

23.10/20

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Bell / Seconded: Cr Strutt

That Council:-

Refuse the Planning Proposal- Amendment to Schedule of the Uralla LEP 2012 prepared by Branson Pty Ltd for Macpherson's Walcha Pty Ltd - Reason: It is inappropriate in a R5 large Lot Residential area. There is adequate industrial zoned land available that could accommodate development for this purpose.

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

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

AGAINST: Nil

ABSENT: Cr T Toomey

24.10/20

CARRIED UNANIMOUSLY

Cr Toomey remained absent having declared an Interest in report 15.5

15.5. Report on Notice of Motion 29.08/20

25.10/20

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

That Council move to Committee of the Whole.

CARRIED

Councillors held a detailed discussion in committee regarding the report.

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

26.10/20

That Standing Orders be resumed.

CARRIED

The Chair outlined details of the discussion held in committee.

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

27.10/20

That Council not pursue further development of a home-based enterprises regulation policy.

CARRIED

Cr Toomey absent from the room at time of voting.

Cr Toomey returned to meeting at 4:12 pm.

15.8. Enterprise Risk Management Policy

28.10/20

PROCEDURAL MOTION: Moved: Cr Crouch/ Seconded: Cr Dusting

That Council move to Committee of the Whole.

CARRIED

Councillors held a detailed discussion in committee regarding the report.

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

29.10/20

That Standing Orders be resumed.

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Ledger/ Seconded: Nil

That Council place the renamed Risk Management Policy version 5.0 on public exhibition for 28 days and, if no significant submissions are received, that the Policy be adopted.

LAPSED

MOTION: Moved: Cr Crouch/ Seconded: Cr Dusting

That Council place the renamed Enterprise Risk Management Policy version 5.0 on public exhibition for 28 days and, if no significant submissions are received, that the Policy be adopted as amended.

30.10/20

CARRIED

15.9. Code of Meeting Practice

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

That Council move to Committee of the Whole.

31.10/20

CARRIED UNANIMOUSLY

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION: Moved: Cr Toomey/ Seconded: Cr Ledger

That Standing Orders be resumed.

32.10/20

CARRIED UNANIMOUSLY

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Crouch/ Seconded: Cr Toomey

1. That Clause 4.3 and 4.10 of the Code of Meeting Practice be amended to reflect at least one business days' notice instead of four; and
2. That the Code of Meeting Practice be placed on public exhibition for a period of 28 days and if no significant submissions are received, that the Code of Meeting Practice as amended be adopted.

33.10/20

CARRIED UNANIMOUSLY

15.10. Resolution Action Status

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

That Council move to Committee of the Whole.

34.10/20

CARRIED

Councillors held a detailed discussion in committee regarding the report.

PROCEDURAL MOTION: Moved: Cr Crouch/ Seconded: Cr Strutt

That Standing Orders be resumed.

35.10/20

CARRIED

The Chair outlined details of the discussion held in committee.

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

That Council receive and note the Resolution Action Status as at 27 October 2020 as amended with X08.06/20 to be reviewed and re-entered.

36.10/20 CARRIED UNANIMOUSLY

16. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE

The Chair advised there were no Motions on Notice.

17. CONFIDENTIAL MATTERS

PROCEDURAL MOTION Moved: Cr Crouch / Seconded Cr Strutt

That Council move into closed session pursuant to Section 10A (1) and (2)(d)(i) of the Local Government Act (NSW) 1993:

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
- (a) the discussion of any of the matters listed in subclause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) The matters and information are the following:
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it.
- and close the meeting to members of the public and press for the following reason: competitive procurement process.

37.10/20 CARRIED UNANIMOUSLY

9.1 Late Reports to Council to Closed session

17.1. Bundarra Sewerage Scheme – Tender process Review and Award of Tender

MOTION: Moved: Cr Bell / Seconded: Cr Crouch

That Council

- Note the contents of the report provided by Local Government Procurement and Charles Kendall Australia;
- Lift the report for the Bundarra Sewerage Scheme - Award of Tender from the table; and
- Subject to the finalisation of the funding deed for the Safe and Secure Water Program grant funding, award the Bundarra Sewerage Scheme construction contract to Ledonne Construction Pty Ltd for the tender amount of \$7,767,506 (inc. GST).

38.10/20 CARRIED UNANIMOUSLY

PROCEDURAL MOTION: MOVED: Cr Crouch / Seconded: Cr Dusting

That Council move out of closed session to open session.

39.10/20 CARRIED UNANIMOUSLY

MOTION: Moved: Cr Dusting / Cr Ledger

That resolutions of closed session of Council become the resolutions of open Session of Council.

40.10/20 CARRIED UNANIMOUSLY

18. COMMUNICATION OF COUNCIL DECISIONS

19. CONCLUSION OF MEETING

Meeting concluded at: 4:57pm.

Council Minutes Confirmed by:	
Resolution Number:	
Date:	
Mayor Signature:	

UNCONFIRMED

Uralla Shire Council
Council Business Paper – 24 November 2020

Minutes to be received and noted at the 24 November 2020 Meeting of Council:

- 7.2.** Extraordinary Meeting of Council held 10 November 2020 (copy enclosed)



MINUTES of

EXTRAORDINARY MEETING OF COUNCIL

Held at 12:30pm 10 November 2020

Present at Meeting:

Councillors:

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

Staff:

Ms K. Jessep, *General Manager*
Mr S Paul, *Chief Financial Officer*
Mr T Seymour, *Director Development & Infrastructure*
Ms C Valencius, *Interim Executive Manager Corporate Services*
Ms W Westbrook, *Minute Clerk*

Contents

1. Opening & Welcome.....	3
2. Prayer.....	3
3. Acknowledgement to Country.....	3
Webcast Information.....	3
4. Apologies and Application for Leave of Absence by Councillors.....	3
5. Disclosures & Declaration of Interests.....	3
6. Report.....	3
7. Closure of Meeting at 1:57pm.....	4

UNCONFIRMED

1. Opening & Welcome

The Chair declared the meeting opened at 12:30pm

2. Prayer

3. Acknowledgement to Country

Webcast Information

Meeting was audio recorded with the recording made available on Council's website after the meeting.

4. Apologies and Application for Leave of Absence by Councillors

The General Manager advised there were no apologies, however recommended that Council accept an apology from Cr Bell, who was not present in the Chamber.

MOTION: Moved: Cr Dusting/ Seconded: Cr Toomey

That Council accept apologies from Cr Bell.

01.11/20

CARRIED

The Chair advised there were no applications for leave of absence received.

5. Disclosures & Declaration of Interests

The Chair advised there were no disclosures or declarations made.

6. Report

6.1 Annual Financial Statements 2019/20

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

To move to Committee of the Whole.

02.11/20

CARRIED

Councillors held a detailed discussion in committee regarding the report.

Cr Bell arrived at 12:34pm.

PROCEDURAL MOTION: Moved: Cr Crouch/ Seconded: Cr Strutt

To resume standing orders.

03.11/20

CARRIED

The Chair outlined details of the discussion held in committee.

MOTION: Moved: Cr Strutt / Seconded: Cr Dusting

That Council adopt the Financial Statements for the year ended 30 June 2020 incorporating the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules, subject to amending note 6 page 34, by deleting the words "The significant losses incurred this year relate to the write-off of road and bridge renewal programs at Munsie bridge/Gostwyck Road, Munsie bridge/Enmore Road, Eastern Avenue, Bundarra Road, Bingara Road and surface work at Park Street and Gilmore Place." and replacing them with "The losses incurred this year relate to the write-off of building works associated with the

McMaugh Gardens ensuite upgrade and the memorial hall refurbishment, numerous road works in particular two sections of Thunderbolts Way and special work on Bingara Road, numerous items of plant, and the refurbishment of the swimming pool.”

04.11/20

CARRIED

Councillors T. Toomey, R. Crouch, N. Ledger and T. O’Connor requested their vote against the motion be recorded.

MOTION: Moved: Cr I Strutt/ Seconded: Cr N Ledger

That Council

1. **approve the signing of the Statement by Councillors and Management included in the General Purpose Financial Statements as required under section 413 (2) (c) of the Local Government Act;**
2. **approve the signing of the Statement by Councillors and Management included in the Special Purpose Financial Statements as required by the Local Government Code of Accounting Practice and Financial Reporting;**

05.11/20

CARRIED

MOTION: Moved: Cr N Ledger / Seconded: Cr I Strutt

1. **That Council exhibit the Financial Statements and Auditor’s Report and call for public submissions on those documents with submissions closing on 1 December 2020 in accordance with section 420 of the Local Government Act 1993; and**
2. **That the Audited Financial Statements and Auditor’s Report be presented to the public at the Ordinary Meeting of Council scheduled for 24 November 2020 in accordance with section 418(1) of the Local Government Act 1993.**

06.11/20

CARRIED

7. Closure of Meeting at 1:57pm

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

8. TABLING of PETITIONS

9. URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

9.1. Late Reports to Council

– There are no Late Reports to the 24 November 2020 meeting

9.2. Urgent items

– There are no Urgent Items to the 24 November 2020 meeting.

9.3. Supplementary Items

– There are no Supplementary Items to the 24 November 2020 meeting.

10. WRITTEN REPORTS FROM DELEGATES

To be received at the Meeting.

11. ITEMS PASSED IN BULK

To be received at the Meeting.

Councillors, I am (Chair/Mayor) seeking to have some agenda items dealt with, in bulk, by Exception – as per Section 13 of Council's Code of Meeting Policy.

I will now read and call though the agenda list items – Reports of Committees and Reports to Council to be adopted by Exception and ask Councillor to identify any individual items of business listed, that Councillors intend to VOTE against the recommendation as recorded in the Business paper – or that they wish to speak on.

MAYORAL MINUTE

12.1



Mayor's Recommendation:

That the Mayoral Minute be received and noted.

Mayoral Minute:

Uralla Shire Council was pleased to host a Youth Week Forum on 18 Nov 2020 with representatives from councillors and senior staff present.

Local students and teachers from the following schools participated this year:

- Bundarra Central School - Bundarra
- Rocky River Public School - Uralla
- O'Connor Catholic College - Armidale

The Forum started at 9am with a report from the Mayor on last year's representation of ideas and reported back on progress over the last twelve months, including:

- Letter sent to the Uralla Show Society making representation for a 2-day show (not just 1 day)
- Walcha Road dumping issues addressed.
- Squash Court upgrade
- Uralla Swimming Pool
- Upgrades to the Uralla pool
- Upgrade to Alma Park skate and BMX track, receiving a resounding YES good work!

Mayor, Deputy Mayor and senior staff spent a number of hours with the student gaining input on youth activities and ideas for future projects to improve the liveability of our community. Ideas included: Wi-Fi for Uralla Town Centre, more mobile and internet towers across the district, and an on-duty/call police service for Bundarra.

The General Manager and Interim Executive Manager Corporate Services facilitated a highly successful 'world café' workshop where our youth developed a list of future service and business opportunities in the Shire that the community currently leave the Shire to access or order in. This feedback will be included in the Council's business gap analysis for future economic development planning.

Ideas coming from this years' Youth Week Forum will be forwarded to the relevant areas and committees of council to gain support to review and progress any action areas where possible.

The Mayor thanked Council staff for the successful funding bid to sponsor Youth Week and commended the collaboration between Council and the Uralla Neighbourhood Centre for once again organising the Youth Week Forum. The Forum participants enjoyed a wonderful morning tea that was organised by the Neighbourhood Centre.

Students finished the day with the Mayor presenting an Appreciation Certificate from Council.



Certificate of Appreciation

This certificate is presented to :

name

In recognition for your ideas and input into community improvement areas during the Youth Week Forum with
Mayor – Michael Pearce
Deputy Mayor – Isabel Strutt
General Manager – Kate Jessep

18 November 2020

Signature



Certificate example



Youth Week Forum 2020

Thankyou team for your valuable input and hard work on the day.

13. PUBLIC FORUM/PRESENTATION

14. REPORTS OF COMMITTEES

There are no Reports of Committees to the 24 November 2020 meeting.

15. REPORTS TO COUNCIL



15.1. Cash at Bank and Investments

Department: Finance
Prepared by: Chief Financial Officer
TRIM: UINT/20/10261
Attachments: Council's Investments as at 31 October, 2020
Schedule of loans as at 31 October, 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 4.2 4.2 An effective and efficient organisation.
Strategy: 4.2.2 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: 4.2.2.1.5 Maximise return on investment within risk parameters provided by the USC Investments Policy.

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.

RECOMMENDATION:

That:

1. Council note the cash position as at 31 October, 2020 consisting of cash and overnight funds of \$1,928,069, term deposits of \$15,126,569 totalling \$17,054,637 of readily convertible funds.

2. Council note the loan position as at 31 October, 2020 totalling \$2,132,015.

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 \$15,126,569 spread over the next twelve months will receive a range of interest from .58% to 1.55% with an average rate of .95%. 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 October, 2020.

KEY ISSUES:

The official interest rate remains at 0.25% and there is still the possibility that the Reserve Bank may cut rates by a further 0.15%. The current low interest rates will continue to result in reduced investment returns over the coming year.

COUNCIL IMPLICATIONS:

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

The public presentation of this information and Council noting this report is an important part of Council's management of the risk of not maintaining compliance with the Minister's Orders regarding approved investment types and in-turn reduces the risk of future losses on investments.

7. Performance Measures

N/A

8. Project Management

N/A

Uralla Shire Council				
Investments at 31 October, 2020				
Cash at Bank – Operating Accounts:				
Institution	Account	Bank Statement		
National Australia Bank	Main Account	\$59,669.38		
National Australia Bank	Trust Account	\$31,226.33		
Community Mutual	Bundarra RTC	\$25,988.97		
Total		\$116,884.68		
Business Investment (Cash Management) Account				
Institution	Interest rate	Balance		
Professional Funds	0.15% above RBA cash rate	\$1,811,184.05		
Total		\$1,811,184.05		
Term Deposits:				
Institution	Term	Interest rate	Maturity	Balance
National Australia Bank	12 months	1.45%	20/11/2020	\$300,000.00
Commonwealth Bank	9 months	1.13%	7/12/2020	\$1,200,000.00
Westpac Banking Corporation	10 months	1.38%	5/01/2021	\$500,000.00
National Australia Bank	12 months	1.50%	19/01/2021	\$719,250.00
Suncorp	3 months	0.80%	22/01/2021	\$400,000.00
National Australia Bank	9 months	1.05%	26/01/2021	\$500,000.00
Bank of Queensland	7 months	1.55%	10/03/2021	\$800,000.00
Bank of Queensland	12 months	1.40%	12/03/2021	\$800,000.00
National Australia Bank	12 months	1.25%	1/04/2021	\$600,000.00
National Australia Bank	12 months	1.20%	12/04/2021	\$500,000.00
Suncorp	6 months	0.85%	22/04/2021	\$500,000.00
ANZ	9 months	0.70%	26/04/2021	\$800,000.00
National Australia Bank	12 months	1.10%	21/05/2021	\$1,000,000.00
Westpac Banking Corporation	12 months	0.95%	19/06/2021	\$1,350,000.00
Commonwealth Bank	10 months	0.68%	19/07/2021	\$500,000.00
Westpac Banking Corporation	12 months	0.85%	25/07/2021	\$604,577.42
Westpac Banking Corporation	11 months	0.65%	25/08/2021	\$252,741.34
ANZ	11 months	0.58%	31/08/2021	\$500,000.00
Commonwealth Bank	12 months	0.71%	16/09/2021	\$1,000,000.00
Suncorp	12 months	0.90%	22/10/2021	\$1,000,000.00
Suncorp	0	0.90%	26/10/2021	\$1,300,000.00
Total				\$15,126,568.76

Uralla Shire Council		
Loans at 31 October, 2020		
Loans:		
Loan no.	Purpose	Balance
165	MGH Property	\$41,862.21
168	Community Centre	\$24,569.92
176	Library Extensions	\$126,289.37
177	Grace Munro Centre	\$101,062.48
181	Creative Village Works	\$0.00
186	Public Toilets Pioneer Park	\$0.00
187	Undergrounding Power and Main Street Upgrade	\$113,938.42
188	Paving and Power Undergrounding	\$29,757.91
189	Bridge Construction	\$191,524.08
190	Bridge construction & industrial land development	\$1,503,010.26
Total		\$ 2,132,014.65

15.2. End of Financial Year Statements

Department: Finance
Prepared by: *Chief Financial Officer*
TRIM Reference: UINT/20/10635
Attachments: UINT/2010637 Annual Financial Statements June 2020
UINT/20/10638 Public Notice – Presentation of USC Financial Statements

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is to present the Audited Financial Statements of Council for the 2020 financial year.

Attached to this report are Council’s Financial Statements for the financial year ending 30 June 2020.

RECOMMENDATION:

That the Audited Financial Statements and Auditors Reports for the year ended 30 June 2020 be presented to the Public in accordance with Section 419(1) of the Local Government Act 1993.

BACKGROUND:

A report was presented to the Extraordinary Meeting of Council on 10 November 2020 detailing Council’s obligation to complete and sign year-end Financial Statements in accordance with S413 of the Local Government Act and to present the Financial Statements and Auditor’s Reports to this meeting.

REPORT:

Section 419(1) of the Local Government Act, 1993, requires that the audited financial statements, together with the Auditor’s Reports, must be presented at a meeting of the Council.

The Auditor’s Reports required under Section 417 of the Local Government Act 1993 are included in the attached Financial Reports document.

Council is required to give a minimum of seven days public notice of the meeting at which the reports will be presented, which was achieved with an advertisement first placed in the *Wordsworth* on 16th November 2020. A copy of the Audited Financial Reports has been available for public inspection at Council’s Administration Office and on Council’s website since this time. Council has asked for submissions on the Audited Financial Reports to be lodged by 1 December 2020. Should any submissions be received they are required to be forwarded to Council’s Auditor.

The Audited Financial Statements were sent to the Office of Local Government and the Australian Bureau of Statistics. The summary information provided in the advertisement is included as an attachment.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Public advertisement has been undertaken and Statements are available on Council's website and at the administration building.

2. Policy and Regulation

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

3. Financial (LTFP)

Statements cover financial position and performance for the prior financial year

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Financial Statements must be lodged with the Office of Local Government by 31 October each year. An extension to 30 November has been granted for 2020.

8. Project Management

Nil

Uralla Shire Council

ANNUAL FINANCIAL STATEMENTS
for the year ended 30 June 2020



**This page
intentionally
left blank**

Uralla Shire Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2020



General Purpose Financial Statements

for the year ended 30 June 2020

Contents	Page
1. Understanding Council's Financial Statements	3
2. Statement by Councillors & Management	4
3. Primary Financial Statements:	
Income Statement	5
Statement of Comprehensive Income	6
Statement of Financial Position	7
Statement of Changes in Equity	8
Statement of Cash Flows	9
4. Notes to the Financial Statements	10
5. Independent Auditor's Reports:	
On the Financial Statements (Sect 417 [2])	82
On the Financial Statements (Sect 417 [3])	85

Overview

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

32 Salisbury Street
Uralla NSW 2358

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

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

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

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

Uralla Shire Council

General Purpose Financial Statements

for the year ended 30 June 2020

Understanding Council's Financial Statements

Introduction

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

What you will find in the Statements

The financial statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2020.

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

About the Councillor/Management Statement

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

About the Primary Financial Statements

The financial statements incorporate five "primary" financial statements:

1. The Income Statement

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

2. The Statement of Comprehensive Income

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

3. The Statement of Financial Position

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

4. The Statement of Changes in Equity

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

5. The Statement of Cash Flows

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

About the Notes to the Financial Statements

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

About the Auditor's Reports

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

In NSW the auditor provides 2 audit reports:

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

Who uses the Financial Statements?

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

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

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

General Purpose Financial Statements

for the year ended 30 June 2020

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

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

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

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

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

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

Signed in accordance with a resolution of Council made on 10 November 2020.



Michael Pearce
Mayor
10 November 2020



Isabel Strutt
Councillor
10 November 2020



Kate Jessep
General Manager
10 November 2020



Simon Paul
Responsible Accounting Officer
10 November 2020

Income Statement

for the year ended 30 June 2020

Original unaudited budget 2020	\$ '000	Notes	Actual 2020	Actual 2019
Income from continuing operations				
6,504	Rates and annual charges	3a	6,644	6,516
4,830	User charges and fees	3b	5,075	5,058
477	Other revenues	3c	575	612
7,522	Grants and contributions provided for operating purposes	3d,3e	8,089	7,659
5,086	Grants and contributions provided for capital purposes	3d,3e	2,988	1,531
256	Interest and investment income	4	352	408
<u>24,675</u>	Total income from continuing operations		<u>23,723</u>	<u>21,784</u>
Expenses from continuing operations				
10,250	Employee benefits and on-costs	5a	9,707	9,519
156	Borrowing costs	5b	149	179
3,871	Materials and contracts	5c	5,142	4,619
4,345	Depreciation and amortisation	5d	4,750	4,523
1,983	Other expenses	5e	1,484	1,589
–	Net losses from the disposal of assets	6	955	1,531
<u>20,605</u>	Total expenses from continuing operations		<u>22,187</u>	<u>21,960</u>
<u>4,070</u>	Operating result from continuing operations		<u>1,536</u>	<u>(176)</u>
<u>4,070</u>	Net operating result for the year		<u>1,536</u>	<u>(176)</u>
4,070	Net operating result attributable to council		1,536	(176)
<u>(1,016)</u>	Net operating result for the year before grants and contributions provided for capital purposes		<u>(1,452)</u>	<u>(1,707)</u>

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

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

Statement of Comprehensive Income

for the year ended 30 June 2020

\$ '000	Notes	2020	2019
Net operating result for the year (as per Income Statement)		1,536	(176)
Other comprehensive income:			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of IPP&E	10	1,164	341
Total items which will not be reclassified subsequently to the operating result		1,164	341
Total other comprehensive income for the year		1,164	341
Total comprehensive income for the year		2,700	165
Total comprehensive income attributable to Council		2,700	165

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

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

Statement of Financial Position

as at 30 June 2020

\$ '000	Notes	2020	2019
ASSETS			
Current assets			
Cash and cash equivalents	7(a)	1,401	1,604
Investments	7(b)	13,957	14,900
Receivables	8	2,929	2,136
Inventories	9a	231	229
Contract assets	11a	305	–
Other	9b	36	59
Total current assets		<u>18,859</u>	<u>18,928</u>
Non-current assets			
Infrastructure, property, plant and equipment	10	233,683	230,827
Right of use assets	12a	78	–
Total non-current assets		<u>233,761</u>	<u>230,827</u>
Total assets		<u>252,620</u>	<u>249,755</u>
LIABILITIES			
Current liabilities			
Payables	13	5,357	5,189
Contract liabilities	11b	44	–
Lease liabilities	12b	15	–
Borrowings	13	265	233
Provisions	14	2,199	2,371
Total current liabilities		<u>7,880</u>	<u>7,793</u>
Non-current liabilities			
Lease liabilities	12b	63	–
Borrowings	13	1,924	2,194
Provisions	14	2,821	2,536
Total non-current liabilities		<u>4,808</u>	<u>4,730</u>
Total liabilities		<u>12,688</u>	<u>12,523</u>
Net assets		<u>239,932</u>	<u>237,232</u>
EQUITY			
Accumulated surplus	15	74,321	72,785
Revaluation reserves	15	165,611	164,447
Council equity interest		<u>239,932</u>	<u>237,232</u>
Total equity		<u>239,932</u>	<u>237,232</u>

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

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

Statement of Changes in Equity

for the year ended 30 June 2020

	Notes	as at 30/06/20			as at 30/06/19		
		Accumulated surplus	IPP&E revaluation reserve	Total equity	Accumulated surplus	IPP&E revaluation reserve	Total equity
\$ '000							
Opening balance		72,785	164,447	237,232	72,961	164,106	237,067
Changes due to AASB 1058 and AASB 15 adoption	15	–	–	–	–	–	–
Changes due to AASB 16 adoption	15	–	–	–	–	–	–
Net operating result for the year		1,536	–	1,536	(176)	–	(176)
Restated net operating result for the period		1,536	–	1,536	(176)	–	(176)
Other comprehensive income							
– Gain (loss) on revaluation of IPP&E	10	–	1,164	1,164	–	341	341
Other comprehensive income		–	1,164	1,164	–	341	341
Total comprehensive income		1,536	1,164	2,700	(176)	341	165
Equity – balance at end of the reporting period		74,321	165,611	239,932	72,785	164,447	237,232

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

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

Statement of Cash Flows

for the year ended 30 June 2020

Original unaudited budget 2020	\$ '000	Notes	Actual 2020	Actual 2019
Cash flows from operating activities				
Receipts:				
6,500	Rates and annual charges		6,463	6,364
4,801	User charges and fees		5,036	5,384
283	Investment and interest revenue received		428	374
12,583	Grants and contributions		10,511	9,259
274	Other		1,415	981
Payments:				
(10,211)	Employee benefits and on-costs		(9,743)	(9,575)
(3,834)	Materials and contracts		(6,206)	(5,356)
(157)	Borrowing costs		(122)	(134)
–	Bonds, deposits and retention amounts refunded		(1)	–
(1,983)	Other		(1,128)	(1,071)
	Net cash provided (or used in) operating activities	16b	<u>6,653</u>	<u>6,226</u>
8,256				
Cash flows from investing activities				
Receipts:				
3,150	Sale of investment securities		16,150	17,650
–	Sale of infrastructure, property, plant and equipment		224	208
Payments:				
–	Purchase of investment securities		(15,207)	(19,000)
(13,039)	Purchase of infrastructure, property, plant and equipment		(7,889)	(5,027)
(9,889)	Net cash provided (or used in) investing activities		<u>(6,722)</u>	<u>(6,169)</u>
Cash flows from financing activities				
Receipts:				
–	Proceeds from retirement home contributions		1,120	1,190
Payments:				
(225)	Repayment of borrowings and advances		(238)	(217)
–	Lease liabilities (principal repayments)		(16)	–
–	Repayment of retirement home contributions		(1,000)	(869)
(225)	Net cash flow provided (used in) financing activities		<u>(134)</u>	<u>104</u>
(1,858)	Net increase/(decrease) in cash and cash equivalents		<u>(203)</u>	<u>161</u>
6,696	Plus: cash and cash equivalents – beginning of year	16a	<u>1,604</u>	<u>1,443</u>
4,838	Cash and cash equivalents – end of the year	16a	<u>1,401</u>	<u>1,604</u>
4,433	plus: Investments on hand – end of year	7(b)	<u>13,957</u>	<u>14,900</u>
9,271	Total cash, cash equivalents and investments		<u>15,358</u>	<u>16,504</u>

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

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

Notes to the Financial Statements

for the year ended 30 June 2020

Contents of the Notes accompanying the General Purpose Financial Statements

Note	Details	Page
1	Basis of preparation	11
2(a)	Council functions/activities – financial information	14
2(b)	Council functions/activities – component descriptions	15
3	Revenue from continuing operations	16
4	Interest and investment income	23
5	Expenses from continuing operations	24
6	Gain or loss from disposal of assets	28
7(a)	Cash and cash equivalents	28
7(b)	Investments	29
7(c)	Restricted cash, cash equivalents and investments	30
8	Receivables	31
9	Inventories and other assets	33
10	Infrastructure, property, plant and equipment	34
11	Contract assets and liabilities	37
12	Leases	38
13	Payables and borrowings	41
14	Provisions	43
15	Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors	46
16	Statement of cash flow information	52
17	Interests in other entities	52
18	Commitments	54
19	Contingencies	55
20	Financial risk management	58
21	Material budget variations	62
22	Fair Value Measurement	64
23	Related party disclosures	72
24	Statement of developer contributions	73
25	Result by fund	75
26(a)	Statement of performance measures – consolidated results	77
26(b)	Statement of performance measures – by fund	78
Additional Council disclosures (unaudited)		
26(c)	Statement of performance measures – consolidated results (graphs)	79
27	Council information and contact details	81

Notes to the Financial Statements

for the year ended 30 June 2020

Note 1. Basis of preparation

These financial statements were authorised for issue by Council on 10 November 2020. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

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

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

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

Council is a not for-profit entity.

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

(a) Historical cost convention

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

(b) Significant accounting estimates and judgements

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

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

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future.

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

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

- (i) estimated fair values of infrastructure, property, plant and equipment – refer Note 10
- (ii) estimated tip remediation provisions – refer Note 14
- (iii) employee benefit provisions – refer Note 14.

Significant judgements in applying the council's accounting policies

- (i) Impairment of receivables

Council has made a significant judgement about the impairment of a number of its receivables – refer Note 8.

Monies and other assets received by Council

(a) The Consolidated Fund

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

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

- General purpose operations
- Water service
- Sewerage service

Notes to the Financial Statements

for the year ended 30 June 2020

Note 1. Basis of preparation (continued)

- McMaugh Gardens Aged Care Centre

(b) The Trust Fund

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

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

Goods and Services Tax (GST)

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

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

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

Volunteer services

Council uses volunteers in a number of its activities including at the Visitor Information Centre, McMaugh Gardens and Tablelands Community Transport. These services are not considered material and have therefore not been recognised in the income statement.

COVID-19

Council has been impacted by the Covid-19 pandemic but not as severely as other organisations. Once the initial lockdown commenced, council started recording all specific costs associated with the impact of the virus on operations. The costs incurred in the 2019/20 financial year totalled just under \$32,000 with very little impact on staffing or special leave requirements. It is expected that a similar amount will be incurred in the 2020/21 year, assuming no significant lockdowns are experienced. Council was not able to access any government funding relating to this issue.

New accounting standards and interpretations issued not yet effective

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations (ie. pronouncements) have been published by the Australian Accounting Standards Board that are not mandatory for the 30 June 2020 reporting period.

Council has elected not to apply any of these pronouncements in these financial statements before their operative dates.

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

AASB 1059 Service Concession Arrangements: Grantors

AASB 2018-5 Amendments to Australian Accounting Standards - Deferral of AASB 1059

AASB 2019-2 Amendments to Australian Accounting Standards – Implementation of AASB 1059

This standard provides guidance for public sector entities (grantors) who have entered into service concession arrangements with private sector operators.

AASB 1059 requires grantors to recognise a service concession asset and, in most cases, a corresponding liability on the balance sheet.

A control approach is used to assess the service concession arrangements in place.

On initial recognition the asset is measured at current replacement cost based on AASB 13 Fair Value Measurement and existing assets of the grantors are reclassified at the date of transition.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 1. Basis of preparation (continued)

After initial recognition, the grantor accounts for the assets under either AASB 116 Property, Plant and Equipment or AASB 138 Intangible Assets.

The nature of the consideration given to the operator will affect whether the grantor applies either the 'financial liability' or the 'grant of right' model for the recognition of the liability.

AASB 2019-2 makes amendments to the recognition and measurement of the asset and liability where the modified retrospective approach to transition is being used and provides a practical expedient due to the different effective dates of AASB 16 and AASB 1059.

Council does not expect any material impact to future financial statements as we do not generally enter into service concession arrangements.

This standard has an effective date for the 30 June 2021 reporting period.

New accounting standards adopted during the year

During the year Council adopted the following accounting standards and interpretations (as issued by the Australian Accounting Standards Board) which were mandatorily effective from 1 July 2019:

- AASB 16 Leases
- AASB 15 Revenue from contracts with customers and associated amending standards.
- AASB 1058 Income of Not-for-profit entities

Further information on the newly adopted standards which had a material impact on Council's reported financial position, financial performance and/or associated financial statement disclosures can be found at Note 15.

Notes to the Financial Statements

for the year ended 30 June 2020

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

	Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note 2(b).									
	Income from continuing operations		Expenses from continuing operations		Operating result from continuing operations		Grants included in income from continuing operations		Carrying amount of assets	
\$ '000	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Functions or activities										
Our Society	7,930	7,889	7,689	7,603	241	286	1,411	810	15,338	14,327
Our Economy	4,752	3,770	7,537	7,843	(2,785)	(4,073)	3,068	2,532	193,524	193,655
Our Environment	4,771	4,136	5,033	4,256	(262)	(120)	890	245	35,519	33,926
Our Leadership	6,270	5,989	1,928	2,258	4,342	3,731	1,863	1,684	8,239	7,847
Total functions and activities	23,723	21,784	22,187	21,960	1,536	(176)	7,232	5,271	252,620	249,755

Notes to the Financial Statements

for the year ended 30 June 2020

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

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

Our Society

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

Our Economy

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

Our Environment

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

Our Leadership

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue from continuing operations

\$ '000	AASB	2020	2019
(a) Rates and annual charges			
Ordinary rates			
Residential	1058 (1)	1,690	1,647
Farmland	1058 (1)	2,112	2,071
Business	1058 (1)	107	104
Less: pensioner rebates (mandatory)	1058 (1)	(103)	(103)
Rates levied to ratepayers		3,806	3,719
Pensioner rate subsidies received		61	54
Total ordinary rates		3,867	3,773
Annual charges			
<small>(pursuant to s.496, s.496A, s.496B, s.501 & s.611)</small>			
Domestic waste management services	1058 (1)	630	615
Stormwater management services	1058 (1)	30	30
Water supply services	1058 (1)	511	447
Sewerage services	1058 (1)	677	755
Waste management services (non-domestic)	1058 (1)	45	41
Environmental	1058 (1)	927	900
Less: pensioner rebates (mandatory)	1058 (1)	(93)	(97)
Annual charges levied		2,727	2,691
Pensioner subsidies received:			
– Water	1058 (1)	17	17
– Sewerage	1058 (1)	13	15
– Domestic waste management	1058 (1)	20	20
Total annual charges		2,777	2,743
TOTAL RATES AND ANNUAL CHARGES		6,644	6,516

The **AASB** notation (above) identifies the revenue recognition pattern for material items of Council revenue:

15 (1) indicates income recognised under AASB 15 “at a point in time”,

15 (2) indicates income recognised under AASB 15 “over time”,

1058 (1) indicates income recognised under AASB 1058 “at a point in time”, while

1058 (2) indicates income recognised under AASB 1058 “over time”.

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

Accounting policy for rates and charges

Rates and annual charges are recognised as revenue when the Council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate.

Prepaid rates are recognised as a financial liability until the beginning of the rating period.

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

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are in substance a rates payment.

2019 accounting policy

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue from continuing operations (continued)

\$ '000	AASB	2020	2019
(b) User charges and fees			
Specific user charges			
(per s.502 - specific 'actual use' charges)			
Water supply services	15 (1)	559	584
Sewerage services	15 (1)	4	5
Waste management services (non-domestic)	15 (1)	192	162
Total specific user charges		755	751
Other user charges and fees			
(i) Fees and charges – statutory and regulatory functions (per s.608)			
Inspection services	15 (1)	61	35
Private works – section 67	15 (1)	103	34
Registration fees	15 (1)	–	7
Section 10.7 certificates (EP&A Act)	15 (1)	14	17
Section 603 certificates	15 (1)	10	10
Town planning	15 (1)	89	76
Total fees and charges – statutory/regulatory		277	179
(ii) Fees and charges – other (incl. general user charges (per s.608))			
Aged care	15 (2)	965	924
Caravan park	15 (1)	81	80
Cemeteries	15 (1)	25	34
Community centres	15 (1)	4	15
Sundry sales	15 (1)	50	65
Swimming centres	15 (1)	23	20
Waste disposal tipping fees	15 (1)	76	97
Water and sewer connection fees	15 (1)	7	6
Scrap metal sales	15 (1)	73	73
Tablelands community support options – client contributions	15 (1)	157	173
Tablelands community support options – contract service fees	15 (2)	2,539	2,594
Tablelands community transport	15 (1)	40	45
Other	15 (1)	3	2
Total fees and charges – other		4,043	4,128
TOTAL USER CHARGES AND FEES		5,075	5,058

The **AASB** notation (above) identifies the revenue recognition pattern for material items of Council revenue:

15 (1) indicates income recognised under AASB 15 “at a point in time”,

15 (2) indicates income recognised under AASB 15 “over time”,

1058 (1) indicates income recognised under AASB 1058 “at a point in time”, while

1058 (2) indicates income recognised under AASB 1058 “over time”.

Accounting policy for user charges and fees

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases such as caravan parks, the customer is required to pay on arrival. There is no material obligation for Council in relation to refunds or returns.

Where an upfront fee is charged such as membership fees for the leisure centre the fee is recognised on a straight-line basis over the expected life of the membership.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue from continuing operations (continued)

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence.

2019 accounting policy

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

\$ '000	AASB	2020	2019
(c) Other revenues			
Rental income – other council properties (2019 only)	15 (1)	130	130
Fines	15 (1)	5	4
Legal fees recovery – rates and charges (extra charges)	1058 (1)	15	10
Commissions and agency fees	15 (1)	9	5
Diesel rebate	15 (1)	84	88
Insurance claims recoveries	15 (1)	195	196
Recycling income (non-domestic)	15 (1)	50	34
Sales – general	15 (1)	32	53
Donations received	1058 (1)	4	7
Other reimbursements	15 (1)	5	17
Other sundry income	15 (1)	29	44
Staff FBT contributions	15 (1)	17	24
<u>TOTAL OTHER REVENUE</u>		<u>575</u>	<u>612</u>

The **AASB** notation (above) identifies the revenue recognition pattern for material items of Council revenue:

15 (1) indicates income recognised under AASB 15 “at a point in time”,

15 (2) indicates income recognised under AASB 15 “over time”,

1058 (1) indicates income recognised under AASB 1058 “at a point in time”, while

1058 (2) indicates income recognised under AASB 1058 “over time”.

Accounting policy for other revenue

Where the revenue relates to a contract with customer, the revenue is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

Where the revenue relates to a contract which is not enforceable or does not contain sufficiently specific performance obligations then revenue is recognised when an unconditional right to a receivable arises or the cash is received, which is earlier.

2019 accounting policy:

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

Parking fees and fines are recognised as revenue when the service has been provided, or when the penalty has been applied, whichever occurs first.

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue from continuing operations (continued)

\$ '000	AASB	Operating 2020	Operating 2019	Capital 2020	Capital 2019
(d) Grants					
General purpose (untied)					
Current year allocation					
Financial assistance – general component	1058 (1)	331	337	–	–
Financial assistance – local roads component	1058 (1)	973	945	–	–
Payment in advance - future year allocation					
Financial assistance – general component	1058 (1)	1,382	1,329	–	–
Total general purpose		2,686	2,611	–	–
Specific purpose					
Water supplies	1058 (1)	524	–	220	–
Sewerage services	1058 (1)	–	–	138	208
Aged care	1058 (1)	–	–	130	370
Community care	15 (1)	2	5	–	–
Economic development	15 (1)	103	–	–	–
Drought Communities Assistance Program	1058 (2)	–	666	–	–
Employment and training programs	15 (1)	2	18	–	–
Environmental programs	1058 (1)	8	37	–	–
Library	1058 (1)	82	35	–	–
Heritage and cultural	1058 (1)	–	15	–	–
Recreation and culture	1058 (2)	–	–	–	–
Transport (roads to recovery)	1058 (1)	894	408	–	–
Street lighting	1058 (1)	14	14	–	–
Animal control	1058 (1)	4	–	–	–
Stronger Country Communities Fund	1058 (2)	69	–	1,193	400
Innovation Fund	1058 (2)	75	–	–	–
Transport (other roads and bridges funding)	1058 (1)	9	41	1,080	443
Total specific purpose		1,786	1,239	2,761	1,421
Total grants		4,472	3,850	2,761	1,421
Grant revenue is attributable to:					
– Commonwealth funding		3,580	3,019	1,323	1,213
– State funding		892	831	1,438	208
		4,472	3,850	2,761	1,421

The **AASB** notation (above) identifies the revenue recognition pattern for material items of Council revenue:

15 (1) indicates income recognised under AASB 15 “at a point in time”,

15 (2) indicates income recognised under AASB 15 “over time”,

1058 (1) indicates income recognised under AASB 1058 “at a point in time”, while

1058 (2) indicates income recognised under AASB 1058 “over time”.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue from continuing operations (continued)

\$ '000	Notes	AASB	Operating 2020	Operating 2019	Capital 2020	Capital 2019
(e) Contributions						
Developer contributions: (s7.4 & s7.11 - EP&A Act, s64 of the LGA):						
Cash contributions						
S 7.11 – contributions towards amenities/services		1058 (1)	47	22	–	–
Total developer contributions – cash			47	22	–	–
Total developer contributions	24		47	22	–	–
Other contributions:						
Cash contributions						
Community services		1058 (1)	–	2	–	–
RMS contributions (regional roads, block grant)		1058 (2)	1,038	1,017	227	110
McMaugh gardens aged care – subsidies		15 (2)	2,040	2,217	–	–
Tablelands community transport – subsidies		15 (2)	492	551	–	–
Total other contributions – cash			3,570	3,787	227	110
Total other contributions			3,570	3,787	227	110
Total contributions			3,617	3,809	227	110
<u>TOTAL GRANTS AND CONTRIBUTIONS</u>			8,089	7,659	2,988	1,531

The **AASB** notation (above) identifies the revenue recognition pattern for material items of Council revenue:

- 15 (1)** indicates income recognised under AASB 15 “at a point in time”,
- 15 (2)** indicates income recognised under AASB 15 “over time”,
- 1058 (1)** indicates income recognised under AASB 1058 “at a point in time”, while
- 1058 (2)** indicates income recognised under AASB 1058 “over time”.

Accounting policy for grants and contributions**Accounting policy from 1 July 2019****Grant income under AASB 15**

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue are recognised when control of each performance obligations is satisfied.

The performance obligations are varied based on the agreement but include achieving milestones associated with constructing an asset or delivering specific outcomes established in an agreement. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue from continuing operations (continued)

Grant income

Assets arising from grants in the scope of AASB 1058 is recognised at the assets fair value when the asset is received. Councils considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received

Capital grants

Capital grants received to enable Council to acquire or construct an item of infrastructure, property, plant and equipment to identified specifications which will be under Council's control and which is enforceable are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

Contributions

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

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

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

Accounting policy prior to 1 July 2019

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

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 3. Revenue from continuing operations (continued)

\$ '000	2020	2019
(f) Unspent grants and contributions – external restrictions		
Certain grants and contributions are obtained by Council on condition that they be spent in a specified manner due to externally imposed restrictions.		
Operating grants		
Unexpended at the close of the previous reporting period	439	1,514
Add: operating grants recognised as income in the current period but not yet spent (2019 only)	–	13
Add: operating grants received for the provision of goods and services in a future period	100	–
Less: operating grants recognised in a previous reporting period now spent (2019 only)	–	(1,088)
Less: operating grants received in a previous reporting period now spent and recognised as income	(13)	–
Unexpended and held as externally restricted assets (operating grants)	526	439
Capital grants		
Unexpended at the close of the previous reporting period	939	130
Add: capital grants recognised as income in the current period but not yet spent (2019 only)	–	809
Less: capital grants received in a previous reporting period now spent and recognised as income	(827)	–
Unexpended and held as externally restricted assets (capital grants)	112	939
Contributions		
Unexpended at the close of the previous reporting period	654	616
Add: contributions recognised as income in the current period but not yet spent	61	38
Unexpended and held as externally restricted assets (contributions)	715	654

Notes to the Financial Statements

for the year ended 30 June 2020

Note 4. Interest and investment income

\$ '000	2020	2019
Interest on financial assets measured at amortised cost		
– Overdue rates and annual charges (incl. special purpose rates)	53	33
– Cash and investments	299	375
Total Interest and investment income	352	408
Interest revenue is attributable to:		
Unrestricted investments/financial assets:		
Overdue rates and annual charges (general fund)	33	18
General Council cash and investments	189	252
Restricted investments/funds – external:		
Development contributions		
– Section 7.11	13	16
Water fund operations	62	62
Sewerage fund operations	55	60
Total interest and investment revenue	352	408

Accounting policy for interest and investment revenue

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 5. Expenses from continuing operations

\$ '000	2020	2019
(a) Employee benefits and on-costs		
Salaries and wages	7,969	7,601
Travel expenses	27	28
Employee leave entitlements (ELE)	1,381	1,412
Superannuation – defined contribution plans	838	853
Superannuation – defined benefit plans	46	63
Workers' compensation insurance	468	361
Fringe benefit tax (FBT)	11	15
Training costs (other than salaries and wages)	35	84
Other	46	8
Total employee costs	10,821	10,425
Less: capitalised costs	(1,114)	(906)
TOTAL EMPLOYEE COSTS EXPENSED	9,707	9,519
Number of 'full-time equivalent' employees (FTE) at year end	127	126
Number of 'full-time equivalent' employees (FTE) at year end (incl. vacancies)	131	130

Accounting policy for employee benefits and on-costs

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

Retirement benefit obligations

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

Superannuation plans

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

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note 18 for more information.

\$ '000	Notes	2020	2019
(b) Borrowing costs			
(i) Interest bearing liability costs			
Interest on leases		4	–
Interest on loans		118	132
Total interest bearing liability costs		122	132
Total interest bearing liability costs expensed		122	132
(ii) Other borrowing costs			
Fair value adjustments on recognition of advances and deferred debtors			
– Remediation liabilities	14	27	47
Total other borrowing costs		27	47
TOTAL BORROWING COSTS EXPENSED		149	179

Notes to the Financial Statements

for the year ended 30 June 2020

Note 5. Expenses from continuing operations (continued)

Accounting policy for borrowing costs

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

\$ '000	2020	2019
(c) Materials and contracts		
Raw materials and consumables	6,665	6,104
Contractor and consultancy costs	4,939	2,811
Auditors remuneration ²	80	76
Legal expenses:		
Expenses from short-term leases (2020 only)	11	–
– Legal expenses: debt recovery	16	10
– Legal expenses: other	13	25
Operating leases expense (2019 only):		
– Operating lease rentals: minimum lease payments ¹	–	12
Other	16	–
Total materials and contracts	11,740	9,038
Less: capitalised costs	(6,598)	(4,419)
TOTAL MATERIALS AND CONTRACTS	5,142	4,619

Accounting policy for materials and contracts

Expenses are recorded on an accruals basis as the council receives the goods or services.

Operating leases (2019 only)

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

1. Operating lease payments are attributable to:

Buildings	11	12
	11	12

2. Auditor remuneration

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

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

Audit and review of financial statements	49	45
Remuneration for audit and other assurance services	49	45

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

Other audit and assurance services	31	31
Remuneration for audit and other assurance services	31	31

Total remuneration of non NSW Auditor-General audit firms

Total Auditor remuneration	80	76
-----------------------------------	-----------	-----------

Notes to the Financial Statements

for the year ended 30 June 2020

Note 5. Expenses from continuing operations (continued)

\$ '000	Notes	2020	2019
(d) Depreciation, amortisation and impairment of non-financial assets			
Depreciation and amortisation			
Plant and equipment		535	545
Office equipment		55	79
Furniture and fittings		58	55
Infrastructure:	10		
– Buildings – non-specialised		571	554
– Other structures		78	51
– Sealed roads structure		1,633	1,500
– Unsealed roads		602	544
– Bridges		327	317
– Footpaths		49	46
– Stormwater drainage		23	23
– Water supply network		424	439
– Sewerage network		212	216
– Swimming pools		25	14
– Other open space/recreational assets		43	25
Right of use assets	12	16	–
Other assets:			
– Other		3	3
Reinstatement, rehabilitation and restoration assets:			
– Tip assets	10,14	96	112
Total gross depreciation and amortisation costs		<u>4,750</u>	<u>4,523</u>
Total depreciation and amortisation costs		<u>4,750</u>	<u>4,523</u>
<u>TOTAL DEPRECIATION, AMORTISATION AND IMPAIRMENT FOR NON-FINANCIAL ASSETS</u>		<u>4,750</u>	<u>4,523</u>

Accounting policy for depreciation, amortisation and impairment expenses of non-financial assets**Depreciation and amortisation**

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives. Useful lives are included in Note 10 for IPPE assets and note 12 for right of use assets.

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

Impairment of non-financial assets

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

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 5. Expenses from continuing operations (continued)

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

\$ '000	2020	2019
(e) Other expenses		
Advertising	6	9
Travel expenses	2	–
Bad and doubtful debts	(6)	3
Bank charges	28	29
Computer software charges	23	–
Councillor expenses – mayoral fee	21	20
Councillor expenses – councillors' fees	102	96
Councillors' expenses (incl. mayor) – other (excluding fees above)	15	14
Donations, contributions and assistance to other organisations (Section 356)	400	392
Electricity and heating	183	214
Insurance	268	317
Internet and other communication	14	25
Licences	97	54
Motor vehicle registration fees	54	44
Office expenses (including computer expenses)	7	–
Other fees and charges	4	16
Postage	30	37
Printing and stationery	39	47
Street lighting	46	62
Subscriptions and publications	52	118
Sundry expenses	2	14
Telephone and communications	82	75
Volunteer reimbursements	1	–
Other	14	3
<u>TOTAL OTHER EXPENSES</u>	<u>1,484</u>	<u>1,589</u>

Accounting policy for other expenses

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 6. Gain or loss from disposal of assets

\$ '000	Notes	2020	2019
Property (excl. investment property)			
Less: carrying amount of property assets sold/written off		(318)	–
Net gain/(loss) on disposal		(318)	–
Plant and equipment			
	10		
Proceeds from disposal – plant and equipment		224	89
Less: carrying amount of plant and equipment assets sold/written off		(295)	(50)
Net gain/(loss) on disposal		(71)	39
Infrastructure			
	10		
Less: carrying amount of infrastructure assets sold/written off		(566)	(1,570)
Net gain/(loss) on disposal		(566)	(1,570)
Investments			
	7(b)		
Proceeds from disposal/redemptions/maturities – investments		16,150	17,650
Less: carrying amount of investments sold/redeemed/matured		(16,150)	(17,650)
Net gain/(loss) on disposal		–	–
NET GAIN/(LOSS) ON DISPOSAL OF ASSETS		(955)	(1,531)

Accounting policy for disposal of assets

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

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

The losses incurred this year relate to the write-off of building works associated with the McMaugh Gardens ensuite upgrade and the memorial hall refurbishment, numerous road works in particular two sections of Thuderbolts Way and special work on Bingara Road, numerous items of plant, and the refurbishment of the swimming pool.

Note 7(a). Cash and cash equivalents

\$ '000	2020	2019
Cash and cash equivalents		
Cash on hand and at bank	66	74
Cash-equivalent assets		
– Deposits at call	1,335	1,530
Total cash and cash equivalents	1,401	1,604

Accounting policy for cash and cash equivalents

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 7(b). Investments

\$ '000	2020 Current	2020 Non-current	2019 Current	2019 Non-current
Investments				
b. 'Financial assets at amortised cost'	13,957	–	14,900	–
Total Investments	13,957	–	14,900	–
TOTAL CASH ASSETS, CASH EQUIVALENTS AND INVESTMENTS	15,358	–	16,504	–
Financial assets at amortised cost				
Term deposits	13,957	–	14,900	–
Total	13,957	–	14,900	–

Accounting policy for investments

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

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

Financial assets

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

Classification

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

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

Financial assets are not reclassified subsequent to their initial recognition.

Amortised cost

Assets measured at amortised cost are financial assets where:

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

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

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 7(c). Restricted cash, cash equivalents and investments

\$ '000	2020 Current	2020 Non-current	2019 Current	2019 Non-current
Total cash, cash equivalents and investments	15,358	–	16,504	–
attributable to:				
External restrictions	9,365	–	9,613	–
Internal restrictions	4,583	–	5,592	–
Unrestricted	1,410	–	1,299	–
	<u>15,358</u>	<u>–</u>	<u>16,504</u>	<u>–</u>

\$ '000	2020	2019
---------	------	------

Details of restrictions

External restrictions – included in liabilities

Specific purpose unexpended loans – general	493	525
McMaugh gardens resident bonds	2,437	2,317
	<u>2,930</u>	<u>2,842</u>

External restrictions – included in liabilities**External restrictions – other**

Developer contributions – general	715	655
Specific purpose unexpended grants (recognised as revenue) – general fund	638	1,378
Water supplies	2,391	2,498
Sewerage services	2,411	2,240
Stormwater management	280	–
	<u>6,435</u>	<u>6,771</u>

External restrictions – other**Total external restrictions****Internal restrictions**

Plant and vehicle replacement	1,234	1,746
Employees leave entitlement	772	1,068
Carry over works	349	325
Reseals	260	648
Strategic development	320	320
FAGS Received in advance	1,382	1,329
Tip Remediation	266	156
	<u>4,583</u>	<u>5,592</u>

Total internal restrictions**TOTAL RESTRICTIONS**

	<u>13,948</u>	<u>15,205</u>
--	---------------	---------------

Notes to the Financial Statements

for the year ended 30 June 2020

Note 8. Receivables

\$ '000	2020 Current	2020 Non-current	2019 Current	2019 Non-current
Purpose				
Rates and annual charges	783	–	457	–
Interest and extra charges	65	–	44	–
User charges and fees	268	–	205	–
Private works	14	–	7	–
Accrued revenues				
– Interest on investments	87	–	184	–
– Other income accruals	54	–	40	–
Amounts due from other councils	65	–	48	–
Government grants and subsidies	984	–	647	–
Net GST receivable	410	–	363	–
Resident contributions	73	–	77	–
Other debtors	193	–	137	–
Total	2,996	–	2,209	–
Less: provision of impairment				
Other debtors	(67)	–	(73)	–
Total provision for impairment – receivables	(67)	–	(73)	–
TOTAL NET RECEIVABLES	2,929	–	2,136	–
Externally restricted receivables				
Water supply				
– Rates and availability charges	62	–	51	–
– Other	273	–	207	–
Sewerage services				
– Rates and availability charges	90	–	79	–
– Other	14	–	3	–
Total external restrictions	439	–	340	–
Internally restricted receivables				
Resident contributions	44	–	–	–
Internally restricted receivables	44	–	–	–
Unrestricted receivables	2,446	–	1,796	–
TOTAL NET RECEIVABLES	2,929	–	2,136	–
<hr/>				
\$ '000			2020	2019
Movement in provision for impairment of receivables				
Balance at the beginning of the year (calculated in accordance with AASB 139)			73	69
+ new provisions recognised during the year			(6)	4
Balance at the end of the year			67	73

Notes to the Financial Statements

for the year ended 30 June 2020

Note 8. Receivables (continued)

Accounting policy for receivables

Recognition and measurement

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

Impairment

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

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

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

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

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

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

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

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

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

The Council writes off a trade receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings, or when the receivables are over 5 years past due, whichever occurs first.

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

Rates and annual charges outstanding are secured against the property.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 9. Inventories and other assets

\$ '000	2020 Current	2020 Non-current	2019 Current	2019 Non-current
(a) Inventories				
(i) Inventories at cost				
Stores and materials	231	–	229	–
Total inventories at cost	231	–	229	–
<u>TOTAL INVENTORIES</u>	<u>231</u>	<u>–</u>	<u>229</u>	<u>–</u>
(b) Other assets				
Prepayments	36	–	59	–
<u>TOTAL OTHER ASSETS</u>	<u>36</u>	<u>–</u>	<u>59</u>	<u>–</u>

Accounting policy for inventories and other assets

Raw materials and stores, work in progress and finished goods

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

Notes to the Financial Statements for the year ended 30 June 2020

Note 10. Infrastructure, property, plant and equipment

	as at 30/06/19					Asset movements during the reporting period					as at 30/06/20	
	Gross carrying amount	Accumulated depreciation	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	Revaluation decrements to equity (ARR)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation	Net carrying amount
Capital work in progress	1,857	-	1,857	242	-	-	-	-	-	2,099	-	2,099
Plant and equipment	7,712	(3,793)	3,919	1,125	-	(295)	(535)	-	-	8,223	(4,009)	4,214
Office equipment	703	(602)	101	36	-	-	(55)	-	-	739	(657)	82
Furniture and fittings	1,027	(714)	313	32	-	-	(58)	-	-	1,059	(772)	287
Land:												
- Crown land	1,725	-	1,725	-	-	-	-	-	-	1,725	-	1,725
- Operational land	1,402	-	1,402	-	-	-	-	-	-	1,402	-	1,402
- Community land	2,643	-	2,643	-	8	-	-	-	-	2,651	-	2,651
Land improvements – non-depreciable	17	-	17	-	-	-	-	-	-	17	-	17
Infrastructure:												
- Buildings – non-specialised	25,837	(12,644)	13,193	854	12	(318)	(571)	-	-	26,115	(12,945)	13,170
- Other structures	1,308	(865)	443	3	5	-	(78)	-	-	1,316	(943)	373
- Sealed roads structure	103,602	(28,941)	74,661	2,826	93	(461)	(1,633)	-	7,458	114,737	(31,793)	82,944
- Unsealed roads	17,644	(12,731)	4,913	698	-	(65)	(602)	-	668	17,170	(11,558)	5,612
- Bridges	32,019	(11,461)	20,558	127	-	-	(327)	-	6,596	40,944	(13,990)	26,954
- Footpaths	1,888	(360)	1,528	-	147	-	(49)	(284)	-	1,764	(422)	1,342
- Bulk earthworks (non-depreciable)	77,319	-	77,319	28	-	(28)	-	(14,770)	-	62,549	-	62,549
- Stormwater drainage	2,479	(612)	1,867	-	-	-	(23)	-	1,295	4,215	(1,076)	3,139
- Water supply network	28,587	(15,053)	13,534	-	13	-	(424)	-	125	28,872	(15,624)	13,248
- Sewerage network	13,901	(5,788)	8,113	-	14	-	(212)	-	76	14,047	(6,056)	7,991
- Swimming pools	750	(609)	141	122	-	(11)	(25)	-	-	748	(521)	227
- Other open space/recreational assets	732	(225)	507	198	849	-	(43)	-	-	1,779	(268)	1,511
Other assets:												
- Heritage collections	90	-	90	-	-	-	-	-	-	90	-	90
- Other	91	(33)	58	-	4	-	(3)	-	-	95	(36)	59
Reinstatement, rehabilitation and restoration assets (refer Note 11):												
- Tip assets	2,296	(371)	1,925	168	-	-	(96)	-	-	2,464	(467)	1,997
Total Infrastructure, property, plant and equipment	325,629	(94,802)	230,827	6,459	1,145	(1,178)	(4,734)	(15,054)	16,218	334,820	(101,137)	233,683

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

continued on next page ...

Notes to the Financial Statements for the year ended 30 June 2020

Note 10. Infrastructure, property, plant and equipment (continued)

	as at 30/06/18				Asset movements during the reporting period						as at 30/06/19		
	Gross carrying amount	Accumulated depreciation	Net carrying amount		Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation	Net carrying amount
Capital work in progress	1,967	–	1,967		–	–	–	–	(110)	–	1,857	–	1,857
Plant and equipment	7,079	(3,323)	3,756		11	730	(33)	(545)	–	–	7,712	(3,793)	3,919
Office equipment	613	(523)	90		–	90	–	(79)	–	–	703	(602)	101
Furniture and fittings	1,003	(659)	344		24	–	–	(55)	–	–	1,027	(714)	313
Land:													
– Operational land	1,821	–	1,821		–	–	–	–	–	–	1,402	–	1,402
– Community land	3,933	–	3,933		–	16	–	–	–	–	2,643	–	2,643
– Crown land	–	–	–		–	–	–	–	–	–	1,725	–	1,725
Land improvements – non-depreciable	17	–	17		–	–	–	–	–	–	17	–	17
Infrastructure:													
– Buildings – non-specialised	25,668	(12,090)	13,578		81	88	–	(554)	–	–	25,837	(12,644)	13,193
– Other structures	1,308	(814)	494		–	–	–	(51)	–	–	1,308	(865)	443
– Bridges	31,933	(11,418)	20,515		812	–	(452)	(317)	–	–	32,019	(11,461)	20,558
– Footpaths	1,888	(314)	1,574		–	–	–	(46)	–	–	1,888	(360)	1,528
– Bulk earthworks (non-depreciable)	77,432	–	77,432		222	–	(335)	–	–	–	77,319	–	77,319
– Stormwater drainage	2,479	(589)	1,890		–	–	–	(23)	–	–	2,479	(612)	1,867
– Water supply network	28,137	(14,377)	13,760		–	–	–	(439)	213	–	28,587	(15,053)	13,534
– Sewerage network	13,682	(5,481)	8,201		–	–	–	(216)	128	–	13,901	(5,788)	8,113
– Sealed roads structure	101,914	(27,758)	74,156		2,055	573	(733)	(1,500)	110	–	103,602	(28,941)	74,661
– Swimming pools	750	(595)	155		–	–	–	(14)	–	–	750	(609)	141
– Other open space/recreational assets	668	(200)	468		–	64	–	(25)	–	–	732	(225)	507
– Unsealed roads	17,559	(12,312)	5,247		277	–	(67)	(544)	–	–	17,644	(12,731)	4,913
Other assets:													
– Heritage collections	90	–	90		–	–	–	–	–	–	90	–	90
– Other	84	(30)	54		7	–	–	(3)	–	–	91	(33)	58
Reinstatement, rehabilitation and restoration assets (refer Note 11):													
– Tip assets	2,006	(259)	1,747		290	–	–	(112)	–	–	2,296	(371)	1,925
Total Infrastructure, property, plant and equipment	322,031	(90,742)	231,289		3,779	1,561	(1,620)	(4,523)	–	341	325,629	(94,802)	230,827

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

continued on next page ...

Notes to the Financial Statements

for the year ended 30 June 2020

Note 10. Infrastructure, property, plant and equipment (continued)

Accounting policy for infrastructure, property, plant and equipment

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

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

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

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

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

Land is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

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

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

Land under roads

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 10. Infrastructure, property, plant and equipment (continued)

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

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

Crown reserves

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

Where the Crown reserves are under a lease arrangement they are accounted for under AASB 16 Leases, refer to Note 12.

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

Rural Fire Service assets

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

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

Note 11. Contract assets and liabilities

\$ '000	2020 Current	2020 Non-current
(a) Contract assets		
Other	305	–
Total Contract assets	305	–

\$ '000	Notes	2020 Current	2020 Non-current
(b) Contract liabilities			
Grants and contributions received in advance:			
Unexpended operating grants (received prior to performance obligation being satisfied)	(ii)	44	–
Total grants received in advance		44	–
Total contract liabilities		44	–

Notes**Significant changes in contract assets and liabilities**

The contract liabilities have arisen on adoption of AASB 15 and AASB 1058. Previously income received in advance was recognised for reciprocal contracts. The increase in a contract liability is primarily due to grants in the scope of AASB 15 and capital grants received by Council to acquire or construct assets which will be under Council's control. Previously, revenue was recognised on receipt of the funds.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 11. Contract assets and liabilities (continued)

Accounting policy for contract assets and liabilities

Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.

When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before the payment is due, Council presents the work in progress as a contract asset, unless the rights to that amount of consideration are unconditional, in which case Council recognises a receivable.

When an amount of consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

Note 12. Leases

The Council has applied AASB 16 using the modified retrospective (cumulative catch-up) method and therefore the comparative information has not been restated and continues to be reported under AASB 117 and related Interpretations.

(i) Council as a lessee

Council has leases over a range of assets including infrastructure, office and IT equipment. Information relating to the leases in place and associated balances and transactions is provided below.

Terms and conditions of leases

Office equipment is leased over five years with no residual value and equal monthly instalments.

Crown land is leased for between three and eight years with equal annual payments.

Office and IT equipment

Leases for office and IT equipment are generally for low value assets, except for significant items such as photocopiers. The leases are for between 2 and 5 years with no renewal option, the payments are fixed, however some of the leases include variable payments based on usage.

\$ '000	Plant & Equipment	Ready to use	Crown Land	Total
Opening balance at 30 June 2019	–	–	–	–
Adoption of AASB 16 at 1 July 2019 – first time lease recognition	21	–	73	94
Depreciation charge	(5)	–	(11)	(16)
<u>RIGHT OF USE ASSETS</u>	<u>16</u>	<u>–</u>	<u>62</u>	<u>78</u>

\$ '000	2020 Current	2020 Non-current
Lease liabilities	15	63
<u>TOTAL LEASE LIABILITIES</u>	<u>15</u>	<u>63</u>

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Leases (continued)

(i) The maturity analysis

The maturity analysis of lease liabilities based on contractual undiscounted cash flows is shown in the table below:

\$ '000	< 1 year	1 – 5 years	> 5 years	Total	Total per Statement of Financial Position
Cash flows	15	41	22	78	78

\$ '000	2020 Current	2020 Non-current
(ii) Lease liabilities relating to restricted assets		
Total lease liabilities relating to unrestricted assets	15	63
<u>Total lease liabilities</u>	<u>15</u>	<u>63</u>

\$ '000	2020
---------	------

(c) Income Statement

The amounts recognised in the Income Statement relating to leases where Council is a lessee are shown below:

Interest on lease liabilities	4
Amortisation of right of use assets	16
Expenses relating to short-term leases	11
	<u>31</u>

(d) Statement of Cash Flows

Total cash outflow for leases	18
	<u>18</u>

Accounting policy**Accounting policies under AASB 16 – applicable from 1 July 2019**

At inception of a contract, Council assesses whether a lease exists – i.e. does the contract convey the right to control the use of an identified asset for a period of time in exchange for consideration?

Council has elected not to separate non-lease components from lease components for any class of asset and has accounted for payments as a single component.

At the lease commencement, Council recognises a right-of-use asset and associated lease liability for the lease term. The lease term includes extension periods where Council believes it is reasonably certain that the option will be exercised.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives. The right-of-use

Notes to the Financial Statements

for the year ended 30 June 2020

Note 12. Leases (continued)

is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

The lease liability is initially recognised at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Council's incremental borrowing rate for a similar term with similar security is used.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is re-measured when there is a lease modification, or change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI).

Where the lease liability is re-measured, the right-of-use asset is adjusted to reflect the re-measurement.

Exceptions to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Leases at significantly below market value / concessionary leases

Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 13. Payables and borrowings

\$ '000	2020 Current	2020 Non-current	2019 Current	2019 Non-current
Payables				
Goods and services – operating expenditure	414	–	358	–
Goods and services – capital expenditure	87	–	371	–
Accrued expenses:				
– Borrowings	12	–	12	–
– Salaries and wages	251	–	164	–
– Other expenditure accruals	288	–	406	–
Security bonds, deposits and retentions	2	–	3	–
Retirement home contributions	2,437	–	2,317	–
TCS Funding	645	–	779	–
Prepaid rates	145	–	–	–
TCT Funding	472	–	215	–
TCS HCP liability	604	–	451	–
Grants received on behalf of sporting clubs	–	–	113	–
Total payables	5,357	–	5,189	–
Borrowings				
Loans – secured ¹	265	1,924	233	2,194
Total borrowings	265	1,924	233	2,194
<u>TOTAL PAYABLES AND BORROWINGS</u>	<u>5,622</u>	<u>1,924</u>	<u>5,422</u>	<u>2,194</u>

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

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

\$ '000	2020 Current	2020 Non-current	2019 Current	2019 Non-current
(a) Payables and borrowings relating to restricted assets				
Externally restricted assets				
Resident Bonds	2,437	–	2,317	–
McMaugh garden (interest bearing liabilities)	9	35	6	43
Payables and borrowings relating to externally restricted assets	2,446	35	2,323	43
Total payables and borrowings relating to restricted assets	2,446	35	2,323	43
Total payables and borrowings relating to unrestricted assets	3,176	1,889	3,099	2,151
<u>TOTAL PAYABLES AND BORROWINGS</u>	<u>5,622</u>	<u>1,924</u>	<u>5,422</u>	<u>2,194</u>

Notes to the Financial Statements

for the year ended 30 June 2020

Note 13. Payables and borrowings (continued)

\$ '000	2020	2019
---------	------	------

(b) Current payables and borrowings not anticipated to be settled within the next twelve months

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

Retirement home contributions	1,312	984
Total payables and borrowings	1,312	984

(c) Changes in liabilities arising from financing activities

\$ '000	as at 30/06/19		Non-cash changes				as at 30/06/20
	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	2,427	(238)	–	–	–	–	2,189
Lease liabilities	–	–	–	–	78	–	78
TOTAL	2,427	(238)	–	–	78	–	2,267

\$ '000	as at 30/06/18		Non-cash changes			as at 30/06/19
	Opening Balance	Cash flows	Acquisition	Fair value changes	Other non-cash movement	Closing balance
Loans – secured	2,644	(217)	–	–	–	2,427
TOTAL	2,644	(217)	–	–	–	2,427

\$ '000	2020	2019
---------	------	------

(d) Financing arrangements**(i) Unrestricted access was available at balance date to the following lines of credit:**

Bank overdraft facilities ¹	100	100
Credit cards/purchase cards	40	35
Total financing arrangements	140	135

Drawn facilities as at balance date:

– Credit cards/purchase cards	12	10
Total drawn financing arrangements	12	10

Undrawn facilities as at balance date:

– Bank overdraft facilities	100	100
– Credit cards/purchase cards	28	25
Total undrawn financing arrangements	128	125

Additional financing arrangements information**Breaches and defaults**

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 13. Payables and borrowings (continued)

Accounting policy for payables and borrowings

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

The financial liabilities of the Council comprise trade payables, bank and other loans and finance lease liabilities.

Payables

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

Borrowings

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

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

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

Note 14. Provisions

\$ '000	2020 Current	2020 Non-current	2019 Current	2019 Non-current
Provisions				
Employee benefits				
Annual leave	738	–	730	–
Sick leave	54	–	54	–
Long service leave	1,339	165	1,523	75
Other leave	68	–	64	–
Sub-total – aggregate employee benefits	2,199	165	2,371	75
Asset remediation/restoration:				
Asset remediation/restoration (future works)	–	2,656	–	2,461
Sub-total – asset remediation/restoration	–	2,656	–	2,461
TOTAL PROVISIONS	2,199	2,821	2,371	2,536

\$ '000	2020	2019
---------	------	------

(a) Current provisions not anticipated to be settled within the next twelve months

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

Provisions – employees benefits	1,592	1,430
	1,592	1,430

continued on next page ...

Notes to the Financial Statements

for the year ended 30 June 2020

Note 14. Provisions (continued)

(b) Description of and movements in provisions

\$ '000	ELE provisions				Total
	Annual leave	Sick leave	Long service leave	Other employee benefits	
2020					
At beginning of year	730	54	1,598	64	2,446
Additional provisions	453	–	198	81	732
Amounts used (payments)	(445)	–	(292)	(77)	(814)
Total ELE provisions at end of year	738	54	1,504	68	2,364
2019					
At beginning of year	739	71	1,608	49	2,467
Additional provisions	508	(17)	219	15	725
Amounts used (payments)	(517)	–	(229)	–	(746)
Total ELE provisions at end of year	730	54	1,598	64	2,446

\$ '000	Other provisions	
	Asset remediation	Total
2020		
At beginning of year	2,461	2,461
Changes to provision:		
Revised costs	168	168
Unwinding of discount	27	27
Total other provisions at end of year	2,656	2,656
2019		
At beginning of year	2,125	2,125
Revised costs	289	289
Unwinding of discount	47	47
Total other provisions at end of year	2,461	2,461

Nature and purpose of non-employee benefit provisions**Asset remediation**

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

Accounting policy for provisions

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

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 14. Provisions (continued)

Employee benefits

Short-term obligations

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

Other long-term employee benefit obligations

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

On-costs

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

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

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

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

Restoration

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

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

Rehabilitation

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

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

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 14. Provisions (continued)

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

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

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

Note 15. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors

(a) Nature and purpose of reserves

Infrastructure, property, plant and equipment revaluation reserve

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

(b) Changes in accounting policies due to adoption of new accounting standards (not-retrospective)

During the year ended 30 June 2020, the Council has adopted AASB 15 *Revenue from Contracts with Customers*, AASB 1058 *Income of Not-for-profit Entities* and AASB 16 *Leases* using the modified retrospective (cumulative catch-up) method and therefore the comparative information for the year ended 30 June 2019 has not been restated and continues to comply with AASB 111 *Construction Contracts*, AASB 117 *Leases*, AASB 118 *Revenue*, AASB 1004 *Contributions* and associated Accounting Interpretations.

All adjustments on adoption of AASB 15 and AASB 1058 have been taken to retained earnings at 1 July 2019.

The impacts of adopting these standards and associated transition disclosures are provided below:

(ii) AASB 15 and AASB 1058

The following approach has been applied on transition to AASB 15 and AASB 1058:

- Council has not adopted the completed contract expedient and therefore has not excluded revenue which was fully recognised in previous years in accordance with the former accounting standards and pronouncements
- Council has retrospectively restated contracts for modifications that occurred before 1 July 2019 unless such contract modification were minor.

Costs incurred in fulfilling customer contracts

Prior to adopting AASB 15 Council would recognise direct costs associated with fulfilling customer contracts as expenses when incurred, as they did not qualify for recognition as assets under any other accounting standards. Under AASB 15, as these costs relate directly to the contracts, generate resources used in satisfying the contracts, and are expected to be recovered, they are capitalised as 'costs to fulfil a contract' assets and released through profit and loss on the same basis as the revenue is recognised.

Transfer of control to a customer – over time or at a point in time

AASB 15 has specific criteria regarding whether control is transferred over time or at a point in time. The entity has reviewed its contracts and concluded that the criteria for recognition over time is not met in some circumstances. In such cases, revenue and related production costs will be recognised at the delivery of each separate performance obligation instead of over the contract using a single margin.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 15. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors (continued)**Principal v agent**

Prior to adoption of AASB 15, the Council had assessed that they were a principal in transactions where another party was involved in providing the goods or services including pass-through grants.

Under AASB 15, the indicators of a principal have changed and there are now a number of performance obligations within grant agreements where the Council is acting as an agent since the only obligation is to transfer the funds to a third party. The result is that Council can only recognise the "commission" to which they are entitled rather than the gross revenue and expenses. There is no change to reported profit.

Licences

Council has reviewed the licences it grants and considers that all licences are either short-term or low value and elects to recognise all revenue from licences up-front rather than spreading them over the life of the licence.

Prepaid rates

Under AASB 1004, rates were recorded as revenue at the earliest of receipt of the funds from the ratepayer and the beginning of the rating period. Under AASB 1058, prepaid rates are recognised as a financial liability until the beginning of the rating period.

Grants – operating

Under AASB 1004, most grant income was recognised as revenue on receipt. Under AASB 15, where an agreement is enforceable and contains sufficiently specific performance obligations, the revenue is either recognised over time as the work is performed, or recognised at the point in time that the control of the services passes to the customer.

Grants – capital

Under AASB 1004, most grant monies were recorded as revenue on receipt. Under AASB 1058, where Council has received assets (including cash) to acquire or construct a non-financial asset, the asset is to be controlled by Council and the contract is enforceable, then the asset is recognised as a contract liability on receipt and recorded as revenue as the performance obligation to acquire or construct the asset is completed.

Changes in presentation

In addition to the above changes in accounting policies, the Council has also amended the presentation of certain items to align them with the requirements of AASB 15 and AASB 1058:

Council has made the following changes to the Statement of Financial Position presentation resulting from the adoption of AASB 15:

- Movement of balances between receivables and contract assets.
- Additional line items of contract assets and contract liabilities have been created.

\$ '000	Balance at 1 July 2019
Opening contract balances at 1 July 2019	
Contract assets	
– Under AASB 15	–
– Under AASB 1058	–
Total Contract assets	–
Contract liabilities	
– Under AASB 15	–
– Under AASB 1058	732
Total Contract liabilities	732

Comparison of financial statement line items under AASB 15 compared to previous standards for the current year

Notes to the Financial Statements

for the year ended 30 June 2020

Note 15. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors (continued)

The following tables show the impact of adopting AASB 15 and AASB 1058 on the Council's financial statements for the year ended 30 June 2020.

Statement of Financial Position

\$ '000	Carrying amount per Statement of Financial Position under AASB 15 and AASB 1058	Reclassific- ation	Remeasur- ement	Carrying amount under previous revenue standards	Notes
Current assets					
Cash and cash equivalents	1,401	–	–	1,401	
Investments	13,957	–	–	13,957	
Receivables ^{i, ii}	2,929	(144)	69	2,854	
Inventories	231	–	–	231	
Contract assets ⁱⁱⁱ	305	–	(305)	–	
Other	36	–	–	36	
Total current assets	18,859	(144)	(236)	18,479	
Current liabilities					
Payables ^{i, ii}	5,357	(144)	113	5,326	
Contract liabilities ⁱⁱ	44	–	(44)	–	
Lease liabilities	15	–	–	15	
Borrowings	265	–	–	265	
Provisions	2,199	–	–	2,199	
Total current liabilities	7,880	(144)	69	7,805	
Non-current assets					
Infrastructure, property, plant and equipment	233,683	–	–	233,683	
Right of use assets	78	–	–	78	
Total non-current assets	233,761	–	–	233,761	
Non-current liabilities					
Lease liabilities	63	–	–	63	
Borrowings	1,924	–	–	1,924	
Provisions	2,821	–	–	2,821	
Total Non-current liabilities	4,808	–	–	4,808	
Net assets	239,932	–	(305)	239,627	
Equity					
Accumulated surplus ⁱⁱⁱ	74,321	–	(305)	74,016	
Revaluation reserves	165,611	–	–	165,611	
Council equity interest	239,932	–	(305)	239,627	
Total equity	239,932	–	(305)	239,627	

(i) Recognition of prepaid rates as a financial liability until the beginning of the rating period.

(ii) Transfer of part of the contract liability to income received in advance and elimination of contract liability which arises under AASB 15 for funds received to construct an asset as principal, and other funds under AASB 15 which have been received prior to the satisfaction of performance obligations.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 15. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors (continued)

(iii) Elimination of contract cost asset which arises under AASB 15

Income Statement

\$ '000	Income Statement and comprehensive income under AASB 15 and AASB 1058	Reclassification	Remeasurement	Income Statement and comprehensive income under previous revenue standards	Notes
<u>Income from continuing operations</u>					
Rates and annual charges	6,644	–	–	6,644	
User charges and fees	5,075	–	–	5,075	
Other revenues	575	–	–	575	
Grants and contributions provided for operating purposes ⁱⁱⁱ	8,089	–	(7)	8,082	
Grants and contributions provided for capital purposes ⁱⁱ	2,988	–	(305)	2,683	
Interest and investment income	352	–	–	352	
Total Income from continuing operations	23,723	–	(312)	23,411	
<u>Expenses from continuing operations</u>					
Employee benefits and on-costs	9,707	–	–	9,707	
Borrowing costs	149	–	–	149	
Materials and contracts ⁱⁱⁱ	5,142	–	(7)	5,135	
Depreciation and amortisation	4,750	–	–	4,750	
Other expenses	1,484	–	–	1,484	
Net losses from the disposal of assets	955	–	–	955	
Total Expenses from continuing operations	22,187	–	(7)	22,180	
Total Operating result from continuing operations	1,536	–	(305)	1,231	
Net operating result for the year	1,536	–	(305)	1,231	
Total comprehensive income	2,700	–	–	2,700	

(ii) Transfer of part of the contract liability to income received in advance and elimination of contract liability which arises under AASB 15 for funds received to construct an asset as principal, and other funds under AASB 15 which have been received prior to the satisfaction of performance obligations.

(iii) Elimination of contract cost asset which arises under AASB 15

(iii) AASB 16 Leases**Council as a lessee**

Under AASB 117, Council assessed whether leases were operating or finance leases, based on its assessment of whether the significant risks and rewards of ownership had been transferred to Council or remained with the lessor. Under AASB 16, there is no differentiation between finance and operating leases for the lessee and therefore all leases which meet the definition of a lease are recognised on the statement of financial position (except for short-term leases and leases of low-value assets).

Notes to the Financial Statements

for the year ended 30 June 2020

Note 15. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors (continued)

Council has used the exception to lease accounting for short-term leases and leases of low-value assets, and the lease expense relating to these leases is recognised in the Income Statement on a straight-line basis.

Practical expedients used on transition

AASB 16 includes a number of practical expedients which can be used on transition. Council has used the following expedients:

- Contracts which had previously been assessed as not containing leases under AASB 117 were not re-assessed on transition to AASB 16.
- Lease liabilities have been discounted using the Council's incremental borrowing rate at 1 July 2019.
- Right-of-use assets at 1 July 2019 have been measured at an amount equal to the lease liability adjustment by the any prepaid or accrued lease payments.
- A single discount rate was applied to all leases with similar characteristics.
- The right-of-use asset was adjusted by the existing onerous lease provision (where relevant) at 30 June 2019 rather than perform impairment testing of the right-of-use asset.
- Excluded leases with an expiry date prior to 30 June 2020 from the Statement of Financial Position, and lease expenses for these leases have been recorded on a straight-line basis over the remaining term.
- Used hindsight when determining the lease term if the contract contains options to extend or terminate the lease.

Financial statement impact of adoption of AASB 16

Council has recognised right-of-use assets and lease liabilities of \$93,478 at 1 July 2019 for leases previously classified as operating leases, or leases that are significantly below market value which were previously off balance sheet.

The weighted average lessee's incremental borrowing rate applied to lease liabilities at 1 July 2019 was 3.95%.

\$ '000	Balance at 1 July 2019
Operating lease commitments at 30 June 2019 per Council financial statements	29
Reconciliation of lease liabilities recognised on adoption of AASB 16 Leases	
Operating lease commitments discounted using the incremental borrowing rate at 1 July 2019	—
Add:	
Contracts not accounted for as operating lease commitments last year	93
Finance lease liabilities	—
Extension options reasonably certain to be exercised not included in the commitments note	—
Variable lease payments linked to an index	—
Other	—
Less:	
Short-term leases included in commitments note	—
Leases for low-value assets included in commitments note	—
Other	—
Lease liabilities recognised at 1 July 2019	93

Council as a lessor

For the arrangements where Council is a lessor, there are no significant accounting policy changes on adoption of AASB 16 except for sub-leases, which have now been classified in relation to the right-of-use asset under the head lease rather than the underlying asset.

Adjustments to the current year figures for the year ended 30 June 2020**Statement of Financial Position**

Notes to the Financial Statements

for the year ended 30 June 2020

Note 15. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors (continued)

\$ '000	Original Balance 1 July, 2019	Impact Increase/ (decrease)	Restated Balance 1 July, 2019
Rights-of-use assets	–	93	93
Total assets	–	93	93
Payables – accrued interest on leases (30/6/2019)	–	–	–
Leases	–	93	93
Total liabilities	–	93	93
Accumulated surplus	–	–	–
Total equity	–	–	–

Notes to the Financial Statements

for the year ended 30 June 2020

Note 16. Statement of cash flow information

\$ '000	Notes	2020	2019
(a) Reconciliation of cash and cash equivalents			
Total cash and cash equivalents per Statement of Financial Position	7(a)	1,401	1,604
Balance as per the Statement of Cash Flows		1,401	1,604
(b) Reconciliation of net operating result to cash provided from operating activities			
Net operating result from Income Statement		1,536	(176)
Adjust for non-cash items:			
Depreciation and amortisation		4,750	4,523
Net losses/(gains) on disposal of assets		955	1,531
Unwinding of discount rates on reinstatement provisions		54	47
+/- Movement in operating assets and liabilities and other cash items:			
Decrease/(increase) in receivables		(787)	(194)
Increase/(decrease) in provision for impairment of receivables		(6)	4
Decrease/(increase) in inventories		(2)	(16)
Decrease/(increase) in other current assets		23	(5)
Decrease/(increase) in contract assets		(305)	–
Increase/(decrease) in payables		56	244
Increase/(decrease) in accrued interest payable		–	(2)
Increase/(decrease) in other accrued expenses payable		(31)	(348)
Increase/(decrease) in other liabilities		307	640
Increase/(decrease) in contract liabilities		44	–
Increase/(decrease) in provision for employee benefits		(82)	(21)
Increase/(decrease) in other provisions		141	(1)
Net cash provided from/(used in) operating activities from the Statement of Cash Flows		6,653	6,226

Note 17. Interests in other entities

Subsidiaries, joint arrangements and associates not recognised

The following subsidiaries, joint arrangements and associates have not been recognised in this financial report.

New England Joint Organisation

The New England Joint Organisation (NEJO) is a body corporate which was proclaimed on 11 May 2018 under the Local Government Act 1993 with the legal capacity and powers of an individual. The principle functions of NEJO are to:

- Establish strategic regional priorities for the Joint Organisation Area and develop strategies and plans for delivering these priorities;
- Provide regional leadership for the Joint Organisation Area and to be an advocate for strategic regional priorities;
- Identify and take up opportunities for intergovernmental cooperation on matters relating to the Joint Organisation Area.

NEJO consists of seven voting member Councils located on the Highlands, Slopes and Plains of Northern New South Wales.

The Board consists of:

- The Mayors of each Member Council, who are entitled to one (1) vote at Meetings;

Notes to the Financial Statements

for the year ended 30 June 2020

Note 17. Interests in other entities (continued)

- A non-voting representative of the NSW Government, who is the Regional Director of the Department of Premier and Cabinet.

The role of the Board is to direct and control the affairs of NEJO. A decision of the Board supported by a majority at which a quorum is present is a decision of NEJO. Uralla Shire Council has a one-seventh voting right, and based on the above, does not have control, joint control or significant influence over decision making or the overall activities of the organisation.

In accordance with the NEJO Charter, Uralla Shire Council contributed \$5,000 in annual fees for the 2019-20 year towards the operation of the joint organisation.

New England Weeds Authority

New England Weeds Authority (NEWA) is the registered trading name of The New England Tablelands Noxious Plants County Council. NEWA is a single purpose Council which is a Local Control Authority for priority and invasive weeds under the NSW Biosecurity Act, 2015. The present area of operation of NEWA is the local government areas of Uralla Shire Council, Armidale Regional Council, Walcha Shire Council, and Glen Innes Severn Council (under a Memorandum of Understanding). These Councils are located in the Northern Tablelands region of New South Wales.

The County Council's governance is in accordance with the Local Government Act 1993 (LGA 1993) with the County Council first proclaimed in 1947.

NEWA is funded by contributions from its four Constituent Councils, grants and private works. Each Constituent Council has delegated its Noxious weeds control function to NEWA and contributes in accordance with NEWA's proclamation. NEWA's governing body consists of five Councillors elected by each of the Constituent Councils.

Council does not have control, joint control or significant influence over decision making or the overall activities of the organisation.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 18. Commitments

\$ '000	2020	2019
(a) Capital commitments (exclusive of GST)		
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Property, plant and equipment		
Plant and equipment	363	239
Bundarra Sewer Scheme	20	289
Stronger Country Community Projects	74	199
VIC Redevelopment	413	–
Solar panel supply & installation	80	–
McMaugh generator & LED lights	56	–
Other	–	93
Total commitments	1,006	820
These expenditures are payable as follows:		
Within the next year	1,006	820
Total payable	1,006	820
Sources for funding of capital commitments:		
Future grants and contributions	643	300
Unexpended grants	–	199
Externally restricted reserves	–	46
Internally restricted reserves	363	259
Unexpended loans	–	16
Total sources of funding	1,006	820

(b) Non-cancellable operating lease commitments (2019 only)**a. Commitments under non-cancellable operating leases at the reporting date, but not recognised as liabilities are payable:**

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

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

Refer to Note 12 for information relating to leases for 2020.

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

Conditions relating to finance and operating leases:

– All finance agreements are secured only against the leased asset.

– No lease agreements impose any financial restrictions on Council regarding future debt etc.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 19. Contingencies

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

LIABILITIES NOT RECOGNISED**1. Guarantees****(i) Defined benefit superannuation contribution plans**

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

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

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

Description of the funding arrangements.

Pooled Employers are required to pay future service employer contributions and past service employer contributions to the Fund.

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

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

* For 180 Point Members, Employers are required to contribute 7% of salaries to these members' accumulation accounts, which are paid in addition to members' defined benefits.

The past service contribution for each Pooled Employer is a share of the total past service contributions of \$40.0 million for 1 July 2019 to 30 June 2021, apportioned according to each employer's share of the accrued liabilities as at 30 June 2019. These past service contributions are used to maintain the adequacy of the funding position for the accrued liabilities.

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

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

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 19. Contingencies (continued)

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

The amount of Council employer contributions to the defined benefit section of the Local Government Superannuation Scheme and recognised as an expense for the year ending 30 June 2020 was \$88,385. The last valuation of the Scheme was performed by the Fund Actuary, Richard Boyfield FIAA as at 30 June 2019.

The amount of additional contributions included in the total employer contribution advised above is \$59,500. Council's expected contribution to the plan for the next annual reporting period is \$98,452.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2020 is:

Employer reserves only *	\$millions	Asset Coverage
Assets	1,695.2	
Past Service Liabilities	1,773.2	95.6%
Vested Benefits	1,757.5	96.5%

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

The share of this deficit that is broadly attributed to Council is estimated to be in the order of 0.15% as at 30 June 2020.

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

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

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

* Plus promotional increases

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

(ii) Statewide Limited

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

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

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

(iii) StateCover Limited

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

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

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 19. Contingencies (continued)

(iv) Other guarantees

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

2. Other liabilities

(i) Third party claims

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

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

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

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

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

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

ASSETS NOT RECOGNISED

(i) Land under roads

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

(ii) Infringement notices/fines

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

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

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

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

(iii) Central Northern Libraries

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

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

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

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

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

Schedule 4 determines that the distribution of the net assets shall be apportioned in the ratio of the contributions made in the three preceding years or the current life of the existing agreement. The net assets of the Central Northern Regional Library at

Notes to the Financial Statements

for the year ended 30 June 2020

Note 19. Contingencies (continued)

30 June 2019 were \$1,729,374 with a Surplus from Ordinary Activities of \$143,223 for the 2018/2019 year. The percentage of contribution and share of net assets for the Uralla Shire Council is 7.2%.

(iv) Rural Fire Fighting Assets

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

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

Note 20. Financial risk management

Risk management

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

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

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

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

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

\$ '000	Carrying value 2020	Carrying value 2019	Fair value 2020	Fair value 2019
Financial assets				
Measured at amortised cost				
Cash and cash equivalents	1,401	1,604	1,401	1,604
Receivables	2,929	2,136	2,929	2,136
Investments				
– 'Financial assets at amortised cost'	13,957	14,900	13,957	14,900
Total financial assets	18,287	18,640	18,287	18,640
Financial liabilities				
Payables	5,357	5,189	5,357	5,189
Loans/advances	2,189	2,427	2,189	2,427
Lease liabilities	78	–	78	–
Total financial liabilities	7,624	7,616	7,624	7,616

Fair value is determined as follows:

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 20. Financial risk management (continued)

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

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

The risks associated with the investments held are:

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

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

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

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

\$ '000	Increase of values/rates		Decrease of values/rates	
	Profit	Equity	Profit	Equity
2020				
Possible impact of a 1% movement in interest rates	160	160	(160)	(160)
2019				
Possible impact of a 1% movement in interest rates	146	146	(146)	(146)

(b) Credit risk

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

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

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

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

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

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

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

Credit risk profile

continued on next page ...

Notes to the Financial Statements

for the year ended 30 June 2020

Note 20. Financial risk management (continued)

Receivables – rates and annual charges

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

\$ '000	Not yet overdue	< 1 year overdue	1 - 2 years overdue	2 - 5 years overdue	> 5 years overdue	Total
2020						
Gross carrying amount	624	17	15	127	–	783
2019						
Gross carrying amount	413	7	7	30	–	457

Receivables - non-rates and annual charges

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

The loss allowance provision as at 30 June 2020 is determined as follows. The expected credit losses incorporate forward-looking information.

\$ '000	Not yet overdue	0 - 30 days overdue	31 - 60 days overdue	61 - 90 days overdue	> 91 days overdue	Total
2020						
Gross carrying amount	–	1,455	–	480	278	2,213
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	24.10%	3.03%
ECL provision	–	–	–	–	67	67
2019						
Gross carrying amount	2	1,387	18	1	344	1,752
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	21.20%	4.16%
ECL provision	–	–	–	–	73	73

(c) Liquidity risk

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

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

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

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

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

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 20. Financial risk management (continued)

\$ '000	Weighted average interest rate	Subject to no maturity	≤ 1 Year	payable in: 1 - 5 Years	> 5 Years	Total cash outflows	Actual carrying values
\$ '000	Weighted average interest rate	Subject to no maturity	≤ 1 Year	payable in: 1 - 5 Years	> 5 Years	Total cash outflows	Actual carrying values
2020							
Trade/other payables	0.00%	2,773	1,127	1,312	–	5,212	5,212
Loans and advances	4.96%	–	320	1,175	1,234	2,729	2,189
Total financial liabilities		2,773	1,447	2,487	1,234	7,941	7,401
2019							
Trade/other payables	0.00%	2,872	1,333	984	–	5,189	5,189
Loans and advances	5.06%	–	347	1,496	1,234	3,077	2,427
Total financial liabilities		2,872	1,680	2,480	1,234	8,266	7,616

Notes to the Financial Statements

for the year ended 30 June 2020

Note 21. Material budget variations

Council's original financial budget for 19/20 was adopted by the Council on 25/06/2019 and is unaudited.

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

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

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

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

\$ '000	2020 Budget	2020 Actual	2020 ----- Variance -----	
REVENUES				
Rates and annual charges	6,504	6,644	140	2% F
User charges and fees	4,830	5,075	245	5% F
Other revenues	477	575	98	21% F
Insurance recoveries of \$195,000 had not been included in the original budget.				
Operating grants and contributions	7,522	8,089	567	8% F
Capital grants and contributions	5,086	2,988	(2,098)	(41)% U
Council had anticipated the partial completion of the Bundarra Sewer project expecting a receipt of capital grants of \$3.203 million. Due to the delay in this project the actual grant received during the year was only \$138,000, a shortfall of \$3.065 million. Council also received additional Stronger Country Community capital grants of \$622,000 and \$220,000 for water treatment works.				
Interest and investment revenue	256	352	96	38% F
The budget had expected a significant reduction in cash and investments as a result of the proposed capital works program. However, due to changes in the works program and the consequent retention of cash funds, additional interest was earned from investments despite the fall in interest rates over the year.				
EXPENSES				
Employee benefits and on-costs	10,250	9,707	543	5% F
Borrowing costs	156	149	7	4% F
Materials and contracts	3,871	5,142	(1,271)	(33)% U
Due to a change in the mix of costs for various projects, the final allocation of expenditure for employee benefits and on-costs, materials and contracts, and other expenses varies to the original budget. However, the total costs relating to these expenses is \$16.333 million compared to a total budget of \$16.104 million, a variance of only \$229,000, or 1.4%.				
Depreciation and amortisation	4,345	4,750	(405)	(9)% U
The original budget was prepared prior to the update of asset values for 2018/19 which lead to an under-estimate of depreciation for the year.				
Other expenses	1,983	1,484	499	25% F
As noted above for materials and contracts, this variation relates to a change in the mix of costs for council operations.				
Net losses from disposal of assets	-	955	(955)	∞ U
The original budget did not allow for the write-off of assets that were replaced or remediated during the year.				

Notes to the Financial Statements

for the year ended 30 June 2020

Note 21. Material budget variations (continued)

\$ '000	2020 Budget	2020 Actual	2020 ----- Variance -----	
---------	----------------	----------------	------------------------------	--

STATEMENT OF CASH FLOWS

Cash flows from operating activities	8,256	6,653	(1,603)	(19)%	U
---	--------------	--------------	----------------	--------------	----------

The major variations for this item relate to the reduction in expected capital grants as noted above together with the gross-up of GST in the actual payments.

Cash flows from investing activities	(9,889)	(6,722)	3,167	(32)%	F
---	----------------	----------------	--------------	--------------	----------

The budget anticipated a significant spend on infrastructure, property, plant and equipment that did not arise due to a number of factors. The major item was the Bundarra sewer scheme with a capital expenditure shortfall of \$4.595 million. Consequently, the funds were partially reassigned to the purchase of additional investment securities.

Cash flows from financing activities	(225)	(134)	91	(40)%	F
---	--------------	--------------	-----------	--------------	----------

The major variation in cash flows from financing activities relates to the net increase in bonds received for entry to McMaugh Gardens.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 22. Fair Value Measurement

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

– Infrastructure, property, plant and equipment

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

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

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

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

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

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

2020	Date of latest valuation	Fair value measurement hierarchy			Total
		Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
Recurring fair value measurements					
Infrastructure, property, plant and equipment					
Plant and equipment	30/06/2019	–	–	4,214	4,214
Office equipment	30/06/2019	–	–	82	82
Furniture and fittings	30/06/2019	–	–	287	287
Operational land	30/06/2018	–	–	1,821	1,821
Community land	30/06/2018	–	–	3,957	3,957
Land improvements – non-depreciable	30/06/2016	–	–	17	17
Buildings – non-specialised	30/06/2018	–	–	13,170	13,170
Other structures	30/06/2016	–	–	373	373
Sealed road structure	30/06/2020	–	–	82,944	82,944
Unsealed roads	30/06/2020	–	–	5,612	5,612
Bridges	30/06/2020	–	–	26,954	26,954
Footpaths	30/06/2020	–	–	1,342	1,342
Bulk earthworks	30/06/2020	–	–	62,549	62,549
Stormwater drainage	30/06/2020	–	–	3,139	3,139
Water supply network	30/06/2019	–	–	13,248	13,248
Sewerage network	30/06/2019	–	–	7,991	7,991
Heritage collection	30/06/2014	–	–	90	90
Other assets	30/06/2016	–	–	59	59
Other open space / recreational assets	30/06/2016	–	–	1,511	1,511
Swimming pools	30/06/2016	–	–	227	227
Total infrastructure, property, plant and equipment		–	–	229,587	229,587

Notes to the Financial Statements

for the year ended 30 June 2020

Note 22. Fair Value Measurement (continued)

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

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

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

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

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

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

Councils Plant & Equipment, Furniture and Fittings incorporates:

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

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

The unobservable Level 3 inputs used include:

Pattern of Consumption
 Useful Life
 Asset Condition
 Residual Value
 Gross Replacement Cost

Notes to the Financial Statements

for the year ended 30 June 2020

Note 22. Fair Value Measurement (continued)

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

Land - Operational Land

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

Last valuation was conducted in 2018 using Level 3 Inputs

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

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

The unobservable Level 3 inputs used include:

Rates per Square Metre
Description of Land

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

Land Improvements

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

Any infrastructure constructed on improved land is separately valued.

Council carries fair value of land reserves using Level 3 Inputs

The unobservable Level 3 inputs used include:

Useful Life
Asset Condition
Asset Condition

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

Land - Community Land

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

Community Land:

Cannot be sold
Cannot be leased, licensed, or any other estate granted over the land for more than 21 years
Must have a plan of management for it.

Buildings - Non Specialised

Council buildings includes Libraries, Public Amenities, Sporting Club, Kiosks and Amenities, Depot Building and Workshops, McMaugh's Aged Care Centre, Community Centre, Visitor Information Centre, Pre School, SES Shelter and others. Council carries fair value buildings using level 3 inputs. Valuations were carried out by external valuers - AssetVAL in March 2018 using the cost approach.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 22. Fair Value Measurement (continued)

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

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

The unobservable Level 3 inputs used include:

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

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

Infrastructure - Roads

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

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

Council's Asset Management System include condition assessment data for a 5 year cycle on sealed roads and routine inspections of unsealed roads. An asset condition assessment was carried out by Shepherd Asset Management Solutions during 2020.

To determine the unit cost of seals, Council used external professionals, Australis Asset Advisory Group and Vanguard Consulting Group, to provide unit rates and replacement cost for all road asset classes. Roads are componentised into road surface, base, sub-base and earthworks. Surface has been split into sealed and unsealed road components.

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

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

The unobservable Level 3 inputs used include:

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

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

Infrastructure- Footpaths

A footpath is defined as all footways (including those shared with a cycleway) sealed or non-sealed. Council has specification for dimensions of cycleway and pathways. A full assessment was undertaken in 2020 by external consultants Australis and Vanguard.

These inspections were carried out to comply with insurance protocols and to provide data for the revaluation that occurred during 2020. Current replacement costs are based on modern equivalent unit rates..

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 22. Fair Value Measurement (continued)

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

Infrastructure - Stormwater Drainage

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

Condition assessment for all stormwater drainage was carried out in 2020. All systems have been assessed as being satisfactory or better. A full assessment was undertaken in 2020 by external consultants Australis and Vanguard. Council carries fair value drainage assets (non-componentised) using Level 3 inputs.

The unobservable Level 3 inputs used include:

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

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

Infrastructure-Sewerage Network

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

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

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

The unobservable Level 3 inputs used include:

- Useful Life
- Asset Condition
- Future Economic Benefit
- Remaining useful life

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

Other Assets

Council's other assets compromise of Heritage Collections - Thunderbolts Painting and other miscellaneous assets. A valuation of the collection of Thunderbolts paintings was undertaken by A.N.G Art Consulting in August 2014 providing a reasonable estimate of the replacement value of each work based on current market prices for similar works by the same artist. Other infrastructure assets were revalued during 2016 including the swimming pool which has now been recognised separately in the infrastructure note. Council carries fair values of other assets using level 3 inputs.

The unobservable Level 3 inputs used include:

- Pattern of Consumption

continued on next page ...

Notes to the Financial Statements

for the year ended 30 June 2020

Note 22. Fair Value Measurement (continued)

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

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

Infrastructure- Bridges

Council has 50 bridges/major culverts on local roads and 33 bridges/major culverts on regional roads. Of these, two bridges were replaced in 2017/18 with some additional work finalised in 2018/19.

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

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

Council used external professionals, Australis Asset Advisory Group and Vanguard Consulting Group, to provide unit rates and replacement cost for all bridges and culverts.

Bridges are componentised into bridges and major culverts, and culverts and drainage assets include both pits and pipes.

The unobservable Level 3 inputs used include:

Pattern of Consumption
 Useful Life and Residual Value

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

Infrastructure- Bulk Earthworks

Council Bulk Earthworks consists of cuttings, fill and levelling of earth and rocks.

Council used external professionals, Australis Asset Advisory Group and Vanguard Consulting Group, to provide unit rates and replacement cost for all earthworks.

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

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

Infrastructure- Water Supply Network

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

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

The unobservable Level 3 inputs used include:

Pattern of Consumption
 Useful Life

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 22. Fair Value Measurement (continued)

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

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

\$ '000	Operational Land	Community Land	Land improvements	Buildings and other infrastructure	Sealed roads
2019					
Opening balance	1,821	3,933	17	14,540	74,156
Purchases (GBV)	–	16	–	233	2,725
Disposals (WDV)	–	–	–	–	(720)
Depreciation and impairment	–	–	–	(630)	(1,500)
Closing balance	1,821	3,949	17	14,143	74,661
2020					
Opening balance	1,821	3,949	17	14,143	74,661
Purchases (GBV)	–	8	–	1,921	2,919
Disposals (WDV)	–	–	–	(318)	(461)
Depreciation and impairment	–	–	–	(692)	(1,633)
FV gains – other comprehensive income	–	–	–	–	7,458
Closing balance	1,821	3,957	17	15,054	82,944

\$ '000	Unsealed roads	Bridges	Footpaths	Bulk earthworks (non-depreciable)	Stormwater drainage
2019					
Opening balance	5,247	20,515	1,574	77,432	1,890
Purchases (GBV)	277	812	–	398	–
Disposals (WDV)	(67)	(452)	–	(511)	–
Depreciation and impairment	(544)	(317)	(46)	–	(23)
Closing balance	4,913	20,558	1,528	77,319	1,867
2020					
Opening balance	4,913	20,558	1,528	77,319	1,867
Purchases (GBV)	698	127	147	28	–
Disposals (WDV)	(65)	–	–	(28)	–
Depreciation and impairment	(602)	(327)	(49)	–	(23)
FV gains – other comprehensive income	668	6,596	(284)	(14,770)	1,295
Closing balance	5,612	26,954	1,342	62,549	3,139

Notes to the Financial Statements

for the year ended 30 June 2020

Note 22. Fair Value Measurement (continued)

\$ '000	Water supply network	Sewerage network	Other assets	Plant and equipment	Total
2019					
Opening balance	13,760	8,201	299	4,190	227,575
Purchases (GBV)	–	–	14	858	5,333
Disposals (WDV)	–	–	(7)	(36)	(1,793)
Depreciation and impairment	(439)	(216)	(17)	(679)	(4,411)
FV gains – other comprehensive income	213	128	–	–	341
Closing balance	13,534	8,113	289	4,333	227,045
2020					
Opening balance	13,534	8,113	289	4,333	227,045
Purchases (GBV)	13	14	126	1,193	7,194
Disposals (WDV)	–	–	(11)	(295)	(1,178)
Depreciation and impairment	(424)	(212)	(28)	(648)	(4,638)
FV gains – other comprehensive income	125	76	–	–	1,164
Closing balance	13,248	7,991	376	4,583	229,587

d. The valuation process for level 3 fair value measurements

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

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

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

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

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

Pattern of consumption
Residual Value
Asset Condition
Useful Life
Unit Rates

(4) Highest and best use

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 23. Related party disclosures

(a) Key management personnel

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

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

\$ '000	2020	2019
Compensation:		
Short-term benefits	763	712
Post-employment benefits	107	91
Total	870	803

(b) Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of Council delivering a public service objective (e.g. access to library or Council swimming pool by KMP) will not be disclosed.

A close family member of a key management personnel was previously employed through an arm's length process. They are paid in accordance with the Award for the job they perform. The council employs over 150 staff of which only 1 is a close family member of key management personnel.

Notes to the Financial Statements

for the year ended 30 June 2020

Note 24. Statement of developer contributions

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

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

Summary of contributions and levies

	as at 30/06/19		Contributions received during the year			Interest earned in year	Expenditure during year	Internal borrowing (to)/from	as at 30/06/20	
	Opening Balance		Cash	Non-cash	Held as restricted asset				Cumulative internal borrowings due/(payable)	
Roads	503		44	-	10	-	-	557	-	
Traffic facilities	19		-	-	1	-	-	20	-	
Community facilities	79		1	-	1	-	-	81	-	
Other	54		2	-	1	-	-	57	-	
S7.11 contributions – under a plan	655		47	-	13	-	-	715	-	
Total S7.11 and S7.12 revenue under plans	655		47	-	13	-	-	715	-	
Total contributions	655		47	-	13	-	-	715	-	

Notes to the Financial Statements for the year ended 30 June 2020

Note 24. Statement of developer contributions (continued)

	as at 30/06/19		Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	Held as restricted asset	Cumulative internal borrowings due/(payable)
	Opening Balance		Cash	Non-cash					
\$ '000									
S7.11 Contributions – under a plan									
CONTRIBUTION PLAN – RURAL INVERGOWRIE									
Roads	90		4	-	2	-	-	96	-
Traffic facilities	19		-	-	1	-	-	20	-
Community facilities	79		1	-	1	-	-	81	-
Other	49		2	-	1	-	-	52	-
Total	237		7		5			249	
CONTRIBUTION PLAN – RURAL									
Other	5		-	-	-	-	-	5	-
Total	5		-		-			5	
CONTRIBUTION PLAN – DCP ROAD MAINTENANCE ROYALTIES									
Roads	413		40	-	8	-	-	461	-
Total	413		40		8			461	

Notes to the Financial Statements

for the year ended 30 June 2020

Note 25. Result by fund

\$ '000	General ¹ 2020	Water 2020	Sewer 2020
Income Statement by fund			
Income from continuing operations			
Rates and annual charges	5,511	480	653
User charges and fees	4,508	560	7
Interest and investment revenue	236	62	54
Other revenues	563	–	12
Grants and contributions provided for operating purposes	7,535	541	13
Grants and contributions provided for capital purposes	2,630	220	138
Total income from continuing operations	20,983	1,863	877
Expenses from continuing operations			
Employee benefits and on-costs	8,933	581	193
Borrowing costs	149	–	–
Materials and contracts	3,779	1,109	254
Depreciation and amortisation	4,079	451	220
Other expenses	1,473	4	7
Net losses from the disposal of assets	955	–	–
Total expenses from continuing operations	19,368	2,145	674
Operating result from continuing operations	1,615	(282)	203
Net operating result for the year	1,615	(282)	203
Net operating result attributable to each council fund	1,615	(282)	203
Net operating result for the year before grants and contributions provided for capital purposes	(1,015)	(502)	65

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 25. Result by fund (continued)

\$ '000	General ¹ 2020	Water 2020	Sewer 2020
Statement of Financial Position by fund			
ASSETS			
Current assets			
Cash and cash equivalents	1,299	91	11
Investments	9,257	2,300	2,400
Receivables	2,490	335	104
Inventories	231	–	–
Contract assets	305	–	–
Other	36	–	–
Total current assets	13,618	2,726	2,515
Non-current assets			
Infrastructure, property, plant and equipment	210,175	14,251	9,257
Right of use assets	78	–	–
Total non-current assets	210,253	14,251	9,257
TOTAL ASSETS	223,871	16,977	11,772
LIABILITIES			
Current liabilities			
Payables	5,357	–	–
Contract liabilities	44	–	–
Lease liabilities	15	–	–
Borrowings	265	–	–
Provisions	2,199	–	–
Total current liabilities	7,880	–	–
Non-current liabilities			
Lease liabilities	63	–	–
Borrowings	1,924	–	–
Provisions	2,821	–	–
Total non-current liabilities	4,808	–	–
TOTAL LIABILITIES	12,688	–	–
Net assets	211,183	16,977	11,772
EQUITY			
Accumulated surplus	60,253	8,019	6,049
Revaluation reserves	150,930	8,958	5,723
Council equity interest	211,183	16,977	11,772
Total equity	211,183	16,977	11,772

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

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

Notes to the Financial Statements

for the year ended 30 June 2020

Note 26(a). Statement of performance measures – consolidated results

\$ '000	Amounts	Indicator	Prior periods		Benchmark
	2020	2020	2019	2018	
1. Operating performance ratio					
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	(497)	(2.40)%	(0.87)%	2.16%	>0.00%
Total continuing operating revenue excluding capital grants and contributions ¹	20,735				
2. Own source operating revenue ratio					
Total continuing operating revenue excluding all grants and contributions ¹	15,178	63.98%	70.52%	69.45%	>60.00%
Total continuing operating revenue ¹	23,723				
3. Unrestricted current ratio					
Current assets less all external restrictions	9,055	2.36x	2.22x	2.25x	>1.50x
Current liabilities less specific purpose liabilities	3,843				
4. Debt service cover ratio					
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	4,402	10.92x	11.43x	13.18x	>2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	403				
5. Rates, annual charges, interest and extra charges outstanding percentage					
Rates, annual and extra charges outstanding	848	11.76%	7.25%	5.38%	<10.00%
Rates, annual and extra charges collectible	7,213				
6. Cash expense cover ratio					
Current year's cash and cash equivalents plus all term deposits	15,358	9.99 mths	11.50 mths	10.26 mths	>3.00 mths
Monthly payments from cash flow of operating and financing activities	1,538				

(1) Excludes fair value increments on investment properties, reversal of revaluation decrements, reversal of impairment losses on receivables, net gain on sale of assets and net share of interests in joint ventures and associates using the equity method and includes pensioner rate subsidies

(2) Excludes impairment/revaluation decrements of IPPE, fair value decrements on investment properties, net loss on disposal of assets and net loss on share of interests in joint ventures and associates using the equity method

Notes to the Financial Statements

for the year ended 30 June 2020

Note 26(b). Statement of performance measures – by fund

\$ '000	General Indicators ³		Water Indicators		Sewer Indicators		Benchmark
	2020	2019	2020	2019	2020	2019	
1. Operating performance ratio							
Total continuing operating revenue excluding capital grants and contributions less operating expenses ^{1,2}	(0.33)%	0.15%	(30.55)%	(31.20)%	8.80%	17.06%	>0.00%
Total continuing operating revenue excluding capital grants and contributions ¹	63.62%	68.56%	59.15%	98.45%	82.78%	78.20%	>60.00%
2. Own source operating revenue ratio							
Total continuing operating revenue excluding capital grants and contributions ¹	63.62%	68.56%	59.15%	98.45%	82.78%	78.20%	>60.00%
Total continuing operating revenue ¹	63.62%	68.56%	59.15%	98.45%	82.78%	78.20%	>60.00%
3. Unrestricted current ratio							
Current assets less all external restrictions	2.36x	2.22x	∞	∞	∞	∞	>1.50x
Current liabilities less specific purpose liabilities							
4. Debt service cover ratio							
Operating result before capital excluding interest and depreciation/impairment/amortisation ¹	10.34x	10.20x	∞	∞	∞	∞	>2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)							
5. Rates, annual charges, interest and extra charges outstanding percentage							
Rates, annual and extra charges outstanding	11.66%	6.28%	11.67%	13.49%	12.71%	11.43%	<10.00%
Rates, annual and extra charges collectible							
6. Cash expense cover ratio							
Current year's cash and cash equivalents plus all term deposits	8.10	9.69	13.38	30.78	42.93	33.35	>3.00
Payments from cash flow of operating and financing activities	mths	mths	mths	mths	mths	mths	mths

(1) - (2) Refer to Notes at Note 31a above.

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

Notes to the Financial Statements
for the year ended 30 June 2020

Note 26(c). Statement of performance measures – consolidated results (graphs)

1. Operating performance ratio



Purpose of operating performance ratio

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

Commentary on 2019/20 result

2019/20 ratio (2.40)%

Despite significant funding boosts through both State and Federal Government grants, council has incurred a loss for a second year in a row, aligning the results more closely to budget projections. Further work will be needed from both Council and the community to align operating expenditure with operating revenue and to consider appropriate and acceptable service levels.

Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio achieves benchmark
Ratio is outside benchmark

2. Own source operating revenue ratio



Purpose of own source operating revenue ratio

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

Commentary on 2019/20 result

2019/20 ratio 63.98%

Whilst council has maintained a ratio above the benchmark for the past seven years, reflecting less reliance on other government grants for continuing operations, there will need to be further focus on driving other income sources to achieve financial sustainability in the future.

Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio achieves benchmark
Ratio is outside benchmark

3. Unrestricted current ratio



Purpose of unrestricted current ratio

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

Commentary on 2019/20 result

2019/20 ratio 2.36x

This result reflects council's ability to pay debts from reserves not restricted for other purposes. It is supported by increasing the unrestricted cash detailed in note 7(c) above prior years. Council must continue to build these reserves to provide future fiscal flexibility.

Benchmark: — > 1.50x

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio achieves benchmark
Ratio is outside benchmark

Notes to the Financial Statements
for the year ended 30 June 2020

Note 26(c). Statement of performance measures – consolidated results (graphs)

4. Debt service cover ratio



Purpose of debt service cover ratio

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

Commentary on 2019/20 result

2019/20 ratio 10.92x

The high ratios here reflect Council's decision to fund asset replacement, renewal and expansion without the need to borrow for these activities. It also indicates that council has ample ability to borrow funds should an appropriate investment opportunity arise in the future.

Benchmark: — > 2.00x

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio achieves benchmark

Ratio is outside benchmark

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



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

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

Commentary on 2019/20 result

2019/20 ratio 11.76%

The continued increase in outstanding rates over the past four years may be an indication of the difficult conditions rate payers are experiencing. Although two percent of the increase this year relates to a change in accounting policy, council will need to work even harder at managing this debt to ensure that this ratio does not deteriorate further in the coming year.

Benchmark: — < 10.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio achieves benchmark

Ratio is outside benchmark

6. Cash expense cover ratio



Purpose of cash expense cover ratio

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

Commentary on 2019/20 result

2019/20 ratio 9.99 mths

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

Benchmark: — > 3.00mths

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio achieves benchmark

Ratio is outside benchmark

Notes to the Financial Statements

for the year ended 30 June 2020

Note 27. Council information and contact details

Principal place of business:

32 Salisbury Street
Uralla NSW 2358

Contact details

Mailing Address:

PO Box 106
Uralla NSW 2358

Opening hours:

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

Telephone: 02 6778 6300

Facsimile: 02 6778 6349

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

Email: council@uralla.nsw.gov.au

Officers

General Manager

Kate Jessep

Responsible Accounting Officer

Simon Paul

Public Officer

Ms Nathalie Heaton

Auditors

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

Elected members

Mayor

Michael Pearce

Councillors

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

Other information

ABN: 55 868 272 018



INDEPENDENT AUDITOR'S REPORT

Report on the general purpose financial statements

Uralla Shire Council

To the Councillors of Uralla Shire Council

Opinion

I have audited the accompanying financial statements of Uralla Shire Council (the Council), which comprise the Statement by Councillors and Management, the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2020, the Statement of Financial Position as at 30 June 2020, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended and notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
 - have been prepared, in all material respects, in accordance with the requirements of this Division
 - are consistent with the Council's accounting records
 - present fairly, in all material respects, the financial position of the Council as at 30 June 2020, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General

- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other Information

The Council's annual report for the year ended 30 June 2020 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule - Permissible income for general rates.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically

- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note 21 Material budget variations
- on the Special Schedules. A separate opinion has been provided on Special Schedule - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.

A handwritten signature in black ink, appearing to read 'C Harper', with a long horizontal stroke extending to the right.

Chris Harper
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

12 November 2020
SYDNEY



Cr Michael Pearce
Mayor
Uralla Shire Council
PO Box 106
URALLA NSW 2358

Contact: Chris Harper
Phone no: 02 925 7374
Our ref: D2023938/1798

12 November 2020

Dear Mayor Pearce

Report on the Conduct of the Audit for the year ended 30 June 2020 Uralla Shire Council

I have audited the general purpose financial statements (GPFS) of Uralla Shire Council (the Council) for the year ended 30 June 2020 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2020 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

INCOME STATEMENT

Operating result

	2020	2019	Variance
	\$m	\$m	%
Rates and annual charges revenue	6.6	6.5	↑ 1.5
Grants and contributions revenue	11.1	9.2	↑ 20.7

Operating result from continuing operations	1.5	(0.2)	850
Net operating result before capital grants and contributions	(1.5)	(1.7)	11.8

The Council's operating result from continuing operations (\$1.5 million including depreciation and amortisation expense of \$4.8 million) was \$1.7 million higher than the 2018–19 result. The increase is mainly due to the increase in grants and contributions during the year of \$1.9 million.

The net operating result before capital grants and contributions (deficit of \$1.5 million) was a \$255,000 improvement on the 2018–19 result. This was mainly due to the increased operating grants and contributions during the year.

Rates and annual charges revenue (\$6.6 million) increased by \$128,000 (2.0 per cent) in 2019–20 mainly due to rate pegging.

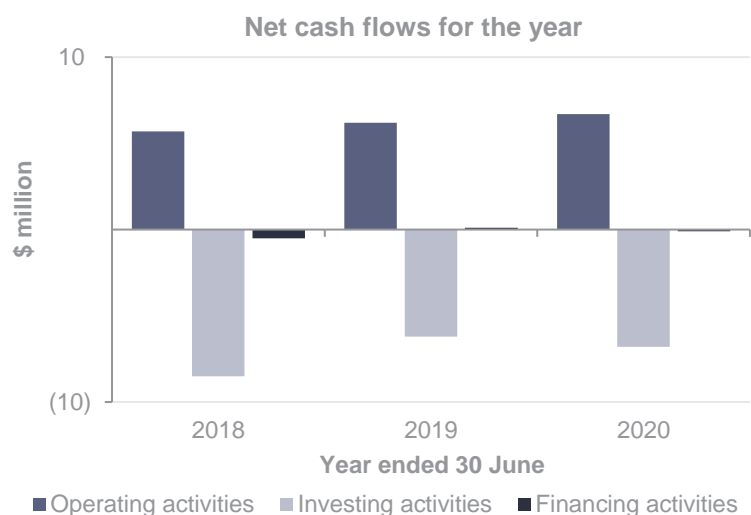
Grants and contributions revenue (\$11.1 million) increased by \$1.9 million (20.7 per cent) in 2019–20 mainly due to:

- \$744,000 increase in water supply grants to support the provision of bottled water to residents due to the Arsenic contamination of the water supply and capital works associated therewith
- \$862,000 increase in Stronger Country Communities funding for upgrades and repairs of Council assets
- \$486,000 increase in Roads to Recovery grant funding
- \$605,000 increase in transport grants for other roads and bridges
- \$666,000 decrease in Drought Communities Assistance grants.

STATEMENT OF CASH FLOWS

Councils cash position (\$1.4 million) declined compared to prior year (\$1.6 million) during the year by \$200,000 predominately due to:

- increased cash provided in investing activities of \$553,000 due to increased expenditure on infrastructure, property, plant and equipment
- offset by improved cash from operations of \$427,000 mainly due to increased grants and contributions.



FINANCIAL POSITION

Cash and investments

Cash and investments	2020	2019	Commentary
	\$m	\$m	
External restrictions	9.4	9.6	Overall restricted cash decreased due to a reduction in: <ul style="list-style-type: none"> externally restricted unexpended grants during the year internally restricted employee leave entitlements and internally restricted plant and vehicle replacements.
Internal restrictions	4.6	5.6	
Unrestricted	1.4	1.3	
Cash and investments	15.4	16.5	

Debt

Council has an unused overdraft facility of \$100,000 at year end. The facility has not been used during the year.

PERFORMANCE

Performance measures

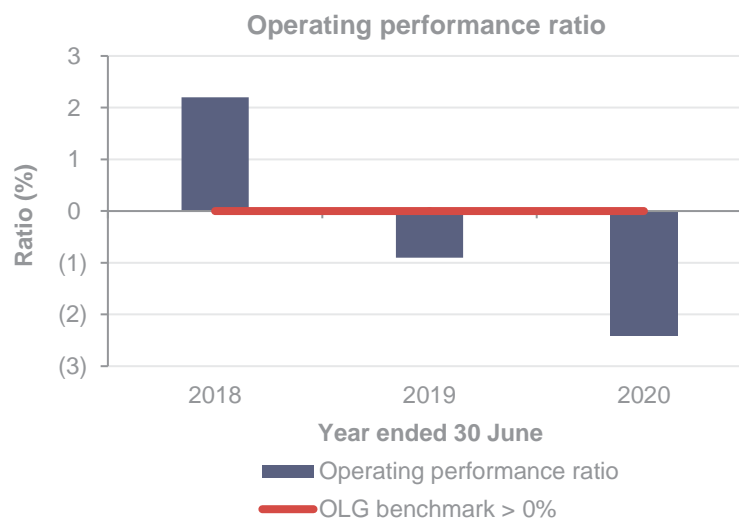
The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning, Industry and Environment.

Operating performance ratio

The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero per cent.

The Council did not meet the OLG benchmark for the current reporting period.

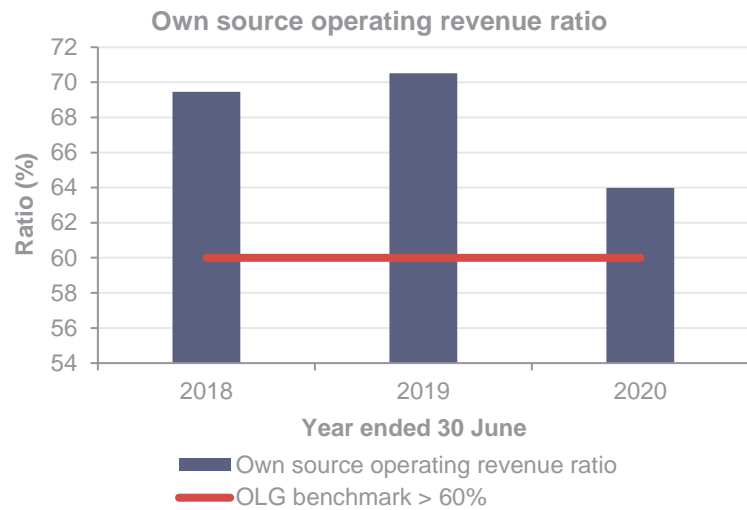
Council's operating performance ratio has declined over the past two years mainly due to the deteriorating financial result in the Water Fund.



Own source operating revenue ratio

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.

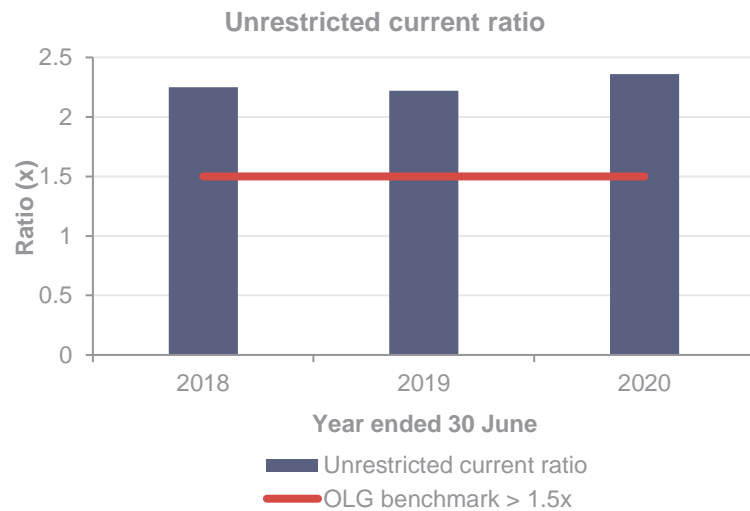
The Council exceeded the OLG benchmark for the current reporting period.



Unrestricted current ratio

The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.

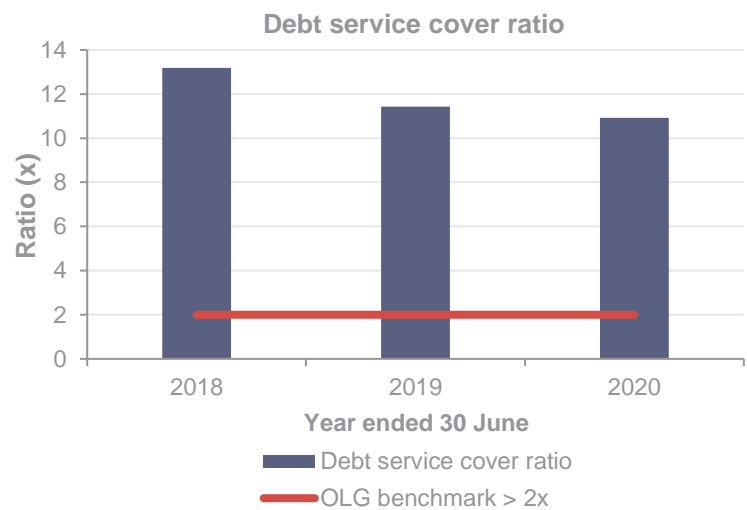
The Council exceeded the OLG benchmark for the current reporting period.



Debt service cover ratio

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.

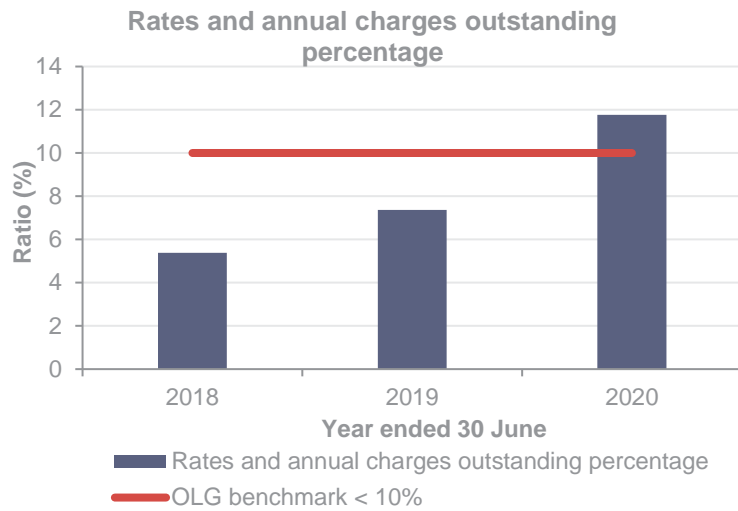
The Council exceeded the OLG benchmark for the current reporting period.



Rates and annual charges outstanding percentage

The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for regional and rural councils.

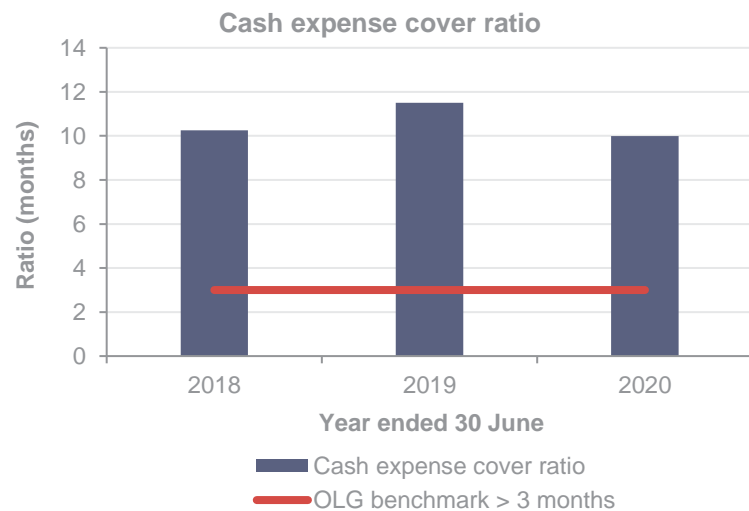
The Council did not meet the OLG benchmark for the current reporting period. The deterioration in the percentage of outstanding rates is attributable to persistent external factors impacting upon rate payers ability to pay including drought, bushfires and COVID-19.



Cash expense cover ratio

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.

The Council exceeded the OLG benchmark for the current reporting period.



Infrastructure, property, plant and equipment renewals

Council spent \$6.5 million on renewal of assets during the year which exceeds depreciation of \$4.7 million and prior year renewals of \$3.8 million. The renewals included:

- \$2.8 million on sealed roads
- \$1.1 million on plant and equipment renewal
- \$854,000 on buildings renewal
- \$698,000 on unsealed roads renewal
- \$198,000 on open spaces and recreational assets
- \$127,000 on bridge renewal
- \$122,000 on swimming pools.

OTHER MATTERS

Impact of new accounting standards

AASB 15 'Revenue from Contracts with Customers' and AASB 1058 'Income for Not-for-Profit Entities'

The Council adopted the new accounting standards AASB 15 'Contracts with Customers' and AASB 1058 'Income of Not-for-Profit Entities' (collectively referred to as the 'Revenue Standards') for the first time in their 2019–20 financial statements.

AASB 15 introduces a new approach to recognising revenue based on the principle that revenue is recognised when control of a good or service transfers to a customer. AASB 15 impacts the timing and amount of revenue recorded in a councils' financial statements, particularly for grant revenue. AASB 15 also increases the amount of disclosures required.

AASB 1058 prescribes how not-for-profit entities account for transactions conducted on non-commercial terms and the receipt of volunteer services. AASB 1058 significantly impacts the timing and amount of income recorded in a councils' financial statements, particularly for grant income and rates which are paid before the commencement of the rating period.

The Council reclassified \$732,000 of trade and other payables to contract liabilities at 1 July 2019 on adoption of the new Revenue Standards.

The Council disclosed the impact of adopting the new Revenue Standards in Note 15.

AASB 16 'Leases'

The Council adopted the new accounting standard AASB 16 'Leases' for the first time in their 2019–20 financial statements.

AASB 16 changes the way lessees treat operating leases for financial reporting. With a few exceptions, operating leases will now be recorded in the Statement of Financial Position as a right-of-use asset, with a corresponding lease liability.

AASB 16 results in lessees recording more assets and liabilities in the Statement of Financial Position and changes the timing and pattern of expenses recorded in the Income Statement.

The Council recognised right-of-use assets of \$93,000 and lease liabilities of \$93,000 at 1 July 2019 on adoption of AASB 16.

The Council disclosed the impact of adopting AASB 16 in Note 15.

Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.



Chris Harper
Director Financial Audit

Delegate of the Auditor-General for New South Wales

cc: Ms Kate Jessep, General Manager
Mr Michael O'Connor, Chair of the Audit, Risk and Improvement Committee
Mr Simon Paul, Chief Financial Officer
Mr Geoff Allen, Principal, Forsyths

Uralla Shire Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2020



Special Purpose Financial Statements

for the year ended 30 June 2020

Contents	Page
Statement by Councillors & Management	3
Special Purpose Financial Statements	
Income Statement – Water Supply Business Activity	4
Income Statement – Sewerage Business Activity	5
Income Statement – Private works	6
Income Statement – McMaugh Gardens	7
Statement of Financial Position – Water Supply Business Activity	8
Statement of Financial Position – Sewerage Business Activity	9
Statement of Financial Position – Private works	10
Statement of Financial Position – McMaugh Gardens	11
Note 1 – Significant Accounting Policies	12
Auditor's Report on Special Purpose Financial Statements	15

Background

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

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

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

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).
- iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

Special Purpose Financial Statements

for the year ended 30 June 2020

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

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

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

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

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

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

Signed in accordance with a resolution of Council made on 10 November 2020.



Michael Pearce
Mayor
10 November 2020



Isabel Strutt
Councillor
10 November 2020



Kate Jessep
General Manager
10 November 2020



Simon Paul
Responsible Accounting Officer
10 November 2020

Income Statement – Water Supply Business Activity

for the year ended 30 June 2020

\$ '000	2020	2019
Income from continuing operations		
Access charges	480	415
User charges	560	582
Interest	62	73
Grants and contributions provided for non-capital purposes	541	17
Other income	–	9
Total income from continuing operations	1,643	1,096
Expenses from continuing operations		
Employee benefits and on-costs	581	370
Materials and contracts	1,109	599
Depreciation, amortisation and impairment	451	464
Other expenses	4	5
Total expenses from continuing operations	2,145	1,438
Surplus (deficit) from continuing operations before capital amounts	(502)	(342)
Grants and contributions provided for capital purposes	220	–
Surplus (deficit) from continuing operations after capital amounts	(282)	(342)
Surplus (deficit) from all operations before tax	(282)	(342)
SURPLUS (DEFICIT) AFTER TAX	(282)	(342)
Plus accumulated surplus	8,299	8,641
Closing accumulated surplus	8,017	8,299
Return on capital %	(3.5)%	(2.4)%
Subsidy from Council	627	532
Calculation of dividend payable:		
Surplus (deficit) after tax	(282)	(342)
Less: capital grants and contributions (excluding developer contributions)	(220)	–

Income Statement – Sewerage Business Activity

for the year ended 30 June 2020

\$ '000	2020	2019
Income from continuing operations		
Access charges	653	726
User charges	7	10
Interest	54	64
Grants and contributions provided for non-capital purposes	13	15
Other income	12	–
Total income from continuing operations	739	815
Expenses from continuing operations		
Employee benefits and on-costs	193	185
Materials and contracts	254	257
Depreciation, amortisation and impairment	220	225
Other expenses	7	9
Total expenses from continuing operations	674	676
Surplus (deficit) from continuing operations before capital amounts	65	139
Grants and contributions provided for capital purposes	138	208
Surplus (deficit) from continuing operations after capital amounts	203	347
Surplus (deficit) from all operations before tax	203	347
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(18)	(38)
SURPLUS (DEFICIT) AFTER TAX	185	309
Plus accumulated surplus	5,846	5,499
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	18	38
Closing accumulated surplus	6,049	5,846
Return on capital %	0.7%	1.5%
Subsidy from Council	16	–
Calculation of dividend payable:		
Surplus (deficit) after tax	185	309
Less: capital grants and contributions (excluding developer contributions)	(138)	(208)
Surplus for dividend calculation purposes	47	101
Potential dividend calculated from surplus	24	50

Income Statement – Private works

for the year ended 30 June 2020

\$ '000	2020 Category 2	2019 Category 2
Income from continuing operations		
User charges	109	34
Grants and contributions provided for non-capital purposes	69	–
Total income from continuing operations	178	34
Expenses from continuing operations		
Employee benefits and on-costs	42	27
Materials and contracts	125	33
Total expenses from continuing operations	167	60
Surplus (deficit) from continuing operations before capital amounts	11	(26)
Surplus (deficit) from continuing operations after capital amounts	11	(26)
Surplus (deficit) from all operations before tax	11	(26)
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(3)	–
SURPLUS (DEFICIT) AFTER TAX	8	(26)
Plus accumulated surplus	(26)	–
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	3	–
Less:		
Closing accumulated surplus	(15)	(26)
Subsidy from Council	–	26

Income Statement – McMaugh Gardens

for the year ended 30 June 2020

\$ '000	2020 Category 2	2019 Category 2
Income from continuing operations		
User charges	966	920
Fees	–	4
Interest	46	55
Grants and contributions provided for non-capital purposes	2,040	2,319
Other income	21	4
Total income from continuing operations	3,073	3,302
Expenses from continuing operations		
Employee benefits and on-costs	2,204	2,216
Borrowing costs	8	9
Materials and contracts	617	723
Depreciation, amortisation and impairment	222	206
Loss on sale of assets	210	–
Other expenses	38	50
Total expenses from continuing operations	3,299	3,204
Surplus (deficit) from continuing operations before capital amounts	(226)	98
Grants and contributions provided for capital purposes	130	370
Surplus (deficit) from continuing operations after capital amounts	(96)	468
Surplus (deficit) from all operations before tax	(96)	468
Less: corporate taxation equivalent (27.5%) [based on result before capital]	–	(27)
SURPLUS (DEFICIT) AFTER TAX	(96)	441
Plus accumulated surplus	3,494	3,026
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	–	27
Closing accumulated surplus	3,398	3,494
Return on capital %	(4.9)%	2.5%
Subsidy from Council	257	–

Statement of Financial Position – Water Supply Business Activity

as at 30 June 2020

\$ '000	2020	2019
ASSETS		
Current assets		
Cash and cash equivalents	91	298
Investments	2,300	2,200
Receivables	335	258
Total current assets	<u>2,726</u>	<u>2,756</u>
Non-current assets		
Infrastructure, property, plant and equipment	14,251	14,378
Total non-current assets	<u>14,251</u>	<u>14,378</u>
TOTAL ASSETS	<u>16,977</u>	<u>17,134</u>
NET ASSETS	<u>16,977</u>	<u>17,134</u>
EQUITY		
Accumulated surplus	8,019	8,299
Revaluation reserves	8,958	8,835
TOTAL EQUITY	<u>16,977</u>	<u>17,134</u>

Statement of Financial Position – Sewerage Business Activity

as at 30 June 2020

\$ '000	2020	2019
ASSETS		
Current assets		
Cash and cash equivalents	11	240
Investments	2,400	2,000
Receivables	104	82
Total current assets	<u>2,515</u>	<u>2,322</u>
Non-current assets		
Infrastructure, property, plant and equipment	9,257	9,184
Total non-current assets	<u>9,257</u>	<u>9,184</u>
TOTAL ASSETS	<u>11,772</u>	<u>11,506</u>
NET ASSETS	<u>11,772</u>	<u>11,506</u>
EQUITY		
Accumulated surplus	6,049	5,846
Revaluation reserves	5,723	5,660
TOTAL EQUITY	<u>11,772</u>	<u>11,506</u>

Statement of Financial Position – Private works

as at 30 June 2020

\$ '000	2020 Category 2	2019 Category 2
LIABILITIES		
Non-current liabilities		
Payables	15	26
Total non-current liabilities	<u>15</u>	<u>26</u>
TOTAL LIABILITIES	<u>15</u>	<u>26</u>
NET ASSETS	<u>(15)</u>	<u>(26)</u>
EQUITY		
Accumulated surplus	(15)	(26)
TOTAL EQUITY	<u>(15)</u>	<u>(26)</u>

Statement of Financial Position – McMaugh Gardens

as at 30 June 2020

\$ '000	2020 Category 2	2019 Category 2
ASSETS		
Current assets		
Cash and cash equivalents	75	43
Investments	2,500	2,700
Receivables	73	77
Total current assets	<u>2,648</u>	<u>2,820</u>
Non-current assets		
Infrastructure, property, plant and equipment	4,431	4,235
Total non-current assets	<u>4,431</u>	<u>4,235</u>
TOTAL ASSETS	<u>7,079</u>	<u>7,055</u>
LIABILITIES		
Current liabilities		
Payables	2,446	2,323
Total current liabilities	<u>2,446</u>	<u>2,323</u>
Non-current liabilities		
Payables	35	43
Total non-current liabilities	<u>35</u>	<u>43</u>
TOTAL LIABILITIES	<u>2,481</u>	<u>2,366</u>
NET ASSETS	<u>4,598</u>	<u>4,689</u>
EQUITY		
Accumulated surplus	3,398	3,494
Revaluation reserves	1,200	1,195
TOTAL EQUITY	<u>4,598</u>	<u>4,689</u>

Notes to the Special Purpose Financial Statements

for the year ended 30 June 2020

Note 1. Significant Accounting Policies

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

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

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

The disclosures in these Special Purpose Financial Statements have been prepared in accordance with the Local Government Act 2093 (NSW), the *Local Government (General) Regulation 2005*, and the Local Government Code of Accounting Practice and Financial Reporting.

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

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

National Competition Policy

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

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

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

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

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

Declared business activities

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

Category 1

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

(a) McMaugh Gardens Aged Care Centre

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

Category 2

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

(b) Uralla Shire Council Combined Water Supplies

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

(c) Uralla Shire Council Combined Sewerage Fund

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

Notes to the Special Purpose Financial Statements for the year ended 30 June 2020

Note 1. Significant Accounting Policies (continued)

(d) Private Works

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

Monetary amounts

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

(i) Taxation equivalent charges

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

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

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

Notional rate applied (%)

Corporate income tax rate – **27.5%**

Land tax – the first \$692,000 of combined land values attracts **0%**. For the combined land values in excess of \$734,001 up to \$4,488,000 the rate is **1.6% + \$100**. For the remaining combined land value that exceeds \$4,488,000 a premium marginal rate of **2.0%** applies.

Payroll tax – **5.45%** on the value of taxable salaries and wages in excess of \$900,000.

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

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

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

Income tax

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

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

Accordingly, the return on capital invested is set at a pre-tax level - gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the corporate income tax rate, currently 27.5%.

Income tax is only applied where a gain/ (loss) from ordinary activities before capital amounts has been achieved.

Since the taxation equivalent is notional – that is, it is payable to Council as the 'owner' of business operations - it represents an internal payment and has no effect on the operations of the Council. Accordingly, there is no need for disclosure of internal charges in the SPFS.

The rate applied of 27.5% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

Notes to the Special Purpose Financial Statements

for the year ended 30 June 2020

Note 1. Significant Accounting Policies (continued)

Local government rates and charges

A calculation of the equivalent rates and charges payable on all category 1 businesses has been applied to all land assets owned or exclusively used by the business activity.

Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that council business activities face 'true' commercial borrowing costs in line with private sector competitors.

In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

(ii) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed.

Subsidies occur when Council provides services on a less-than-cost-recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations.

Accordingly, 'subsidies disclosed' (in relation to National Competition Policy) represents the difference between revenue generated from 'rate of return' pricing and revenue generated from prices set by Council in any given financial year.

The overall effect of subsidies is contained within the Income Statement of each reported business activity.

(iii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Such funds are subsequently available for meeting commitments or financing future investment strategies.

The actual rate of return achieved by each business activity is disclosed at the foot of each respective Income Statement.

The rate of return is calculated as follows:

Operating result before capital income + interest expense

Written down value of I,PP&E as at 30 June

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 0.88% at 30/6/20.

(iv) Dividends

Council is not required to pay dividends to either itself (as owner of a range of businesses) or to any external entities.

Local government water supply and sewerage businesses are permitted to pay an annual dividend from its water supply or sewerage business surplus.

Each dividend must be calculated and approved in accordance with the Department of Industry – Water guidelines and must not exceed:

- 50% of this surplus in any one year, or
- the number of water supply or sewerage assessments at 30 June 2020 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with the Department of Industry – Water guidelines a Dividend Payment form, Statement of Compliance, Unqualified Independent Financial Audit Report and Compliance Audit Report are required to be submitted to the Department of Industry – Water.



INDEPENDENT AUDITOR'S REPORT
Report on the special purpose financial statements
Uralla Shire Council

To the Councillors of Uralla Shire Council

Opinion

I have audited the accompanying special purpose financial statements (the financial statements) of Uralla Shire Council's (the Council) Declared Business Activities, which comprise the Statement by Councillors and Management, the Income Statement of each Declared Business Activity for the year ended 30 June 2020, the Statement of Financial Position of each Declared Business Activity as at 30 June 2020 and Note 1 Significant accounting policies for the Business Activities declared by Council.

The Declared Business Activities of the Council are:

- Water Supply
- Sewerage
- Private works
- McMaugh Gardens.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Council's declared Business Activities as at 30 June 2020, and their financial performance for the year then ended, in accordance with the Australian Accounting Standards described in Note 1 and the Local Government Code of Accounting Practice and Financial Reporting – update number 28 (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to Note 1 to the financial statements which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial statements may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2020 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 'Permissible income for general rates'.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Statements

The Councillors are responsible for the preparation and fair presentation of the financial statements and for determining that the accounting policies, described in Note 1 to the financial statements, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.

A handwritten signature in black ink, appearing to read 'C Harper', with a long horizontal stroke extending to the right.

Chris Harper
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

12 November 2020
SYDNEY

Uralla Shire Council

SPECIAL SCHEDULES
for the year ended 30 June 2020



Special Schedules

for the year ended 30 June 2020

Contents

Page

Special Schedules

Permissible income for general rates

3

Report on Infrastructure Assets - Values

7

Permissible income for general rates

\$ '000	Notes	Calculation 2020/21	Calculation 2019/20
Notional general income calculation ¹			
Last year notional general income yield	a	3,909	3,821
Plus or minus adjustments ²	b	–	6
Notional general income	c = a + b	3,909	3,827
Permissible income calculation			
Or rate peg percentage	e	2.60%	2.70%
Or plus rate peg amount	i = e x (c + g)	102	103
Sub-total	k = (c + g + h + i + j)	4,011	3,930
Plus (or minus) last year's carry forward total	l	21	2
Less valuation objections claimed in the previous year	m	–	(1)
Sub-total	n = (l + m)	21	1
Total permissible income	o = k + n	4,032	3,931
Less notional general income yield	p	4,025	3,909
Catch-up or (excess) result	q = o – p	7	22
Less unused catch-up ⁵	s	–	(1)
Carry forward to next year ⁶	t = q + r + s	7	21

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the Valuation of Land Act 1916.
- (5) Unused catch-up amounts will be deducted if they are not caught up within 2 years. Usually councils will have a nominal carry forward figure. These amounts can be adjusted for in setting the rates in a future year.
- (6) Carry forward amounts which are in excess (an amount that exceeds the permissible income) require ministerial approval by order published in the NSW Government Gazette in accordance with section 512 of the Local Government Act 1993. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.



INDEPENDENT AUDITOR'S REPORT
Special Schedule - Permissible income for general rates
Uralla Shire Council

To the Councillors of Uralla Shire Council

Opinion

I have audited the accompanying Special Schedule – Permissible income for general rates (the Schedule) of Uralla Shire Council (the Council) for the year ending 30 June 2021.

In my opinion, the Schedule is prepared, in all material respects in accordance with the requirements of the Local Government Code of Accounting Practice and Financial Reporting – update number 28 (LG Code), and is in accordance with the books and records of the Council.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Schedule' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to the special purpose framework used to prepare the Schedule. The Schedule has been prepared for the purpose of fulfilling the Council's reporting obligations under the LG Code. As a result, the Schedule may not be suitable for another purpose.

Other Information

The Council's annual report for the year ended 30 June 2020 includes other information in addition to the Schedule and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements, special purpose financial statements and Special Schedule 'Report on infrastructure assets' as at 30 June 2020.

My opinion on the Schedule does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and the special purpose financial statements.

In connection with my audit of the Schedule, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Schedule or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Schedule

The Councillors are responsible for the preparation of the Schedule in accordance with the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

In preparing the Schedule, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Schedule

My objectives are to:

- obtain reasonable assurance whether the Schedule as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the Schedule.

A description of my responsibilities for the audit of the Schedule is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar8.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited Schedule on any website where it may be presented
- about any other information which may have been hyperlinked to/from the Schedule.

A handwritten signature in black ink, appearing to read 'C Harper', with a long horizontal stroke extending to the right.

Chris Harper
Director, Financial Audit

Delegate of the Auditor-General for New South Wales

12 November 2020
SYDNEY

Report on Infrastructure Assets

as at 30 June 2020

Asset Class	Asset Category	Estimated cost			2019/20 Actual maintenance \$ '000	Net carrying amount \$ '000	Gross replacement cost (GRC) \$ '000	Assets in condition as a percentage of gross replacement cost				
		Estimated cost to bring assets to satisfactory standard \$ '000	Estimated cost to bring assets to agreed level of service set by Council \$ '000	2019/20 Required maintenance ^a \$ '000				1	2	3	4	5
Buildings	Buildings – non-specialised	13	26	1,016	817	13,170	26,115	3.0%	16.4%	72.9%	7.6%	0.1%
	Sub-total	13	26	1,016	817	13,170	26,115	3.0%	16.4%	72.9%	7.6%	0.1%
Other structures	Other structures	-	-	-	-	373	1,316	33.2%	42.0%	24.3%	0.6%	0.0%
	Sub-total	-	-	-	-	373	1,316	33.2%	42.0%	24.3%	0.6%	0.0%
Roads	Sealed roads	5,901	10,394	1,045	583	82,944	114,737	62.4%	19.3%	6.0%	3.3%	9.1%
	Bulk earthworks	-	-	-	-	62,549	62,549	100.0%	0.0%	0.0%	0.0%	0.0%
	Bridges	-	-	95	42	26,954	40,944	38.0%	8.9%	45.9%	4.8%	2.4%
	Unsealed roads	86	173	1,092	1,120	5,612	17,170	0.0%	64.5%	18.3%	16.2%	1.0%
	Footpaths	-	-	80	40	1,342	1,764	12.4%	75.5%	12.0%	0.0%	0.0%
	Sub-total	5,987	10,567	2,312	1,785	179,401	237,164	63.2%	16.1%	12.2%	3.6%	4.9%
Water supply network	Water supply network	112	224	649	1,407	13,248	28,871	5.7%	58.4%	23.8%	11.4%	0.8%
	Sub-total	112	224	649	1,407	13,248	28,871	5.7%	58.4%	23.8%	11.4%	0.8%
Sewerage network	Sewerage network	-	-	235	240	7,991	14,043	25.4%	61.3%	1.2%	12.2%	0.0%
	Sub-total	-	-	235	240	7,991	14,043	25.4%	61.3%	1.2%	12.2%	0.0%
Stormwater drainage	Stormwater drainage	119	239	25	13	3,139	4,213	0.0%	78.2%	12.8%	3.3%	5.7%
	Sub-total	119	239	25	13	3,139	4,213	0.0%	78.2%	12.8%	3.3%	5.7%
Open space / recreational assets	Swimming pools	-	-	37	31	227	748	13.4%	0.0%	86.6%	0.0%	0.0%
	Other	-	-	17	10	1,511	1,779	49.2%	27.2%	23.6%	0.0%	0.0%
	Sub-total	-	-	54	41	1,738	2,527	38.6%	19.1%	42.3%	0.0%	0.0%
	TOTAL - ALL ASSETS	6,231	11,056	4,291	4,303	219,060	314,249	50.0%	23.0%	18.2%	5.0%	3.8%

(a) Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

- 1 **Excellent/very good** No work required (normal maintenance)
- 2 **Good** Only minor maintenance work required
- 4 **Poor** Renewal required
- 5 **Very poor** Urgent renewal/upgrading required

continued on next page ...

Report on Infrastructure Assets - Values (continued)
as at 30 June 2020

3 Satisfactory Maintenance work required

Report on Infrastructure Assets (continued)

as at 30 June 2020

\$ '000	Amounts	Indicator	Prior periods		Benchmark
	2020	2020	2019	2018	
Infrastructure asset performance indicators (consolidated) *					
Buildings and infrastructure renewals ratio ¹					
Asset renewals ²	4,856	121.80%	95.39%	63.39%	>=100.00%
Depreciation, amortisation and impairment	3,987				
Infrastructure backlog ratio ¹					
Estimated cost to bring assets to a satisfactory standard	6,231	2.84%	1.34%	0.66%	<2.00%
Net carrying amount of infrastructure assets	219,060				
Asset maintenance ratio					
Actual asset maintenance	4,303	100.28%	90.43%	97.99%	>100.00%
Required asset maintenance	4,291				
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	11,056	3.52%	1.76%	0.53%	
Gross replacement cost	314,249				

(*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Excludes Work In Progress (WIP)

(2) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Report on Infrastructure Assets (continued)
as at 30 June 2020

Buildings and infrastructure renewals ratio



Buildings and infrastructure renewals ratio

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

Commentary on result

19/20 ratio 121.80%

Ratio reflects the effect of greater levels of capital funding received this financial year by Council from State and Federal governments. It should be noted that this level of funding is stimulus response to drought and other emergencies, and is not expected to continue on an ongoing basis

Benchmark: — >= 100.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

Asset maintenance ratio



Asset maintenance ratio

Compares actual vs. required annual asset maintenance. A ratio above 100% indicates Council is investing enough funds to stop the infrastructure backlog growing.

Commentary on result

19/20 ratio 100.28%

Although Council has achieved an average ratio above the OLG benchmark, a more suitable ratio would be actual maintenance against required maintenance (instead of budgeted maintenance).

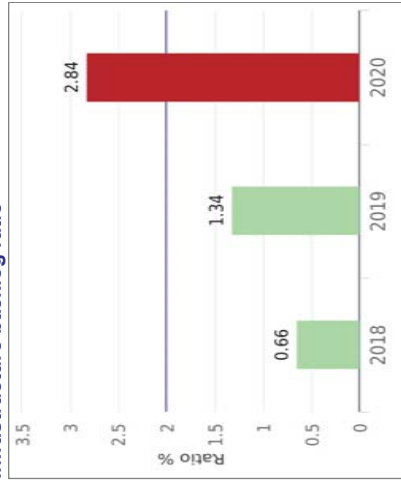
Benchmark: — > 100.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

Infrastructure backlog ratio



Infrastructure backlog ratio

This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

Commentary on result

19/20 ratio 2.84%

Council undertook an extensive revaluation of all road assets this year, resulting in condition assessments of assets which are more detailed and accurate than were previously available. The increase in this ratio is a reflection of the improved asset data available.

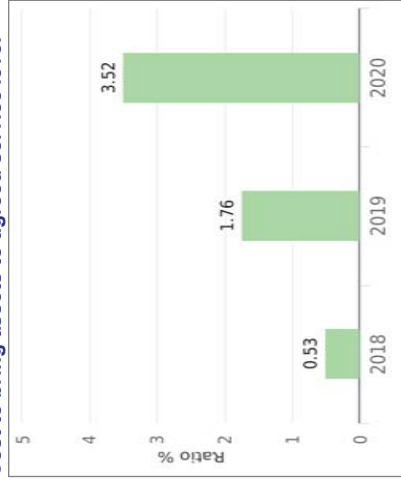
Benchmark: — < 2.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

Cost to bring assets to agreed service level



Cost to bring assets to agreed service level

This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.

Commentary on result

19/20 ratio 3.52%

Council undertook an extensive revaluation of all road assets this year, resulting in condition assessments of assets which are more detailed and accurate than were previously available. The increase in this ratio is a reflection of the improved asset data available.

Report on Infrastructure Assets (continued)
as at 30 June 2020

	General fund		Water fund		Sewer fund		Benchmark
	2020	2019	2020	2019	2020	2019	
\$ '000							
Infrastructure asset performance indicators (by fund)							
Buildings and infrastructure renewals ratio ¹							
Asset renewals ²	144.91%	115.71%	0.00%	0.00%	0.00%	0.00%	>=100.00%
Depreciation, amortisation and impairment							
Infrastructure backlog ratio ¹							
Estimated cost to bring assets to a satisfactory standard	3.09%	1.38%	0.85%	1.00%	0.00%	1.00%	<2.00%
Net carrying amount of infrastructure assets							
Asset maintenance ratio							
Actual asset maintenance	77.96%	90.63%	216.80%	99.52%	102.13%	70.10%	>100.00%
Required asset maintenance							
Cost to bring assets to agreed service level							
Estimated cost to bring assets to an agreed service level set by Council	3.99%	1.88%	0.78%	0.95%	0.00%	1.17%	
Gross replacement cost							

(1) Excludes Work In Progress (WIP)

(2) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Uralla Shire Council

General Purpose Financial Statements

for the year ended 30 June 2020

Public notice – Presentation of financial statements

as per Section 418 (3) of the Local Government Act.

In accordance with Section 418 (3) of the *Local Government Act 1993 (NSW)*, Uralla Shire Council advises that the ordinary Council meeting to be held on 24/11/20 will include the presentation of the audited Financial Statements and the Auditor's Reports for the year ending 30/06/2020.

A summary of the Financial Statements is provided below.

	2020 \$ '000	2019 \$ '000
Income Statement		
Total income from continuing operations	23,723	21,784
Total expenses from continuing operations	22,187	21,960
Operating result from continuing operations	1,536	(176)
Net operating result for the year	1,536	(176)
Net operating result before grants and contributions provided for capital purposes	(1,452)	(1,707)
Statement of Financial Position		
Total current assets	18,859	18,928
Total current liabilities	(7,880)	(7,793)
Total non-current assets	233,761	230,827
Total non-current liabilities	(4,808)	(4,730)
Total equity	239,932	237,232
Other financial information		
Unrestricted current ratio (times)	2.36	2.22
Operating performance ratio (%)	(2.40)%	(0.87)%
Debt service cover ratio (times)	10.92	11.43
Rates and annual charges outstanding ratio (%)	11.76%	7.25%
Infrastructure renewals ratio (%)	121.80%	95.39%
Own source operating revenue ratio (%)	63.98%	70.52%
Cash expense cover ratio (months)	9.99	11.50

In accordance with Section 420 of the *Local Government Act 1993 (NSW)*, any person may make a submission in writing to Council with respect to the Council's Audited Financial Statements or the Auditor's Reports.

Copies of the Audited Financial Statements and the Auditor's Reports may be inspected at:

Internet: www.uralla.nsw.gov.au

Locations: 32 Salisbury Street, Uralla NSW 2350

Submissions close one week after the above public meeting has been held.

15.3. Quarterly Budget Review September 2020 (QBR)

Department: Finance
Prepared by: *Simon Paul, Chief Financial Officer*
TRIM Reference: UINT/20/10642
Attachments: Attachment 1 - UINT/20/10712

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.2	An effective and efficient organisation
Strategy:	4.2.2	Operate in a financially responsible and sustainable manner
Activity:	4.2.2.1	Maintain and control financial system and improve long term financial sustainability
Action:	4.2.2.1.3	Complete and report quarterly budget review statements

SUMMARY:

The purpose of this report is to present to Council a review of the budget for the first quarter of the 2020/21 financial year.

RECOMMENDATION:

1. That the first quarter budget review summary for the 2020/21 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted; and
3. That expenditure to be revoked from 2019/20 be adopted.

BACKGROUND:

It is a statutory requirement that Council's Responsible Accounting Officer prepares and submits a budget review statement to Council on a Quarterly basis each financial year (LGGR 2005 cl.203 (1)). Also, in compliance with the Local Government (General) Regulation, Council's Responsible Accounting Officer must include with the budget review report an opinion on the financial position of Council and any recommendations for remedial action if required. As such the first quarterly review for the 2020/21 financial year has been prepared and attached for Council's review.

REPORT:

The attached budget report statements show a first quarter result for 2020/21 approximately in line with the original budget adopted by Council in July 2020. The major variation relates to the signing of the Drought Communities Extension grant and the subsequent receipt of \$500,000 in September 2020. There is operating expenditure associated with these grants of approximately \$63,000 and capital expenditure of approximately \$164,000. Further expenditure in quarter two is expected to be

Uralla Shire Council
Council Business Paper – 24 November 2020

approximately \$270,000. This will have the effect of increasing income by the grant amount but should have no impact upon the budgeted cash result.

There are no proposed changes to budget estimates that would have a major impact on the budget results.

We have not adjusted for the prepayment of FAGS because it is expected, based on prior year experience, that the FAGS payment will be prepaid again this year.

Issues

The first quarter budget review statement usually shows very little in the way of major variations because it is so early in the finance cycle.

Apart from general variations for the first quarter, this report includes revotes from the previous financial year. The amounts disclosed in this summary have previously been discussed with Council. These are budget items from the previous year that were not included in the current Annual Operational Plan as incomplete works and may not qualify as works in progress. As the previous vote of expenditure expired on 30 June they will require a revote from Council to be completed in the current financial year.

Expenditure to be revoted from 2019/20

Program	Operating Income	Operating Expenses	Capital Income	Capital Expenses
Stronger Country Community Fund Projects				53,076
Bushfire community resilience		100,000		

Conclusion

The budget result for the year ended 30 June 2021 is still likely to meet original expectations.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication

Report of budget reviews to the Council's ordinary meeting.

2. Policy and Regulation

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

3. Financial (LTFP)

This report is a review of the annual budget up to the end of the first quarter. Changes to the budget are as outlined in the attached statements.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

Council is required by legislation (clause 203 of the Regulations) to prepare quarterly budget review statements for the first three quarters of each year, including an opinion by the Responsible Accounting Officer as to whether the financial position of the Council is considered to be satisfactory.

Corporate Governance – the first quarter budget complies with legislative requirements. This risk is assessed as low.

Financial Management – the first quarter budget is in line with the original budget adopted by Council in July 2020. This risk is assessed as low.

7. Performance Measures

One of required three budget reviews.

8. Project Management

N/A

Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 30 September, 2020

Table of Contents	Page
1. Responsible Accounting Officer's Statement	2
2. Income & Expenses Budget Review Statement's	
Consolidated - By Fund	3
Consolidated - By Activity	4
Material Variations	5
3. Capital Budget Review Statement	
Consolidated - By Fund	6
Consolidated - By Activity	7
Material Variations	8
4. Cash & Investments Budget Review Statement	
Consolidated	9
5. Key Performance Indicator (KPI) Budget Review Statement	10
6. Contracts & Other Expenses Budget Review Statement	11
7. Cash Variations	12

Uralla Shire Council
Quarterly Budget Review Statement
For the Quarter ended 30 September, 2020

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Uralla Shire Council for the quarter ended 30 September, 2020 indicates that Council's projected financial position at 30 June, 2021 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____

Simon Paul
Responsible Accounting Officer

Uralla Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Income & Expenses Budget Review Statement
Consolidated by Fund
Budget review for the quarter ended 30 September, 2020

(\$000's)	Original Budget 2020/2021	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD Sep-20	
Income						
General Fund	19,676	482		20,157	8,893	44%
McMaugh Gardens	3,104	65		3,169	827	26%
Water Supplies	1,170	20		1,190	521	44%
Sewer Services	6,844	-		6,844	706	10%
Total Income from Continuing Operations	30,793	567		31,360	10,946	35%
Expenses						
General Fund	16,248	94		16,342	4,581	28%
McMaugh Gardens	3,183	-		3,183	882	28%
Water Supplies	1,617	-		1,617	419	26%
Sewer Services	733	-		733	200	27%
Total Expenses from Continuing Operations	21,781	94		21,875	6,082	28%
Net Operating Result from Continuing Operations	9,012	473		9,484	4,865	
Capital grants and contributions	10,644	401		11,045	1,227	
Net Operating Result before Capital Grants	(1,632)	72		(1,561)	3,638	

Uralla Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Income & Expenses Budget Review Statement
Consolidated by Activity
Budget review for the quarter ended 30 September, 2020

(\$000's)	Original Budget 2020/2021	Variations from this QBRS	Notes	Projected Year End Result	Actual	
					YTD	Sep-20
Income						
Organisational Services	5,831	-		5,831	4,294	74%
Community & Culture	7,218	65		7,283	2,088	29%
Infrastructure & Development	9,730	482		10,212	3,338	33%
Water Supplies	1,170	20		1,190	521	44%
Sewer Services	6,844	-		6,844	706	10%
Total Income from Continuing Operations	30,793	567		31,360	10,946	35%
Expenses						
Organisational Services	1,414	31		1,445	481	33%
Community & Culture	7,216	-		7,216	1,794	25%
Infrastructure & Development	10,801	64		10,865	3,188	29%
Water Supplies	1,617	-		1,617	419	26%
Sewer Services	733	-		733	200	27%
Total Expenses from Continuing Operations	21,781	94		21,875	6,082	28%
Net Operating Result from Continuing Operations	9,012	473		9,484	4,865	
Capital grants and contributions	10,644	401		11,045	1,227	
Net Operating Result before Capital Grants	(1,632)	72		(1,561)	3,638	

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Income & Expenses Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 30 September, 2020

Budget Variations include the following material items:

Notes	Amount	Details
	-\$ 472,840	
1	-\$ 2,340	Increase in State Government Emergency Services Levy reimbursement
2	\$ 30,500	Additional expenditure required for IT contractor to facilitate business continuity due to COVID19
3	-\$ 164,500	Additional Stronger Country Communities capital grant funding
4	-\$ 400,000	Additional Drought Communities extension capital grant funding for programme executed in 2021
5	\$ 54,000	Additional Stronger Country Communities expenditure
6	\$ 9,500	Additional Drought Communities Extension expenditure
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Capital Budget Review Statement
Budget review for the quarter ended 30 September, 2020
Capital Budget - Consolidated by Fund

	Original Budget 2020/2021	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD figures
(\$000's)					
Capital Expenditure					
- General	10,239	114		10,353	1,096
- McMaugh Gardens	50	50		100	54
- Water	220	-		220	1
- Sewer	8,442	-		8,442	24
Total Capital Expenditure	18,951	164		19,115	1,175
Capital Funding					
Consolidated Fund Income	5,708	-		5,708	(93)
Unrestricted Cash Reserves					
Capital Grants & Contributions	10,644	164		10,808	1,227
Loan Funds	-	-		-	-
Receipts from Sale of Assets	-	-		-	17
Reserves:					
- Developer Contributions				-	
- General Restricted Assets				-	-
- Water & Sewer Restricted Assets	2,549	-		2,549	25
- McMaugh Gardens Restricted Assets	50	-		50	
Total Capital Funding	18,951	164		19,115	1,175
Net Capital Funding	-	-		-	-

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Capital Budget Review Statement
Budget review for the quarter ended 30 September, 2020
Capital Budget - Consolidated by Activity

	Original Budget 2020/2021	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD figures
(\$000's)					
Capital Expenditure					
Organisational Services	192	-		192	19
Community & Culture	552	50		602	54
Infrastructure & Development	9,545	114		9,659	1,077
Water Supplies	220	-		220	1
Sewer Services	8,442	-		8,442	24
Total Capital Expenditure	18,951	164		19,115	1,175
Capital Funding					
Consolidated Fund Income	(405)	-		(405)	1,134
Unrestricted Cash Reserves		-		-	
Capital Grants & Contributions	10,644	164		10,808	
Loan Funds	-	-		-	
Receipts from Sale of Assets	-	-		-	17
Reserves:					
- Developer Contributions	-	-		-	-
- General Restricted Assets	-	-		-	-
- Water & Sewer Restricted Assets	8,662	-		8,662	25
- McMaugh Gardens Restricted Assets	50	-		50	-
Total Capital Funding	18,951	164		19,115	1,175
Net Capital Funding	-	0		0	-

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Capital Budget Review Statement
Recommended changes to revised budget
Budget review for the quarter ended 30 September, 2020

Budget Variations being recommended include the following material items:

Notes	Amount	Details
	\$ 163,900	
1	\$ 65,000	Additional Stronger Country Communities capital grant expenditure
2	\$ 98,900	Drought Communities extension programme projects capital expenditure
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Cash & Investments Budget Review Statement
Budget review for the quarter ended 30 September, 2020
Consolidated

(\$000's)	Original Budget 2020/2021	Variations Other than by a QBRS	Revised Budget 2020/2021	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD figures
Externally Restricted							
Developer Contributions - General	655	60	715	-		715	729
Developer Contributions - Water Fund	-	-	-	-		-	-
Developer Contributions - Sewer Fund	-	-	-	-		-	-
Specific Purpose Unexpended Grants	37	281	318	-		318	678
Water Supplies	1,757	410	2,167	-		2,167	2,605
Sewerage Services	229	70	299	-		299	2,947
McMaugh Gardens	2,758	(344)	2,414	-		2,414	2,637
Unexpended Loans	-	493	493	-		493	486
Total Externally Restricted	5,436	970	6,406	-		6,406	10,082
Internally Restricted							
Plant & Vehicle Replacement	-	-	-	-		-	(372)
Employees Leave Entitlement	1,068	(296)	772	-		772	772
Tip Remediation	200	66	266	-		266	266
Stormwater Drainage	-	280	280	-		280	299
Strategic Development	118	202	320	-		320	320
FAGS Received in advance	500	701	1,201	-		1,201	1,382
Carry Forward Works	648	(39)	609	-		609	609
Total Internally Restricted	2,534	914	3,448	-		3,448	3,277
Unrestricted (ie. available after the above Restrictions)	112	(159)	(47)	309		262	2,359
Total Cash & Investments	8,082	1,725	9,807	309		10,116	15,718

Note: Variations other than by QBRS represent alignment of opening balances to final 2019 financial statement balances.

Uralla Shire Council
Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Key Performance Indicators Statement
Budget review for the quarter ended 30 September, 2020

	30/06/2021	30/06/2020	30/06/2019	30/06/2018
LTFP KPI's				
Operating ratio	-7.68%	-2.40%	-0.09%	2.16%
Debt service ratio	10.62	10.92	11.43	13.18
Own source operating revenue ratio	49%	63.98%	70.03%	69.45%
Rates & charges outstanding %	9.21%	11.76%	7.37%	5.38%
Asset renewals ratio	144%	122%	95%	63%
Target				
	>0			
	>2.0x			
	>60%			
	<6.5%			
	>100%			

Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021

Contracts Budget Review Statement
Budget review for the quarter ended 30 September, 2020
Part A - Contracts Listing

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Jason Faulkner Electrical	Contractor: Uralla Tigers Rugby League - Supply and Install accessible an	140,000	01/07/20	To completion	Y	

Notes:

1. Only contracts that were entered into during the quarter and remain incomplete are included.
2. Minimum reporting level is \$50,000.
3. Contracts listed exclude contractors on Councils Preferred Supplier list.
4. Contracts for employment are not required to be included.

Part B - Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	\$ 20,109	Y
Legal Fees	\$ 18,375	Y

Note: 1. All consultancy amounts were included in the 2020/21 budget except for items adjusted in this QBRs.

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure but not budgeted includes:

Details

**Quarterly Budget Review Statement
For the period 01 July, 2020 to 30 June, 2021**

**Cash & Investments Budget Review Statement
Budget review for the quarter ended 30 September, 2020**

Comment on Cash & Investments Position

No material variations to Council's Cash and Investments have occurred in the first quarter.

Investments

Investments have been made in accordance with Council's Investment Policy.

Cash

The value of cash at bank which was included in the Cash & Investment Statement totals \$386,150.

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this reconciliation was 01 October, 2020.

Reconciliation Status

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

Cash at Bank (as per bank statements)		353,192
Investments on Hand		15,331,512
less: Unpresented Cheques	(Timing Difference)	(1,341)
add: Undeposited Funds	(Timing Difference)	34,299
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	-
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
Reconciled Cash at Bank & Investments		15,717,662
Balance as per Review Statement:		15,717,662



15.4. Works Progress Report as at October 2020

Department: Infrastructure & Development
Prepared by: Manager Civil Infrastructure
TRIM Reference: UINT/20/10532
Attachments: UINT/20/10533 - Works Program to 31 October 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

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

Activity: 2.3.1.1 Deliver road and drainage maintenance services and capital works programs

Action: 2.3.1.1.1 Deliver sealed roads bitumen maintenance program in line with established service levels and intervention points - per Transport Asset Management Plan

2.3.1.1.2 Deliver sealed roads capital renewal program - per Transport Asset Management Plan

2.3.1.1.4 Deliver unsealed roads grading program in line with established service levels and intervention points - per Transport Asset Management Plan

2.3.1.1.5 Deliver unsealed roads re-sheeting program in line with established service levels – per Transport Asset Management Plan

SUMMARY:

The purpose of this report is to inform Council of the works that have been completed or progressed to the following month, and works being undertaken in the current month.

RECOMMENDATION:

That the report be received and noted for the works completed or progressed during October 2020, and works programmed for November 2020.

BACKGROUND:

Council is kept informed on the progress of maintenance and construction works within the Shire.

REPORT:

A. Works Undertaken in October 2020

- 1. Main Road Maintenance**

MR73 Thunderbolts Way	Patching
MR124 Bundarra Road	Patching

- 2. Sealed Roads Maintenance**

Uralla Streets	Patching
Invergowrie footpath (Mt. Mitchell Rd – Store)	Complete sprayed sealing

- 3. Unsealed Roads Maintenance Grading**
- | | |
|-----------------------|--------|
| Bakers Creek Road | Graded |
| Hardens Road | Graded |
| Rowena Road | Graded |
| Georges Creek Road | Graded |
| Devoncourt Road | Graded |
| Fossicking Area | Graded |
| Wallaby Rocks Lane | Graded |
| Green Gully Road | Graded |
| Waterworks Road | Graded |
| Salisbury Plains Road | Graded |
| Gostwyck Road | Graded |
- 4. Construction**
- | | |
|-------------------------------------|---|
| Bingara Road upgrade (ch8.9-11.1km) | Complete construction and sprayed sealing |
| Thunderbolts Way (ch22 - 22.65km) | Complete construction and sprayed sealing |
| Thunderbolts Way (ch1.3 – 1.73km) | Commence earthworks |
| Retreat Road upgrade | Commence drainage works |
- 5. Bridge / Sign**
- | | |
|---------------------------------|--|
| Town | Sign maintenance |
| Rural Roads | Vegetation control around bridge guardrail |
| Regional Roads | Vegetation control around bridge guardrail |
| Park Street (outside school) | Complete footpath replacement |
| Retreat Road upgrade | Pipe renewal |
| Thunderbolts Way (ch1.3-1.73km) | Pipe extension |
- 6. Town and Parks**
- | | |
|-----------|---|
| Uralla | Recreational area maintenance, cemetery maintenance, clean gutters, mowing, sporting field maintenance, tree pruning. |
| Alma Park | Weeding and gardening |

B. Works to be continued/undertaken in November 2020

- 1. Main Road Maintenance**
- Bitumen patching
 - Mowing
- 2. Sealed Roads Maintenance**
- Bitumen patching
- 3. Unsealed Roads Maintenance**
- Grading – Linfield Road, Dwyers Range Road, Mihi Road, Old Gostwyck Road, Clerks Creek Road

- | | |
|---|--|
| 4. Bridge/Sign
Thunderbolts Way (ch1.3-1.73km)
Bingara Road upgrade
Retreat Road upgrade
Bridge maintenance | Pipe extension
Headwall extension and guardrail installation
Install box culvert and pipe renewal
Wonga Abutment improvement |
| 5. Construction
Bingara Road upgrade
Bingara Road (ch6 – 8.9km)
Thunderbolts Way (ch1.3-1.73km)

Retreat Road upgrade | Install safety barriers and erosion control
Heavy patching
Commence construction, stabilising and sprayed sealing
Commence construction |
| 6. Town Area
Maintenance | General maintenance and upkeeping |

C. Roads To Recovery and Local Roads & Community Infrastructure Funding Program

The following projects are funded and proposed to be undertaken in 2020-21:

1. Project: Kingstown Road heavy patching (total 19 patches from chainage 4.5km to 12.5km from intersection of Bridge Street).
Scope of works: Change from pavement rehabilitation to heavy patching by field inspection of current condition as of Transport AMP page iv. Overlay, stabilising and bitumen sealing.
Funding: \$404,250
2. Project: Arding Road heavy patching (total 12 patches from chainage 2.15km to 5km from intersection of New England Highway).
Scope of works: Change from pavement rehabilitation to heavy patching by field inspection of current condition as of Transport AMP page iv. Overlay, stabilising and bitumen sealing.
Funding: \$215,630
3. Project: Torryburn Road (11km to 11.5km from intersection of Thunderbolts Way).
Scope of works: Pavement widening, additional base course, stabilising, drainage improvement and bitumen sealing.
Funding: \$134,750
4. Retreat Road (8.18km to 10.18km from Kingstown Road intersection).
Scope of works: Upgrade from unsealed to sealed road and drainage improvement
Funding: \$400,000
5. Project: Maitland Street (King Street to Wood Street)
Scope of works: Asphalt overlay
Funding: \$82,775

KEY ISSUES:

Nil.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
Weekly posts to Council's Facebook and internal weekly bulletin keep the community informed of progress.

- 2. Policy and Regulation**
Procurement Policy; Infrastructure Asset Management Policy; and other applicable Civil Infrastructure and Works policies of Council
Local Government Act (1993), Roads Act (1993), Work Health & Safety Act (2011), Environmental Planning & Assessment Act (1979) and Australian Standards.

- 3. Financial (LTFP)**
In accordance with budget.

- 4. Asset Management (AMS)**
In accordance with Asset Management Plan and field inspections.

- 5. Workforce (WMS)**
Council staff and contractors.

- 6. Legal and Risk Management**
Maintaining Council assets to minimise legal and risk exposure.

- 7. Performance Measures**
Works completed to appropriate standards.

- 8. Project Management**
Works Manager, Overseer & Director Infrastructure & Development.

Capital Works Program at 31 October 2020

ID	Task Name	Comments	Estimates	Actual Costs to date	Duration	Start	Finish	January 14/21	February 8/02	March 9/03	April 5/04	May 3/05	June 3/05
1	Roads Construction		\$0.00		250 days	Wed 1/07/20	Tue 15/06/21						
2	Biggara Road upgrade, ch 6600 to 15000.		\$2,856,000.00	\$2,383,808.88	123 days	Wed 1/07/20	Fri 18/12/20						
3	Road construction (ch8900 - 11100), drainage & erosion control	Restart NSW	\$794,182.00	\$587,964.86	85 days	Mon 6/07/20	Fri 30/10/20						
4	Tollips Gully Bridge	Growing Local Economies	\$1,100,000.00	\$45,663.81									
5	Survey, investigation and tender		\$45,000.00	\$45,663.81	120 days	Mon 15/06/20	Fri 27/11/20						
6	Bridge construction		\$448,500.00		85 days	Mon 8/02/21	Fri 4/06/21						
7	Bridge approaches construction		\$551,000.00										
8	Safer Rd / Blackspot		\$247,840.00	\$9,401.01	90 days	Mon 27/07/20	Fri 27/11/20						
9	Design		\$20,000.00	\$9,401.01	20 days	Mon 1/02/21	Fri 26/02/21						
10	Construction & install safety barriers		\$227,840.00		45 days	Mon 28/09/20	Fri 27/11/20						
11	Regional Roads - REPAIR Program (Ext Funding \$187,226)		\$465,089.00	\$172,249.19	20 days	Mon 28/09/20	Fri 23/10/20						
12	Thunderbolts Way(MR73C), REPAIR reconstruction ch. 22000 to 22650 (adjacent Gwydir river bridge)		\$387,912.00	\$172,249.19	25 days	Mon 26/10/20	Fri 27/11/20						
13	Thunderbolts Way(MR73C), REPAIR reconstruction ch. 1300 to 1730 (Hillie Range)		\$177,177.00										
14	Upgrade		\$400,000.00	\$130,223.53	30 days	Mon 21/1/20	Fri 11/12/20						
15	Retreat Rd (2km)	LRCI	\$400,000.00	\$130,223.53	3 days	Tue 1/12/20	Thu 3/12/20						
16	Renewals 1		\$2,464,234.00		5 days	Mon 14/12/20	Fri 18/12/20						
17	Reseals - Urban		\$70,443.00		5 days	Mon 14/12/20	Fri 18/12/20						
18	Reseals - Rural		\$372,269.00		6 days	Mon 21/1/20	Fri 11/12/20						
19	Reseals - Regional		\$389,268.00		6 days	Mon 14/12/20	Fri 18/12/20						
20	Rehabilitation - Sealed Rural Roads		\$1,442,634.00		6 days	Mon 21/1/20	Sat 7/11/20						
21	Kingstown Road Heavy Patching (ch4.5 - 12.5km)	RZR	\$404,350.00	\$4,500.00	5 days	Mon 9/11/20	Fri 13/11/20						
22	Adling Road (2.15km - 5km)	RZR	\$215,634.00		9 days	Mon 18/01/21	Thu 28/01/21						
23	Torryburn Road (11.0km - 11.5km)	LRCI	\$134,750.00		35 days	Mon 1/02/21	Fri 19/03/21						
24	Hawthorne Drive (0 - 2km)	LRCI	\$655,000.00		12 days	Tue 1/12/20	Wed 16/12/20						
25	Rehabilitation - Sealed Urban Roads		\$307,200.00		10 days	Mon 26/04/21	Fri 18/06/21						
26	Urala Street (Urala Creek - Hill St)		\$21,000.00		10 days	Mon 17/05/21	Fri 28/05/21						
27	East Street (Duke St - Salisbury St)		\$99,820.00		10 days	Mon 26/04/21	Fri 7/05/21						
28	Queen Street (Central School - Park St)		\$104,125.00		10 days	Mon 7/06/21	Fri 18/06/21						
29	Mallard Street (King St - Wood St)	LRCI	\$82,775.00		125 days	Mon 23/11/20	Fri 14/05/21						
30	Construction Projects		\$195,606.00		110 days	Mon 23/11/20	Fri 23/04/21						
31	Footpath (TBA)		\$60,256.00		10 days	Mon 3/05/21	Fri 14/05/21						
32	Bike Track (Plane Avenue)		\$64,750.00		10 days	Mon 26/04/21	Fri 7/05/21						
33	Kerb & Gutter (road - TBA)		\$70,000.00		10 days	Mon 7/06/21	Fri 18/06/21						
34	Resurfacing		\$603,379.00		110 days	Mon 23/11/20	Fri 23/04/21						
35	Unsealed Rural Roads (TRC)		\$482,668.00		10 days	Mon 3/05/21	Fri 14/05/21						
36	Unsealed Regional Roads (TRC)		\$20,005.00		10 days	Mon 3/05/21	Fri 14/05/21						

Task █ **Project Summary** █ **Inactive Task** █ **Inactive Milestone** █ **Inactive Summary** █

Split █ **Milestone** █ **Summary** █

Project: November - Attachment - Cap █ **Project Summary** █ **Inactive Task** █ **Inactive Milestone** █ **Inactive Summary** █

Manual Task █ **Manual Summary** █ **Manual Summary Rollup** █ **Manual Summary** █

Start-only █ **Finish-only** █ **External Tasks** █ **External Milestone** █ **External Milestone** █

Deadline ↓ **Progress** █ **Manual Progress** █ **Slippage** █



- 15.5. DIVISION DECISION**
Development Application 43/2020 Change of Use –
Shed to Dwelling at 11 Court Street Bundarra

Department: Infrastructure & Development
Prepared by: Manager of Development and Planning
TRIM Reference: UINT/20/10522
Attachments: UINT/20/10534 - Development Assessment Report

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 2.1 An attractive environment for business, tourism and industry
Strategy: 2.1.4 Implement tools to simplify development processes and encourage quality commercial, industrial, and residential development
Activity: 2.1.4.1 Process building and development application
Action: 2.1.4.1.1 Assess and determine development, construction, and other regulatory applications

NOTE TO COUNCILLORS:

In accordance with the provisions of S375A of the *Local Government Act 1993*, a Division is to be called whenever a motion for a planning decision is put to the meeting, for the purpose of recording voting on planning matters.

SUMMARY:

Proposal: Change of Use – shed to dwelling
Property description: Lot 8 Section 60 - DP 758181 - Assessment 8073
Applicants: Kenneth and Shirley Wotton
Owners: Kenneth and Shirley Wotton
Zoning: RU5 Village
Date received: 22 October 2020
Public notification or exhibition: Yes
Exhibition period: 23 October 2020 – 6 November 2020
Submissions: Nil
Other approvals: Nil

RECOMMENDATION:

That Council refuse the Development Application 43/2020 for a Change of Use – Shed to Dwelling at 11 Court Street Bundarra (Lot 8 Section 60 DP 758181) as:

1. Pursuant to Section 4.15(1)(c) and (e) of the Environmental Planning and Assessment Act 1979, it is inappropriate to approve the conversion of a shed to a dwelling in an urban area as the site is unsuitable and it is not in the public interest.
2. Pursuant to Clause 6.2(3)(a) of Uralla Local Environmental Plan 2012, development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development is compatible with the flood hazard of the land.
3. Pursuant to Chapter 11 of the Uralla Development Control Plan 2011, building floor levels, including non-habitable rooms, must be at or above the Flood Planning Level.

BACKGROUND:

Development Application 43/2020 for a Change of Use – Shed to Dwelling at 11 Court Street Bundarra (Lot 8 Section 60 DP 758181) was received on 22 October 2020. The shed was approved by Council in 2005.

REPORT:

The development application seeks to gain development consent for an unapproved conversion of a shed to a dwelling in the RU5 Village zone in Bundarra.

KEY ISSUES:

Development standards: The proposed development is considered inconsistent with the objectives of the Uralla Development Control Plan 2011 and the requirements of Environmental Planning and Assessment Act 1979 as:

- The design does not produce attractive development;
- The design does not protect the neighbourhood character;
- The design is not compatible with and does not improve the streetscape of the locality;
- The structure does not “address the street” by presenting front doors and windows to the street;
- The site is unsuitable for the development, and
- The proposal does not present as being in the public interest.



Figure 1: Street view of 11 Court Street Bundarra

Compliance with the Uralla Local Environmental Plan 2012 (LEP): Clause 6.2(3)(a) of the LEP states that development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development is compatible with the flood hazard of the land. As the site is below the 1% Annual Exceedance Probability for flood in Bundarra, well below the Flood Planning Level, and situated in a flood storage area it is considered that the proposed development as constructed is not compatible with the flood hazard of the land.



Figure 2: Flood Planning Area at Bundarra. Flood storage areas are hatched in light blue.

Unhatched area is floodway in a 1% AEP event.

Compliance with the Uralla Development Control Plan 2011(DCP): Chapter 11 of the DCP states that building floor levels, including non-habitable rooms, shall be at or above the Flood Planning Level. As the building floor levels of the proposed development are below the Flood Planning Level the application is not compliant with this development standard.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

The application was notified as per the provisions of the Uralla Development Control Plan 2011.

2. Policy and Regulation

Uralla Development Control Plan 2011

Uralla Local Environmental Plan 2012

Environmental Planning and Assessment Regulation 2000

Environmental Planning & Assessment Act 1979

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Council may have some exposure to liability should the structure or occupants be damaged / injured in a flood event.

7. Performance Measures

Nil

8. Project Management

Nil

Development Assessment Report

DA Number: DA-43-2020 **Council:** Uralla Shire Council
Location: 11 Court Street BUNDARRA
Development Description: Change of Use - Conversion of Shed to Dwelling
Title Details: Lot: 8 Sec: 60 DP: 758181

Property Details/History

	Checked	Comments
File History	Yes	
Title Plan	Yes	
Check Ownership	Yes	

Application Type

Is this application an Integrated Development Application? No
Is it a BASIX affected development? Yes. Certificate 1135557S supplied.

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence or referral? No
Is there any other issue that requires notation? No
Does this application require referral for decision by Council? Yes

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned: RU5 Village

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes	The proposed land use requires development consent.
Clause 6.2 Flood Planning	No	The LEP states that development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development is compatible with the flood hazard of the land. As the site is below the 1% Annual Exceedance Probability for flood in Bundarra, well below the Flood Planning Level, and situated in a flood storage area it is considered that the proposed development is not compatible with the flood hazard of the land.

Development Control Plan

Section 4.15(1)(a)(iii) – EP & A Act

Does Uralla DCP 2011 apply to this land/proposal? Yes. Chapter 11 of the DCP states that building floor levels, including non-habitable rooms, shall be at or above the Flood Planning Level. As the building floor levels of the proposed development are below the Flood Planning Level the application is not compliant with this development standard.

Regional Environmental Plan

The proposed development is inconsistent with Direction 18 of the New England North West Regional Plan "Provide great places to live" as the development is not well located.

State Environmental Planning Policy

Is this proposal affected by a SEPP? No

Environmental Impacts

Section 79c(1)(b) – EP & A Act

Does this proposal have any potential environmental impacts? No

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected? Yes

Comment: As the building is already constructed it cannot be conditioned to be above the flood level.

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

Is this property bush fire prone as per the Bush Fire Prone Map? No

Construction Assessment

Is a construction assessment required? Yes

Has a construction assessment been completed? Yes

Comment: Certification for a Class 1a structure provided dated 11.3.2020. Post construction compliance assessment provided dated 26.6.2019.

Section 68 Assessment

Section 68 – LGA Act

Is a section 68 approval required? No

Notification

Section 4.15(1)(d) – EP & A Act

Was this application notified? Yes

Is this application an advertised development application? No

Were there any written submissions received? No

Public Interest

Section 79c(1)(e) – EP & A Act

Does this proposal have any construction or safety issues? No

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this proposal No. It is considered inappropriate to approve a shed as a dwelling in an urban area, and inappropriate to approve a dwelling without at least 500mm freeboard above the 1% AEP flood level.

Assessing Officer General Comment

ASSESSMENT – KEY ISSUES

Development standards: The proposed development is considered inconsistent with the objectives of the ~~objectives of the~~ Uralla Development Control Plan 2011 and the requirements of Environmental Planning and Assessment Act 1979 as:

- o The design does not produce attractive development;
- o The design does not protect the neighbourhood character;
- o The design is not compatible with and does not improve the streetscape of the locality;
- o The structure does not “address the street” by presenting front doors and windows to the street.

Flooding: The site is below the 1% Annual Exceedance Probability for flood in Bundarra, well below the Flood Planning Level, and situated in a flood storage area

Recommendation

Refusal for non-compliance with:

- Environmental Planning and Assessment Act 1979;
- Uralla Local Environmental Plan 2012, and
- Uralla Development Control Plan 2011.

Conclusion

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached:

No

Signed:



Matt Clarkson, Manager of Development and Planning

Date: 6.11.2020

PRESCRIBED CONDITIONS (under Environmental Planning and Assessment Regulation 2000)

Nil

GENERAL CONDITIONS

1. 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.

2. The applicant shall obtain approval from Council under the Local Government Act 1993 to operate the approved on-site sewage management system.

Note: Applications to operate an on-site sewage management system must be renewed every 1, 3 and 5 years (as applicable).

Reason: To ensure compliance with appropriate standards.

ADVISORY NOTES – GENERAL

3. The Applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.
4. 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.
5. 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.
6. 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.
7. 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.

END



15.6. DPIE – Water Groundwater Investigation Project Funding

Department: Infrastructure & Development
Prepared by: Manager Water Waste and Sewerage Services
TRIM Reference: UINT/20/10527
Attachments: Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal: 3.4 Secure sustainable and environmentally sound water-cycle infrastructure and Services
Strategy: 3.4.1 Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies
Activity: 3.4.1.1 Provide water supply
Action: 3.4.1.1.3 Conduct investigations to identify origins of arsenic in the Uralla Water supply and progress other initiatives identified in the Integrated Water Cycle Management Plan to mitigate the risk

SUMMARY:

This report makes recommendations for Council to accept the funding offer from the NSW Government of \$1,500,000.00 for the Groundwater Investigation project.

RECOMMENDATION:

That Council:

Accepts the funding offer from the NSW State Government of \$1,500,000 to undertake a Groundwater Investigation Project subject to the finalisation of the funding deed, for the investigation of groundwater or other alternative water sources capable of providing water security measures for the Uralla water supply.

BACKGROUND:

The township of Uralla experienced an extended period of drought in 2019 which ultimately contributed to elevated levels of Arsenic contamination in the town water supply. As a result of the contamination, bottled water was provided to residents in the township until adequate treatment of the raw water could be implemented. The period of contamination lasted from 18-December- 2019 to 28-April-2021.

Following requests to the NSW State Government from the Acting General Manager in January and February of 2020 on these issues, \$1,500,000.00 in funding has now been offered to Council to undertake groundwater investigations with a view to improving the security of the Uralla water supply. This funding will be used to investigate the viability of groundwater for supplementation of the Uralla Kentucky Dam water source when needed, or to determine alternative water security options for safeguard of the Uralla town water supply.

REPORT:

The Groundwater Investigation project has been developed to understand the availability of groundwater in the vicinity of the Uralla Water Treatment Plant and to investigate the opportunity to provide an alternative water supply source from groundwater supplies.

The current expected outcomes of the project are to identify a suitable alternative water source for Uralla town water supply. However, it is recognised that this project may not identify suitable groundwater sources. If suitable groundwater sources aren't available, the project will move focus to developing a comprehensive list of alternative water source solutions for investigation.

The identified solution may be able to provide Uralla with an alternative water supply when the Kentucky Dam supply reaches critical levels.

Subject to the results of the investigation phase of the project, the project scope has included the possibility of design and construction of the infrastructure for the mitigation of identified issues, subject to funding.

The key objectives of the project are given below:

Key Issues	Key Project Objectives	Key Success Indicators
The calculated demand volume of the Uralla water supply, exceeds the capacity of Kentucky Dam.	To investigate viable alternative options for securing the calculated demand volumes for the Uralla town water supply.	Identification of viable option to source the calculated water volumes.
The high probability of water supply contamination from elements present in the subsurface soils.	To identify presence and concentration of any contaminants and develop methods of treatment for contaminants where required.	Identification of type and concentration of contaminants.
Absence of designs and infrastructure to manage the other identified issues.	To develop designs and construct infrastructure for mitigation of identified issues.*	Completion of designs and construction of required infrastructure.*

* subject to funding within this grant or alternate funding sources.

The \$1,500,000.00 funding for this project has been offered under the Safe and Secure Water Program (SSWP) from The Department of Planning Industry and Environment - Water.

KEY ISSUES

- An appropriate groundwater source may not be found and alternative water source options may require investigation.
- The funding deed allows for a flexible project scope to respond to the results of the groundwater investigation and enable Council to leverage the optimum outcome from the grant funding.
- The project is 100% funded by the State Government up to \$1,500,000.

COUNCIL IMPLICATIONS

- 1. Community Engagement/ Communication (per engagement strategy)**
Landholder notifications for groundwater investigation
- 2. Policy and Regulation**
Integrated Water Cycle Management Plan. Drinking water management strategy
- 3. Financial (LTFP)**
Safe and Secure Water Program (SSWP) funding of \$1,500,000.00
- 4. Asset Management (AMS)**
To be updated pending the results of this project
- 5. Workforce (WMS)**
Internal and External Labour
- 6. Legal and Risk Management**
Public liability insurance
- 7. Performance Measures**
As listed in the table in the report above.
- 8. Project Management**
Council Staff.



15.7. Community Grants Panel Individual Application

Department: Corporate Services
Prepared by: Coordinator Communications and Engagement
TRIM Reference: UINT/20/9977
Attachments: Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report provides the outcome of the review by the Community Grants Assessment Panel, who received one application under the Community Grants Program 2020-21 - Individuals category for assessment, to provide recommendations for determination by Council.

RECOMMENDATION:

That Council adopt the Community Grants Panel Committee recommendation to award funding allocations under the 2020-21 Community Grants Program – Individuals category to:

- 1) Ms Robyn Wheeler for the amount of \$300.**

BACKGROUND:

At its Ordinary Meeting 27 October 2020, Council awarded grant funding to individuals under the Community Grants Program 2020-21 (resolution 09.10/20). Following this resolution, the remaining Community Grants Program 2020-21 budget is \$7,600.

In accordance with the Community Grants Guidelines, applicants within the Individuals category are able to make application at any time throughout the year, providing their application meets the guidelines criteria and is submitted at least four (4) weeks prior to the planned activity.

REPORT:

Council recently approved two Community Grants in the individual category for two people to attend the Elders Olympics.

Council has received a further application under the Community Grants Program 2020-21 - Individuals category as follows:

- 1) Ms Robyn Wheeler requested the amount of \$300 to attend the Elders Olympics held in Nambucca Heads in April 2021.

Uralla Shire Council
Council Business Paper – 24 November 2020

The application was provided to the Community Grants Assessment Panel for review, comprised of Councillors O’Connor, Ledger, and Crouch.

Council received confirmation of assessment from one member of the panel only and is set out in the table below. Two members of the panel did not provide a response within the nominated two week timeframe and for the purpose of this report it is assumed the panel members were in consensus and held no objection to either the responding member of the panel or the officer’s recommendation as provided to them.

Applicant	Amount requested	Purpose	Panel Assessment of Eligibility Criteria and Recommendation	Conditions of Grant
Ms Robyn Wheeler	\$300	To attend the Elders Olympics	The application meets the Guidelines criteria. The Panel recommends the applicant be awarded \$300 to undertake the activity.	That in accordance with the Community Grants Guidelines, the funding is used solely for: <ul style="list-style-type: none"> - Travel requirements - Accommodation - Activity registration or entry fees - Purchase or hire of equipment or materials required to compete or participate in the development activity - Transportation of equipment or materials.

The Community Grants Assessment Panel had no objection to the applicant’s eligibility under the Community Grants Guidelines and provided the recommendation to Council that funds under the Community Grants Program 2020-21 – Individuals category be awarded as follows:

- 1) Ms Robyn Wheeler for the amount of \$300 to attend the Elders Olympics to be held in Nambucca Heads in April 2021.

Should the funding allocation be approved and a resolution passed by Council to award the grants, a letter of offer will be forwarded to the successful applicant along with conditions and offer of acceptance documentation to be signed and returned to Council.

KEY ISSUES:

- Council runs a “non-recurrent” grants category for Individuals of up to \$300. Applications under the individual category can be submitted any time of year at least four (4) weeks prior to the planned activity. Eligible applications will be accepted until funds are expended for this category.
- Available funding in the Community Grants Program 2020-21 is currently \$7,600.
- The Community Grants Assessment Panel has assessed the application and provided the recommendation to Council to grant a total of \$300.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Council's Community Grants Program is advertised through the Council newsletter, media releases and social media.

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>

3. Financial (LTFP)

Should Council adopt the Community Grant Panel's recommendation, Council will commit a total of \$300 to award the individual grant. The Community Grants Program 2020-21 remaining budget will subsequently be \$7,300.

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

The participants' attendance in the activity will be reported to Council and submitted within 30 days of attendance, as set out in the Letter of Offer.

8. Project Management

Coordinator Communications and Engagement



15.8. Operational Plan 2020-21 Quarterly Report as at September 2020

Department: Corporate Services
Prepared by: Coordinator Governance and Risk
TRIM Reference: UINT/20/10579
Attachments: UINT/20/10652 Operational Plan 2020-21 Quarterly Progress Report as at 30 September 2020

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.1	Provide clear direction for the community through the development of the Community Strategic Plan, Delivery Program, and Operational Plan
Activity:	4.1.1.1	Deliver integrated strategic planning and reporting requirements
Action:	4.1.1.1.3	Monitor the annual Operational Plan by way of regular progress reporting to Council.

SUMMARY:

This report provides to Council a summary of the actions delivered during the first quarter of the 2020-21 Operational Plan and to reflect the progress made toward achieving the five-year Principal Activities contained in Council's 2017-22 Delivery Program.

RECOMMENDATION:

That Council receive and note the 2020-21 Operational Plan Progress Report at 30 September 2020.

BACKGROUND:

Section 404(5) of the *NSW Local Government Act 1993* requires that regular progress reports are provided to Council reporting its progress in respect to the principal activities detailed in its Delivery Program. Progress reports must be provided at least every 6 months.

The Delivery Program is Council's commitment to the delivery of services and implementation of Principal Activities over the five-year period of the council term to achieve the goals and strategies detailed in the Community Strategic Plan. The Delivery Program is the key accountability mechanism for Council in the delivery of the community's goals and aspirations.

The Operational Plan is a sub-set of the Delivery Program and provides details of the individual actions that will be undertaken during a financial year to achieve the Delivery Program's Principal Activities. Responsibility for the delivery of Operational Plan actions is allocated to responsible officers who provide progress information.

REPORT:

The first quarter of the 2020-21 financial year comprises the period from 1 July 2020 to 30 September 2020.

Council's First Quarter Progress Report as at 30 September 2020 is attached to this report at Attachment A.

Uralla Shire Council
Council Business Paper – 24 November 2020

A summary of the key Operational Plan actions delivered and progress achieved for the three month period to 30 September 2020 is set out in the table below:

Action Status Summary

Action Status at 30 September 2020		Our Society	Our Economy	Our Environment	Our Leadership	Total	%
<input type="checkbox"/>	Achieved or on target	44	35	37	66	183	92.0%
<input type="checkbox"/>	Not on target, being closely managed	2	1	1	3	6	3.5%
<input type="checkbox"/>	Action cancelled or not able to be achieved	0	0	1	0	1	0.5%
<input type="checkbox"/>	Action not yet commenced	2	3	0	3	8	4.0%
Total		48	39	39	72	198	

Of Council's Operational Plan actions for the three month period ending 30 September 2020, 92.0% are on target or achieved with 3.5% being closely managed and 0.5% being cancelled or not able to be achieved. Of the 198 total actions, 4% have not yet commenced as at 30 September 2020.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Community engagement and consultation was undertaken in the preparation of the combined Delivery Program 2017-22 and Operational Plan 2020-21.

2. Policy and Regulation

Local Government Act 1993 (NSW)

3. Financial (LTFP)

N/A

4. Asset Management (AMS)

N/A

5. Workforce (WMS)

N/A

6. Legal and Risk Management

N/A

7. Performance Measures

This report outlines the achievement of key actions from within the combined Delivery Program 2017-22 and Operational Plan 2020-21.

8. Project Management

Operational Plan quarterly progress reports are compiled by the Coordinator Governance and Risk.



Delivery Program 2017-2022

Operational Plan 2020/2021

First Quarter Progress Report

About this report

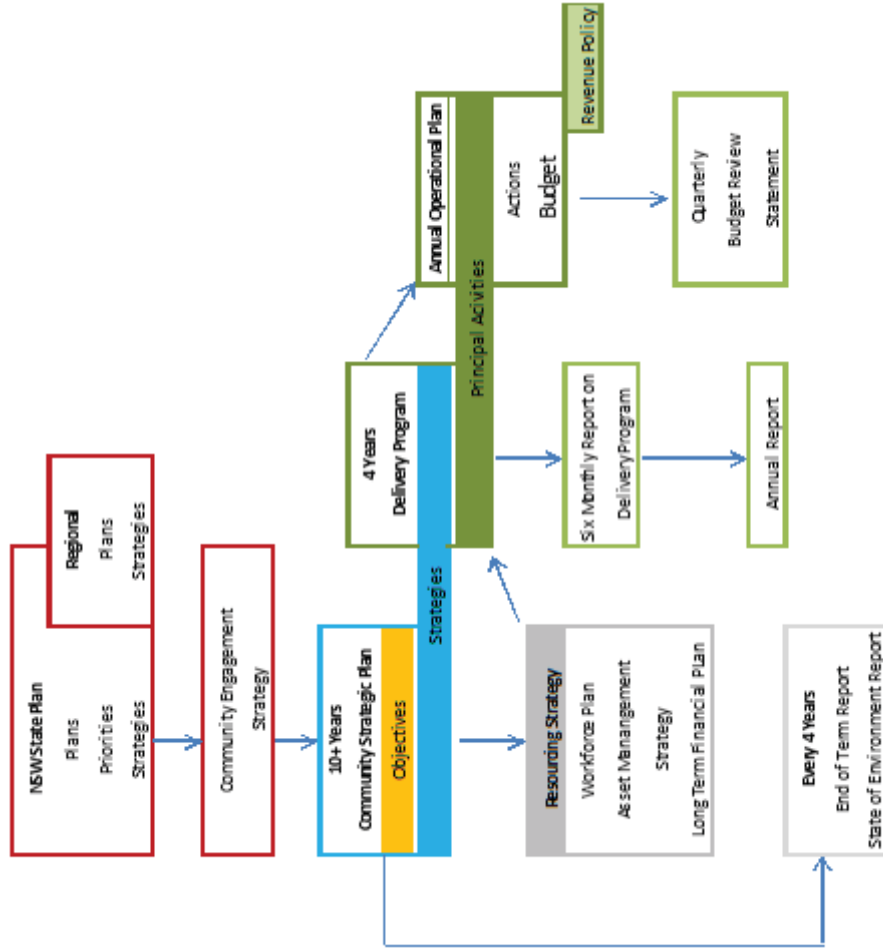
In 2009, the NSW Government introduced a new framework guiding local government in a new approach to planning for and reporting on their activities. This new framework is known as Integrated Planning and Reporting.

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

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

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

The attached report is a summary of our achievements during the first quarter of the combined Delivery Program 2017-2022 and Operational Plan 2020/2021 and covers the period from 1 July 2020 to 30 September 2020.



Contents

Measuring our progress.....	4
Organisational Performance.....	4
Detailed Performance Report.....	8
1. Our Society.....	8
2. Our Economy.....	20
3. Our Environment.....	29
4. Our Leadership.....	37

Measuring our progress

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

In 2020/2021 Council committed to 198 actions focused on achieving the community's vision within these four themes. Those actions are detailed in the combined Delivery Program 2017-2022 and Operational Plan 2020/2021. In this report, our progress in meeting the community's vision within Council's Delivery Program 2017-2022 and Operational Plan 2020/2021 is illustrated by the following coloured symbols:

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

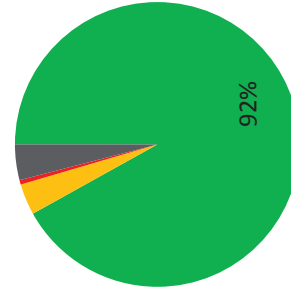
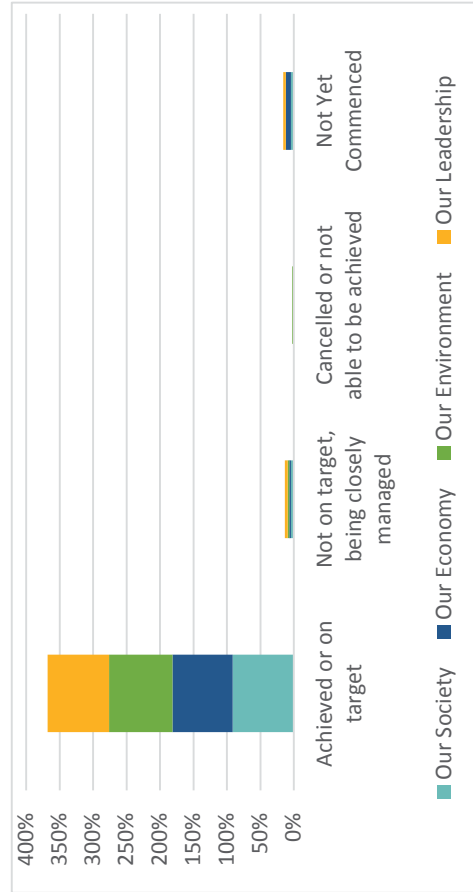
Each of the 198 actions are assigned to a responsible local government officer, who provides quarterly progress report on each action using the coloured symbols above. The responsibility legend is set out below.

● GM	General Manager	General Manager's Office
● EA	Executive Assistant to the General Manager and Mayor	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
● MWWS	Manager Waste, Water and Sewerage Services	Infrastructure and Development
● MDP	Manager Development and Planning	Infrastructure and Development
● MCI	Manager Civil Infrastructure	Infrastructure and Development
● EMCS	Executive Manager Corporate Services	Corporate Services
● CCE	Coordinator Communications and Engagement	Corporate Services
● LIB	Librarian	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
● MMG	Manager McMaugh Gardens Aged Care	Aged and Community Care
● MCC	Manager Community Care	Aged and Community Care

Organisational Performance

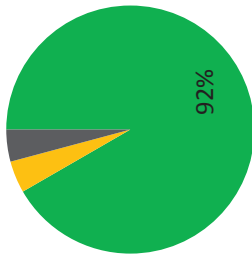
Delivery Program – 2020/2021 Annual Action

Strategic Themes	Achieved or on target		Not on target, being closely managed		Cancelled or not able to be achieved		Not Yet Commenced	
	No.	%	No.	%	No.	%	No.	%
Our Society	44	92%	2	4%	0	0%	2	4%
Our Economy	35	90%	1	3%	0	0%	3	8%
Our Environment	37	95%	1	3%	1	3%	0	0%
Our Leadership	66	92%	3	4%	0	0%	3	4%
Total	182	92.0%	7	3.5%	1	0.5%	8	4.0%



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved
- Not Yet Commenced

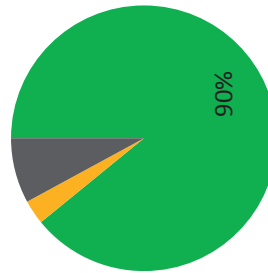
Our Society



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved
- Not Yet Commenced

The Operational Plan 2020-21 contains 48 actions geared towards reaching the Community Strategic Plan goals for **Our Society**. In the three months to 30 September 2020, 92 per cent of these actions are achieved or on target.

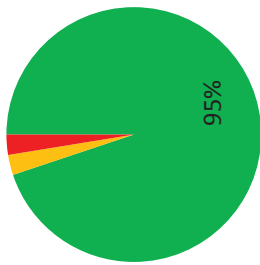
Our Economy



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved
- Not Yet Commenced

The Operational Plan 2020-21 contains 39 actions geared towards reaching the Community Strategic Plan goals for **Our Economy**. In the three months to 30 September 2020, 90 per cent of these actions are achieved or on target.

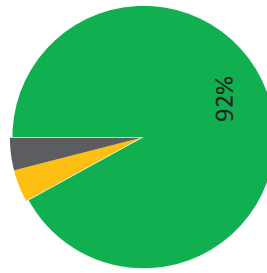
Our Environment



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved
- Not Yet Commenced

The Operational Plan 2020-21 contains 39 actions geared towards reaching the Community Strategic Plan goals for **Our Environment**. In the three months to 30 September 2020, 95 per cent of these actions are achieved or on target.

Our Leadership



- Achieved or on target
- Not on target, being closely managed
- Cancelled or not able to be achieved
- Not Yet Commenced

The Operational Plan 2020-21 contains 72 actions geared towards reaching the Community Strategic Plan goals for **Our Leadership**. In the three months to 30 September 2020, 92 per cent of these actions are achieved or on target.

1: Our Society

1.1: A proud, unique and inviting community

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.1.1	Maintain parks, gardens and open spaces	Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces.	Environmental Management Coordinator	Volunteer maintenance activities	Increased		Ongoing. Mt Mutton, Friends of Barry Mundays Reserve and BMX Park groups.
		Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens, and open spaces.	Manager Civil Infrastructure	Volunteer maintenance activities	Increased		Ongoing.
		Undertake annual maintenance program of parks.	Manager Civil Infrastructure	Service levels	Maintained		Undertake mowing, watering, weeding and planting at Alma Park. Continue Covid safe cleaning & disinfection at public toilets.

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


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.2.1	Prepare open space strategy	Engage with the community and key stakeholders in developing the Open Spaces Strategy.	Manager Development & Planning	Engagement program	Implemented		Completed and adopted. Second version due mid-2021.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		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).	Manager Development & Planning	Strategy and Action Plan	Adopted		Consultant engaged.

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






Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.3.1	Provide cemetery services	Undertake annual maintenance program of all cemeteries.	Manager Civil Infrastructure	Service levels	Met		General lawn maintenance.
		Seek heritage funding to carry out restoration work at Urallas Old Cemetery.	Manager Civil Infrastructure	Heritage funding application	Lodged		No funding identified.
		Provide family history information and interment services.	Manager Civil Infrastructure	Services	Provided		Update record ongoing.

1.1.4: Support, encourage and celebrate community participation and volunteerism

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.1.4.1	Encourage volunteer participation	Develop a volunteer strategy including an induction and support program to promote participation that encourages involvement by people with a disability (DIAP 3.2).	Coordinator Communications & Engagement	Strategy	Developed		This action has not yet commenced with plans to begin action in the last half of the year.

1.2: A safe, active and healthy shire


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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.1.1	Maintain community swimming complex, sports and recreation facilities	Undertake the necessary maintenance to enable the operation of the Uralla swimming pool.	Manager Civil Infrastructure	Service levels	Maintained		Swimming pool reopened on 17 October 2020. Pool pumps serviced and water quality tested. Install Covid safe measures with hand sanitizer and attendance register.
		Maintain and test pool water quality in compliance with Department of Health guidelines.	Manager Civil Infrastructure	Water quality	Compliant		Pool season commences in October.
		Implement upgrades to the Uralla Sporting Complex through the Stronger Country Communities Fund.	Manager Development & Planning	Upgrades	Completed		Complete.
		Undertake the annual maintenance program at sporting fields (DIAP 2.7).	Manager Civil Infrastructure	Service levels	Maintained		Ongoing.
1.2.1.2	Provide shared footpaths and cycleways	Implement the priority projects set out in the 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).	Manager Civil Infrastructure	Identified works	Completed		Works to be undertaken in the 3rd or 4th quarter.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.2.1	Improve access to regional health services	Liaise with medical practitioners to prepare for participation in the 2020-2021 Bush Bursary/CWA Scholarship program.	Coordinator Communications & Engagement	Liaison with medical practices	Completed		Participation is finalised beginning in December 2020.







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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.3.1	Enhance recreational facilities for children	Deliver upgrades to children's recreation facilities throughout the shire through grant funding.	Director Infrastructure & Development	Grant funding	Milestones met		Ongoing via Stronger Country Communities and Drought Communities Extension funding programs.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.4.1	Preserve community safety	Give support, within Council's area of functional responsibility, to the police, emergency services, and community groups to preserve community safety.	Director Infrastructure & Development	Support	Provided		Participated on the LEMC COVID-19 Response Committee.

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.2.5.1	Provide effective regulatory, compliance and enforcement services	Carry out food premises inspections to ensure compliance with the Food Act.	Manager Development & Planning	Food premises inspected annually	100%		Most inspections complete.
		Submit annual food premises compliance report.	Manager Development & Planning	Food premises returns submitted	Annually		To be completed.
		Issue and serve Orders where necessary under relevant legislation.	Manager Development & Planning	Issued orders are compliant with legislation	100%		Up to date.
		Register, licence and inspect onsite sewerage treatment systems.	Manager Development & Planning	Number of inspections undertaken as scheduled	90%		Reduction of backlog of desktop assessments progressing well.
		Administer companion animal registrations, respond to companion animal noise complaints, and impound animals and stray stock as required.	Manager Development & Planning	Respond to companion animal complaints	100%		Up to date.
		Finalise and implement a trade waste policy.	Manager Development & Planning	Policy	Implemented		Draft policy prepared.

1.3: A diverse and creative culture

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.1.1	Provide library services and programs	Manage the service level agreement with Central Northern Regional Library. Attend Central Northern Regional Library committee meetings.	Librarian	Service level agreement	Compliant		Broad range of library services provided as per service level agreement
		Operate the Uralla library service and programs.	Librarian	Uralla library open	7 days a week		Registered to attend next Northern Regional Library AGM and General Meeting to be held in November 2020 Library open 30 hours per week as per service level agreement
		Operate the Bundarra library service.	Librarian	Bundarra library operating and resources renewed	Quarterly		Bundarra library services operating and resources renewed

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.2.1	Facilitate the development of a range of community and cultural activities	Coordinate the development of a Uralla Shire event toolkit.	Tourism Promotion and Operations Officer	Toolkit	Completed		Toolkit of a number of documents has been developed and branded to a draft stage. Coordinator Communications and Engagement to review and arrange to workshop with USC stakeholders to finalise. Major festivals cancelled under COVID 19
		Attend Arts North West regional meetings.	Coordinator Communications & Engagement	Meetings	Attended		All possible meetings attended and Arts North West information shared in the Councillor Bulletin when available.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.3.3.1	Enhance opportunities for community cultural and creative expression	Coordinate and deliver Councils annual community grants and financial assistance programs.	Coordinator Communications & Engagement	Grants program round delivered	=2		Round 1 of the 2020/2021 Community Groups Grant Program awarded. Community Individual Grants assessed as necessary.





1.4: Access to and equity of services

1.4.1: Operate and maintain the McMaugh Gardens Aged Care Facility



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.1.1	Operate a residential aged care facility	Manage McMaugh Gardens Aged Care facility in a financially sustainable manner, including identifying and planning for impacts of bathroom renovations upon revenues.	Manager McMaugh Gardens	Operating result	Per plan		Bathroom renovations have achieved significantly refurbished increased revenue
		Maintain aged care facility accreditation and satisfactory aged care quality audit outcomes.		Annual average occupancy at benchmark	Per plan		
			Manager McMaugh Gardens	Accreditation	Maintained		Full accreditation and compliance maintained with 4 dot rating
				Quality audit outcomes	Satisfactory		

1.4.2: Provide quality Community Care, Ageing and Disability services




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.2.1	Provide aged and disability services	Manage consumer directed aged and disability services in a financially sustainable manner.	Manager Community Care	Net operating surplus	Achieved		Going well, service delivery on target and within budget allocation.
		Manage state and federal funding agreements and grant acquittals for compliance.		Funding agreements reporting and acquittals	Compliant		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Maintain accreditation and satisfactory quality audit outcomes.	Manager Community Care	Accreditation Quality audit outcomes	Maintained Satisfactory		Updating documentation in line with the Aged Care Quality Standards. Formal notification of the updated Certificate of Registration was received from the NDIS Quality and Safeguards Commission in this quarter.
1.4.2.2	Provide community transport services	Manage community transport services in a financially sustainable manner.	Manager Community Care	Net operating surplus	Achieved		Transport services are being well managed despite the restrictions imposed with social distancing preventing most group social support services causing an underspend. The TCT Coordinator is in place and working well.
		Manage NSW State Government funding agreements and grant acquittals for compliance.	Manager Community Care	Funding agreements reporting and acquittals	Compliant		Acquittal preparation for Community Transport is ready to go to Finance for pre-submission approval.
		Maintain satisfactory service reviews and audit outcomes.	Manager Community Care	Audit outcomes	Satisfactory		No audits are being conducted since the start of Covid-19. Documentation is being updated. A new Agreement was signed to continue funding until December.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.3.1	Promote Council's services and facilities	Coordinate a local government week program to raise awareness of the services provided by Council. Oversee the preparation and distribution of a regular Council newsletter to residents.	Coordinator Communications & Engagement Coordinator Communications & Engagement	Program Newsletter published	Delivered Monthly	 	2020 activities limited due to COVID-19 restrictions. Print and digital newsletter distributed each month.

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


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.4.1	Increase community participation in community and cultural events	Promote Uralla Shire community events through Councils website. Seek Youth Week funding and facilitate the coordination of the Youth Week program of activities. Facilitate youth program of activities.	Tourism Promotion and Operations Officer Librarian Librarian	Events promoted Funding application Youth activities	As requested Lodged Delivered	  	The website is under continual review with events and entities added, amended, hidden or archived. Under COVID-19 many events have been cancelled or postponed. Youth Week Program scheduled for November 2020 Youth Week activities scheduled for November 2020. Library youth programs provided



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Seek National Aboriginal and Islander Day Observance Committee (NAIDOC) funding and coordinate Councils NAIDOC activities in consultation with the Elders.	Coordinator Communications & Engagement	NAIDOC activities	Delivered		Planning for NAIDOC 2021 will commence later in the year.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.5.1	Enhance transport services	Advocate, when necessary, for continuing access to Mascot airport at peak times.	General Manager	Advocate	As necessary		No action required in July-September 2020 - COVID 19 restrictions have reduced issues in the short term.

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


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
1.4.6.1	Develop and implement a range of strategies to improve access and inclusion to council facilities and services	Incorporate principles of inclusion into Council's asset planning and renewal programs (DIAP).	Director Infrastructure & Development	Principles	Implemented		Ongoing. Disabled access provided for in new works and renewals including ramp at Central School entrance and Bundarra Sports and Rec amenities building.
				Plan developed	Implemented		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Develop and implement a Disability Inclusion Action Plan (DIAP).	Manager Community Care				No actions in this period.
		Operate the Visitor Information Centre.	Tourism Promotion and Operations Officer	Visitor Information Centre	Operational		Disability access and provision of disability toilets continues, as well as provision of a mobility map via Uralla.com and hard copies via the Visitor Information Centre. The disability logo was refreshed in the disabled car parking space.


2: Our Economy


2.1: An attractive environment for business, tourism and industry

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.1.1	Promote Uralla Shire through the Visitor Information Centre	Deliver the goals of the Uralla Shire Promotional Campaign project through the NSW Bushfire Community Resilience & Economic Recovery Fund - Phase 1 grant funding.	Coordinator Communications & Engagement	Project milestones	Met		Presented to 22 September 2020 Ordinary Meeting for Council review. Council resolved to seek project variation and extension of time.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.2.1	Improve recognition of Uralla Shire and the region's strategic economic advantages	Commence implementation of the Visitor Information Centre improvement project. Partner with neighbouring councils to coordinate delivery of the Regional Economic Development Strategy.	Director Infrastructure & Development Executive Manager Corporate Services	Project implementation Sub-regional working group meetings	Commenced Attended	 	Contract being finalised. New England Joint Organisation (NEJO) has applied for funding to prepare new regional economic development strategy. NEJO finalising regional road network strategy report. New England High Country marketing plan.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Partner with neighbouring councils to coordinate delivery of the Regional Economic Development Strategy.	Coordinator Communications & Engagement	Sub-regional working group meetings	Attended		Regional Economic Development Strategy milestones due to be reviewed in early 2021.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.3.1	Enhance infrastructure to support regional education, transport and health development	Lobby government for funding to undertake necessary upgrades to provide HML capacity. Develop a list of priority transport infrastructure projects to capitalise on grant funding opportunities.	Director Infrastructure & Development Director Infrastructure & Development	Number of lobbying activities Priority list	Maintained Compiled	 	Liaising with Transport for NSW for HML arrangements for Lone Pine Bridge over the Gwydir River. Under development.

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.1.4.1	Process building and development applications	Assess and determine development, construction, and other regulatory applications. Construction certificates provided in accordance with legislation.	Manager Development & Planning Manager Development & Planning	Applications determined Certificates provided	=Statutory timeframes =Statutory timeframes	 	Up to date. Up to date.

2.2: Growing and diversified employment, education and tourism opportunities

2.2.1: Provide land use planning that facilitates employment creation


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.1.1	Optimise land use planning instruments to support employment creating business and industries	Monitor and review Councils Local Environment Plan and other strategic and supporting planning documents.	Manager Development & Planning	LEP and DCP	Maintained		Planning Proposal report prepared for Council. Up to date.

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


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.2.1	Encourage business and industry development	Assess and maintain a sufficient supply of residential, lifestyle, agricultural commercial and industrial zoned land.	Manager Development & Planning	Supply and demand review	Completed		Adequate land stock available in all zones.
		Commence construction of Stage 1 for the Rowan Avenue, Uralla, subdivision, subject to funding and resolution of Council.	Director Infrastructure & Development	Construction of Stage 1	Commenced		Currently not funded.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.3.1	Provide information to support new and existing business operators	Provide consultation with potential new business operators and pre-development application assistance.	Manager Development & Planning	Consultation and assistance activities	Documented		Up to date.






Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Facilitate disaster preparedness and resilience training and resources to local businesses through the NSW Bushfire Community Resilience & Economic Recovery Fund - Phase 1 grant funding.	Coordinator Communications & Engagement	Project milestones	Met		Presented to 22 September 2020 Ordinary Meeting for Council review. Council resolved to seek project variation and extension of time.

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


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.2.4.1	Promote Uralla Shire and the region as a tourism destination	Collaborate with other councils and tourism bodies to promote the region with a Uralla Shire focus.	Tourism Promotion and Operations Officer	Promotional activity	=2		New England High Country partnership with 5 neighbouring LGAs and Emprise Group continues to deliver high quality targeted promotion in a number of sectors as well as finalising of the replacement NEHC Visitor Guide, soon to be released.


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

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.1.1	Deliver road and drainage maintenance services and capital works programs	Deliver sealed roads capital renewal program per Transportation Asset Management Plan.	Manager Civil Infrastructure	Percentage of program completed	90%		Bingara Road upgrades final 2km under construction.
		Seek funding for transport infrastructure expansion projects.	Manager Civil Infrastructure	Number of funding applications	Maintained		Bergen Road Blackspot program application lodged.
		Deliver unsealed roads grading program in line with established service levels and intervention points per Transportation Asset Management Plan.	Manager Civil Infrastructure	Percentage of program completed	90%		Ongoing.
		Deliver unsealed roads resheeting program in line with established service levels per Transportation Asset Management Plan.	Manager Civil Infrastructure	Percentage of program completed	90%		Spot resheeting works undertaken.
		Inspect all bridges and carry out the required maintenance programs.	Manager Civil Infrastructure	Percentage of program completed	90%		Some maintenance works undertaken.

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


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.2.1	Deliver bridge and culvert maintenance services and capital works programs	Deliver sealed roads capital renewal program per Transportation Asset Management Plan.	Manager Civil Infrastructure	Percentage of program completed/	90%		Ongoing.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Deliver bridge and culvert capital works program per Transportation Asset Management Plan.	Manager Civil Infrastructure	Percentage of program completed	90%		Tolleys Gully Bridge tender documentation prepared.


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

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

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.4.1	Deliver town and village streets maintenance services and capital works programs	Deliver town streets maintenance and resealing programs per Transportation Asset Management Plan.	Manager Civil Infrastructure	Percentage of program completed	90%		Scheduled for summer months.

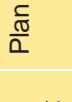
2.3.5: Maintain existing and cycling networks across the region

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.5.1	Deliver walkways and cycle ways maintenance services and capital works programs	Inspect footpaths and deliver maintenance and repair program.	Manager Civil Infrastructure	Percentage of program completed	90%		Footpath renewal works undertaken at Central School.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.6.1	Expand the Shire's integrated and accessible cycle ways and walkways network	Seek funding from Roads and Maritime Services to extend shared pedestrian/cycleway along Plane Avenue to from East Street for 185m towards Rowan Avenue.	Manager Civil Infrastructure	Funding applications	Submitted		Grant funding application submitted.

2.3.7: Implement and maintain developer contribution plans


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.7.1	Develop section 94 and section 64 contribution framework	Develop Section 64 and Section 7.11 and Section 7.12 contribution plans for consideration	Manager Development & Planning	Plan	Completed		Consultant engaged to prepare Section 7.11 and Section 7.12 plans.

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






Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.3.8.1	Enhance Council's public transport infrastructure	Develop a renewal and maintenance program for Council bus stops.	Manager Civil Infrastructure	Service levels	Developed		To be commenced.



2.4: Communities that are well serviced with essential infrastructure

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


Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.1.1	Provide public amenities for residents and visitors	Deliver maintenance and renewal programs for public amenities per Buildings Asset Management Plan.	Director Infrastructure & Development	Service levels	Maintained		Buildings Asset Management Plan under review to reflect current condition and renewal works and upgrades undertaken as part of the grant funding programs.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.2.1	Develop and implement asset management plans	Prepare an overarching asset management policy and strategy.	Director Infrastructure & Development	Draft	Completed		Under preparation.
		Review and update the Plant Asset Management Plan.	Director Infrastructure & Development	Plan update	Completed		Renewal program under review.
		Review and update the Buildings Asset Management Plan, including service levels.	Director Infrastructure & Development	Plan update	Finalised		Review commenced.
		Review and update the Transport Asset Management Plan.	Director Infrastructure & Development	Review	Completed		Commenced.
		Incorporate Council cemeteries into the Parks and Open Spaces Asset Management Plan.	Director Infrastructure & Development	Plan	Completed		Draft plan to be reviewed.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review and update the Sewer Asset Management Plan.	Manager Waste, Water & Sewerage Services	Plan update	Completed		Under review.
		Review and update the Water Supply Asset Management Plan.	Manager Waste, Water & Sewerage Services	Plan update	Completed		Under review.
		Implement the Stormwater Drainage Asset Management Plan.	Director Infrastructure & Development	Plan update	Completed		Requires further development.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.3.1	Provide connectivity to public spaces	Continue with footpath and cycleway program as per the Pedestrian Access and Mobility Plan.	Manager Civil Infrastructure	Connectivity	Improved		To be undertaken in 3rd or 4th quarter subject to Transport for NSW funding.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
2.4.4.1	Maintain kerb and guttering to established service levels	Inspect all kerb and gutter and undertake the required repair and replacement program.	Manager Civil Infrastructure	Program delivered	>90%		Works to be confirmed.


3: Our Environment

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

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.1.1	Preserve Uralla Shire's heritage	Progressively implement the recommended actions from the Heritage Strategy. Continue management of Council's Crown Reserves.	Manager Development & Planning Environmental Management Coordinator	Strategy actions Management activities	Implemented Maintained	 	Amendment of LEP not warranted and not funded. Ongoing.

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



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.2.1	Provide heritage services and support	Facilitate a Heritage Advisory Service and Local Heritage Assistance Fund.	Manager Development & Planning	Number of service activities	Maintained		Cancelled during COVID.

3.1.3: Protect and maintain a healthy catchment and waterways

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.3.1	Maintain compliant catchment and waterways management	Undertake annual maintenance program for Council's gross pollutant traps. Develop Operation and Maintenance Plan and Emergency Management Plan for the Kentucky Creek Dam.	Manager Civil Infrastructure Manager Waste, Water & Sewerage Services	As necessary Plan	Maintained Reviewed	 	Ongoing. Draft documents under review.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Maintain compliance with Environmental Protection Licence requirements for the Uralla landfill, sewer and water treatment plants.	Manager Waste, Water & Sewerage Services	Testing regime	Compliant		Ongoing.

3.1.4: Raise community awareness of environmental and biodiversity issues

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.1.4.1	Provide bush generation activities and information	Continue to implement the actions for the Bush Regeneration Work plan. Liaise with the New England Weeds Authority to manage Council's statutory obligations under the Biosecurity Act.	Environmental Management Coordinator Environmental Management Coordinator	Implementation Statutory obligations	Commenced Met	 	Ongoing. Ongoing.

3.2: Maintain a healthy balance between development and the environment

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.2.1.1	Preserve sensitive greenbelt lands	Review and monitor vegetation and environmental protection measures for sensitive land.	Manager Development & Planning	LEP and DCP	Maintained		Up to date.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.2.2.1	Raise community awareness of sustainability practices	Collaborate and partner with the Uralla ZNET. Continue to review and Implement the Environmental Sustainability Action Plan priorities.	Environmental Management Coordinator Environmental Management Coordinator	Number of awareness programs Implementation of priorities	Maintained Commenced	 	Partnering with ZNet on the Lets talk About Water project. Ongoing.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.2.3.1	Collaborate with service providers to be emergency response ready	Participate in natural disaster mitigation and provide local emergency management officer.	Director Infrastructure & Development	Seasonal mitigation activities	Maintained		Ongoing participation on the LEMC.

3.3: Reuse, recycle and reduce wastage

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.1.1	Provide waste removal and recycling services within the Shire	Provide general waste collection services to the defined service areas. Provide recycling waste collection services to the defined service areas.	Manager Waste, Water & Sewerage Services Manager Waste, Water & Sewerage Services	Service levels Service levels	Maintained Maintained	 	Ongoing. Ongoing.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Continue operations evaluation and begin community consultation regarding future operation of the Bundarra Landfill site.	Manager Waste, Water & Sewerage Services	Evaluation	Progressing		Operations evaluation continuing.
		Develop and implement a Waste Services Asset Management Plan.	Manager Waste, Water & Sewerage Services	Plan	Complete		Draft plan developed. Under review in coordination with the Site Development Plans.



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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.2.1	Improve community awareness of recycling and waste minimisation	Support the Northern Inland Regional Waste Community Recycling Centre Regional Communication and Education Plan. Offer schools access to Council-supported participation in waste education programs.	Manager Waste, Water & Sewerage Services	Program	Delivered		Ongoing.
		Operate the Uralla Community Recycling Centre.	Manager Waste, Water & Sewerage Services	School participants	3		Available programs are currently being investigated.
			Manager Waste, Water & Sewerage Services	Service levels	Maintained		Ongoing.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.3.1	Promote litter reduction	Continue to participate in the Northern Inland Regional Waste Litter Implementation Plan.	Manager Waste, Water & Sewerage Services	Program	Delivered		Ongoing.
		Review the NSW Illegal Dumping Strategy for participation and implementation opportunities.	Manager Waste, Water & Sewerage Services	Strategy	Reviewed		Currently reviewing for funding opportunities.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.4.1	Minimise water wastage	Review council water consumption for major council facilities against historical records.	Manager Civil Infrastructure	Inspections	Completed		Inspections not yet commenced.
		Review council water consumption for major council facilities against historical records.	Manager Waste, Water & Sewerage Services	Inspections	Completed		Reports being developed.




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





Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.3.5.1	Reduce Council's environmental footprint	Partner with ZNET to deliver the Elephants in the Woodlands project.	Environmental Management Coordinator	Participation at meetings	=4		Ongoing. Meeting as required.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Update and implement criteria to assess environmental management and compliance in infrastructure and development projects.	Environmental Management Coordinator	Criteria implementation	Commenced		Ongoing.

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





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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.4.1.1	Provide water supply	Deliver Uralla and Bundarra water supply in compliance with the Drinking Water Quality Management Plan. Work with landholders to improve protection of Kentucky Creek and Taylors Pond drinking water storages.	Manager Waste, Water & Sewerage Services	Compliance	Achieved		Ongoing.
		Develop the Integrated Water Cycle Management consultancy brief and progress the investigations for the augmentations of the Bundarra and Uralla water supplies to increase yield via alternative water sources.	Manager Waste, Water & Sewerage Services	Improvement initiatives	Implemented		Initial discussions have been held with surrounding landholders in relation to stock and fencing management.
			Manager Waste, Water & Sewerage Services	Brief	Completed		IWCM development continuing.
				Investigations	Commenced		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Conduct investigations to identify origins of arsenic in the Uralla Water supply and progress other initiatives identified in the Integrated Water Cycle Management Plan to mitigate the risk.	Manager Waste, Water & Sewerage Services	Investigations	Conducted		Funding approved for investigations by DPIE-Water. Funding Deed to be forwarded to Council for execution.
		Develop and deliver annual water main replacement program.	Manager Waste, Water & Sewerage Services	Program	Delivered		Assets under review.
		Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes.	Manager Waste, Water & Sewerage Services	Improvements	Completed		Tender documents created for release.
		Implement recommended work place health and safety improvements to Uralla and Bundarra water supply schemes.	Risk Management & Safety Officer	Improvements	Completed		Liaising with the Water, Waste and Sewage Manager and supervisors on future requirements around the water alert. Supervisors attended contractor management workshops.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.4.2.1	Provide sewerage services	Operate the Uralla sewer treatment plant in an efficient and effective manner.	Manager Waste, Water & Sewerage Services	Licence compliant	Met		Ongoing.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Maintain and renew the sewer infrastructure network in line with established programs.	Manager Waste, Water & Sewerage Services	Service levels	Met		Maintenance program continuing.
		Undertake the project management of the construction phase of the Bundarra Sewerage Scheme through the engagement of project management staff or consultant.	Manager Waste, Water & Sewerage Services	Additional funding	Secured		Progressing.
		Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	Manager Waste, Water & Sewerage Services	Improvements	Completed		Tender documentation complete.
		Implement the recommended work place health and safety improvements to the Uralla sewerage scheme.	Risk Management & Safety Officer	Improvements	Completed		Water alert has been the priority. Supervisors attended contractor management workshops. Not related to WHS Safety Program





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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
3.4.3.1	Provide stormwater and drainage infrastructure	Maintain and renew stormwater and drainage infrastructure. Develop a stormwater asset management plan for the urban stormwater network.	Manager Civil Infrastructure Director Infrastructure & Development	Maintenance program Plan	Met Complete	 	Ongoing. Draft under review.

4: Our Leadership

4.1: A strong, accountable and representative Council

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.1.1	Deliver integrated strategic planning and reporting requirements	Continue to develop and adjust the Resourcing 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 	<p>Director Infrastructure & Development</p> <p>Manager Human Resources</p> <p>Chief Financial Officer</p>	<p>Resourcing strategy</p> <p>Resourcing Strategy</p> <p>Resourcing Strategy</p>	<p>Monitored and updated</p> <p>Monitored and updated</p> <p>Monitored and updated</p>	  	<p>Development and adjustment ongoing.</p> <p>Workforce Management Plan under review.</p> <p>Work on the LTFP has continued including a presentation to the Budget Review and Finance Committee in August 2020 and further presentations on the financial sustainability of the Water Fund.</p>
		Develop and monitor the annual Operational Plan, including Budget.	Coordinator Governance and Risk	Plan adopted	30 June		<p>Operational Plan and Delivery Program adopted at Ordinary Council Meeting 28 July 2020. Minute Number 08.07/20.</p> <p>Quarterly report to be presented to Council at its Ordinary Council meeting to be held in November 2020.</p>

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Monitor the annual Operational Plan by way of regular progress reporting to Council.	Coordinator Governance and Risk	Progress reported	Quarterly		First quarter review of Operational Plan / Delivery Program to be presented to Council at its Ordinary Council Meeting to be held in November 2020.
		Coordinate and produce the Annual Report.	Coordinator Governance and Risk	Report adopted and provided to the Office of Local Government	30 December		A draft document has been circulated to stakeholder authors for their consideration.



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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.2.1	Incorporate inclusive community consultation and stakeholder engagement in Council decision making	Facilitate the delivery of community presentations to Council.	Executive Assistant to the General Manager and Mayor	Eligible community presentations to Council	Facilitated		Community requests to participate in a Council Public Forum have all been facilitated during the first quarter of 2020/21.
		Conduct Councillors community engagement events.	Coordinator Communications & Engagement	Number of councillor community engagement activities	=3		No engagement events scheduled during the first quarter due to COVID-19 gathering restrictions.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Deliver the community survey and engagement goals of the Local Business Community Engagement project through NSW Bushfire Community Resilience & Economic Recovery Fund - Phase 1 grant funding.	Coordinator Communications & Engagement	Project milestones	Met		Presented to 22 September 2020 Ordinary Meeting for Council review. Council resolved to seek project variation and extension of time.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.3.1	Implement and maintain a transparent and accountable decision making framework	Review and update the agency information guide.	Coordinator Governance and Risk	Update	Completed		Reviewed document that was adopted by Council at the February 2020 Ordinary Council meeting.
		Develop an IT Strategic Plan.	IT Coordinator	Plan	Developed		Top level strategic elements have been enumerated and agreed.
		Undertake the actions of the IT Strategic Plan.	IT Coordinator	Implementation milestones	Met		Although the plan itself is not yet complete, some aspects (e.g. retirement of Windows 7 devices) are already in progress. Note that the plan itself has a 4 year time horizon.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Maintain the register of government contracts over \$20,000 and publish to the website.	Coordinator Governance and Risk	Register of government contracts updated	Every 20 days		Contracts register is available on Council's website.
		Priority statutory and corporate policies and codes reviewed and updated as part of a broader policy register review program.	Coordinator Governance and Risk	Implementation milestones	Progressing		A review of the policies has been undertaken by the Executive. Council has adopted the Code of Conduct and its ancillary Procedures. ARIC provided feedback on the Enterprise Risk Management Policy and its framework.
		Council and Council Committee business papers and minutes are distributed to Councillors and Committee members, and published to the community within agreed service levels.	Executive Assistant to the General Manager and Mayor	Code of Meeting Practice or relevant Committee Charter	Compliant		Council agenda published and delivered pursuant to legislative requirements and Council Policy during the first quarter of 2020/21.
		Council ordinary and extraordinary meetings are conducted and open to the public.	General Manager	Adopted schedule of meeting	Conducted		Meeting dates set for year 5 of Council term at the September 2020 Ordinary Council Meeting. July, Aug, and Sep Council meetings open to the public. Two closed items during the first quarter.




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Oversee Council and Council Committee meetings.	Coordinator Governance and Risk	Meetings conducted	Compliant with policies and legislation		Council meetings are taking place abiding by Covid-19 restrictions. Issues in relation to recording are being resolved. UTEC's Constitution was adopted by Council and assistance has been offered to help set up meeting.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.4.1	Maintain effective partnerships and advocacy activities	Advocate the needs of the shire to State and Federal Governments through the New England Joint Organisation.	General Manager	As necessary advocacy activities	Maintained		Ongoing liaison with Local and Federal Member. Participation in New England Joint Organisation.

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.1.5.1	Implement and manage Council's integrity system	Maintain Public Interest Disclosure, Conflict of Interest, Related Party Disclosures, and Code of Conduct Complaints Registers in accordance with legislative requirements.	Coordinator Governance and Risk	Registers	Maintained		No Public Interest Disclosures or Code of Conduct Complaints have been submitted in this quarter.



Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Coordinate Public Interest Disclosures and Code of Conduct complaints in accordance with legislation, policy, and procedures.	Coordinator Governance and Risk	Reporting	Compliant		No Public Interest Disclosures or Code of Conduct complaints have been submitted during this quarter.
		Publish a register of pecuniary and non-pecuniary interests disclosures to councils website in accordance with Government Information (Public Access) Act guidelines.	Coordinator Governance and Risk	Interests disclosure log updated and published	every 45 days		Disclosure of Pecuniary Interests were circulated to Councillors and Designated Persons and will be tabled at the Ordinary Council meeting to be held in October 2020.
		Implement the Fraud and Corruption Control Strategy.	Coordinator Governance and Risk	Implementation milestones	Progressing		Strategy milestones are progressing.





4.2: An effective and efficient organisation





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







Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.1.1	Improve the cost effectiveness and efficiency of community service provision	Complete 2 Infrastructure and Development service level reviews. Complete 2 Corporate Services service level reviews.	Director Infrastructure & Development Executive Manager Corporate Services	2 service level reviews 2 service level reviews	Completed Completed	 	Service level review process commenced. Corporate Service 'service level' reviews completed as part of the Services Register process

4.2.2: Operate in a financially responsible and sustainable manner






Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.2.1	Maintain and control financial system and improve long term financial sustainability	Review and revise the 10-year Long Term Financial Plan. Subject to resolution of Council, make an application for an increase in rate revenue in accordance with the Independent Pricing and Regulatory Tribunal criteria (FFTF).	Chief Financial Officer Chief Financial Officer	Reviewed and adopted Special rate variation application	Annually Lodged	 	A first draft of the revised LTFP was presented to the Budget Review and Finance Committee in August 2020. As part of the development of the draft LTFP, modelling of an increase in rate revenue has been considered. There has not been a resolution of Council to make an application at this time.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Complete and report quarterly budget review statements.	Chief Financial Officer	Budget review reported	Quarterly		The first quarterly budget review statement will be presented to the November 2020 Council meeting.
		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.	Chief Financial Officer	Internal audit actions for financial controls	Implemented		Work continues on improving internal controls and includes implementing any recommendations from the Audit Office or Audit, Risk and Improvement Committee as they arise.
		Maximise return on investment within the risk parameters provided by the USC Investments Policy 2019.	Chief Financial Officer	Investment returns	Appropriate for risk		In accordance with the USC Investments Policy 2019, council continues to make investments that maximise returns whilst maintaining capital stability.
		Model and adopt rate structures to maximise equity across the Council area and between categories.	Chief Financial Officer	Rate structure review	Completed		Rate structures were reviewed as part of the budget setting process and will continue to form an integral part in the development of each year's Revenue Policy.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Collect all rates and charges in line with payment requirements and undertake debt recovery action for outstanding accounts in accordance with Council's Debt Recovery Policy.	Chief Financial Officer	Outstanding debts	=<6.5%		Rates and charges are now outside of the target set by Council for collections. Despite this change, we continue to focus on the timely collection of rates in accordance with the revised Debt Recovery Policy 2020.
		Implement changes to the current procurement process by moving it from a paper based one to an electronic one and using the new procurement policy and procedures as a guide.	Chief Financial Officer	Guidelines and toolkit	Implemented		Processes surrounding procurement activities continue to be improved and some work has commenced on the correct set up of Civica to allow for the eventual use of electronic procurement.
		Identify strategies to achieve a consolidated profit before capital grants (balanced budget) over the full term of the LTFP.	Chief Financial Officer	Expenditure reduction opportunities	Proposed		As part of the development of the revised LTFP, options to achieve a consolidated profit before capital grants have been included in modelling such as increasing revenue in the water fund and increased rate revenue.
		Review all fees and charges on an annual basis for full cost recovery.	Chief Financial Officer	Review	Completed		The review of all fees and charges is now included as part of the budget development and Revenue Policy update.




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Review asset valuations and depreciation methodology for all asset classes.	Chief Financial Officer	Roads	Completed		Asset valuations and depreciation methodology are reviewed each year as part of the annual audit process.
		Update Councils borrowing policy.	Chief Financial Officer	Review	Completed		The development of a new policy on borrowings has not yet commenced.
		Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF).	Director Infrastructure & Development	Asset maintenance backlog	Determined		Ongoing as part of the LTFP development.
		Determine asset maintenance backlog based on asset management plans and incorporate into Long Term Financial Plan - (FFTF).	Chief Financial Officer	Asset maintenance backlog	Determined		As part of the completion of the annual report on infrastructure assets, council has been able to determine the infrastructure backlog ratio. This can now be incorporated into the draft LTFP.
4.2.2.2	Develop and implement business plans for all business areas	Finalise a draft business plan for Tablelands Community Transport.	Manager Community Care	Plan	Developed		Working with the new TCT Coordinator on the Stewart Brown recommendations.
		Finalise a draft waste management services business plan (FFTF).	Manager Waste, Water & Sewerage Services	Plan	Developed		Plan under review.

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Finalise a draft water supply business plan (PBPR).	Manager Waste, Water & Sewerage Services	Plan	Developed		Scheduled for Q3.
		Finalise a draft sewer business plan.	Manager Waste, Water & Sewerage Services	Plan	Developed		Scheduled for Q3.
		Finalise a draft business plan for caravan parks.	Director Infrastructure & Development	Plan	Developed		Financial data for operating costs and revenues collected to inform the Business Plan.
4.2.2.3	Maximise grant and funding partnership opportunities	Identify and seek grant funding opportunities for Infrastructure and Development projects or services.	Director Infrastructure & Development	Number of grant funding opportunities pursued	Maintained		Ongoing.
		Identify and seek grant funding and partnership opportunities for Aged Care projects or services.	Manager McMaugh Gardens	Number of grant funding opportunities pursued	Maintained		A number of grant funded improvements completed
		Identify and seek grant funding and partnership opportunities for Aged and Community Care projects or services.	Manager Community Care	Number of grant funding opportunities pursued	Maintained		Partnerships are not being encouraged during COVID-19. Current services are financially viable. Additional funding / services from 1 Jan 2021 likely, pending final offer / deed.




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.2.4	Achieve efficiency gains for internal services with a program of continuous improvement	Undertake process reviews of identified Corporate Services priorities.	Executive Manager Corporate Services	Number of process reviews completed	=1		Detailed library service review completed.
		Undertake process reviews of identified Infrastructure and Development priorities.	Director Infrastructure & Development	Number of process reviews completed	=1		Ongoing.
		Undertake process reviews of identified Finance priorities.	Chief Financial Officer	Number of process reviews completed	=1		Some work has been undertaken on process reviews through the recent service review of the Finance department.
		Undertake process reviews of identified Aged Care priorities.	Manager McMaugh Gardens	Number of process reviews completed	=1		Reviews completed as per ongoing continuous improvement and aged care quality standards compliance audit schedule
		Undertake process reviews of identified Aged and Community Care priorities.	Manager Community Care	Number of process reviews completed	=1		Discussed with the General Manager and planned for third and fourth quarter.

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





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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.3.1	Provide asset revaluation and long term funding scenarios for asset maintenance and renewal	Develop long term funding scenarios that explore options to fund asset maintenance and renewal.	Chief Financial Officer	Long term financial plan scenarios	Developed		The review of the LTFP includes developing scenarios that fund all asset maintenance and renewal.
		Deliver the asset revaluation program.	Chief Financial Officer	Community land, other assets, other structures, land improvements	Completed		The revaluation of roads, bridges, footpaths, drainage and bulk earthworks was recently completed. Over the next couple of months, work will commence on the revaluation of community land, other assets, other structures and land improvements.
		Deliver the asset revaluation program.	Director Infrastructure & Development	Community land, other assets, other structures, land improvements	Completed		The revaluation of roads, bridges, footpaths, drainage and bulk earthworks was recently completed. Over the next couple of months, work will commence on the revaluation of community land, other assets, other structures and land improvements.

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




Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.4.1	Enhance Council's reputation as an innovative and inclusive workplace	Continue to develop a succession planning program for key positions (WMP 2.1 & 5.2).	Manager Human Resources	Program	Complete		Management to identify key positions to be included in the succession planning program per the Staff Management Succession Planning procedure. Several traineeships & certificate level courses commenced by staff per succession plan requirements.
		Proactively manage the return to work and workers compensation processes (WMP 1.2).	Manager Human Resources	Number of absentee days	Maintained or reduced		Council continues to work closely with its workers compensation insurers and rehabilitation providers in managing recovery at work processes of injured workers wherever possible.
		Formalise and implement a staff training and health and wellbeing program.	Manager Human Resources	Program	Operational		Staff training is an ongoing priority, the Corporate Training plan for 20/21 presented to the consultative committee on 4/11/2020. Council offers an EAP to all staff & direct family (inc Councilors) and an annual flu vaccination program.

4.2.5: Provide customer service excellence

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.5.1	Enhance customer service excellence	Review and update Councils Customer Service Charter.	Coordinator Communications & Engagement	Charter review	Draft		Review undertaken and plans for customer experience training to be implemented later in the year.
		Implement Councils customer satisfaction and community wellbeing surveys.	Coordinator Communications & Engagement	Survey development	Commenced		Not yet commenced due to lack of resourcing.
		Improve customer service skills and knowledge, including responding to people with a disability including those with a language or literacy difficulty (DIAP).	Coordinator Communications & Engagement	Staff training	Commenced		Review undertaken and work on draft procedures commenced.
		Manage customer complaints in accordance with the USC Complaints Management Policy 2019.	Coordinator Communications & Engagement	Complaint management	Compliance with policy		Complaints addressed as received in compliance with policy.





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


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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.6.1	Develop and incorporate a risk management framework which is effective and accessible	Develop a workplace safety system.	Risk Management & Safety Officer	Workplace Health and Safety System	Progressing		Risk Identified and strategic WHs system. Enterprise Risk management Policy and Framework completed policy to go to council 27/10/2020, workshops and education will follow.
		Finalise development of an enterprise wide risk management framework.	Risk Management & Safety Officer	Risk management framework	Progressing		Enterprise Risk Framework completed, going to council on the 27/10/2020 workshops and education to follow.
		Facilitate regular meetings of the Audit, Risk and Improvement Committee.	Executive Manager Corporate Services	Committee meetings held	=>4		Meetings held as per schedule.
		Facilitate an annual internal audit program.	Executive Manager Corporate Services	Audit program completed	=>1		Audits completed as per internal audit program.

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

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.2.7.1	Improve the corporate governance framework	Implement the Corporate Governance Improvement Action Plan.	Coordinator Governance and Risk	Action Implementation milestones	Progressing		Progress is being made against the CGIAP particularly in the risk and safety areas. SWM documentation is now in TRIM, policies have been reviewed; Code of Conduct, Enterprise Risk Management. Staff have been trained in Business Impact Analysis.
		Coordinate compliance and reporting requirements to meet statutory obligations, and provide regular status reporting to the executive.	Coordinator Governance and Risk	Compliance status reports	Quarterly		Statutory compliance dates have been circulated to key stakeholders. Statutory deadlines have been met. Coordinator Governance and Risk provides ARIC with quarterly report.
		Maintain the Gifts and Benefits Register.	Coordinator Governance and Risk	Register	Maintained		The Gifts and Benefits Register is maintained.
		Complete and lodge annual Financial Statements in accordance with statutory requirements.	Chief Financial Officer	Statutory requirements	Met		The annual financial statements have been completed and will be lodged in accordance with statutory requirements.
					Provided		

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
		Complete all taxation returns and grant acquittals as required by external bodies	Chief Financial Officer	Returns and acquittals			All taxation returns and grant acquittals continue to be completed in a timely manner,
		Organise and manage the external audit of Council and address any management letter recommendations.	Chief Financial Officer	External audit Management letter actions	Completed Addressed		The external audit for the year ended 30 June 2020 has been managed and any management letter issues have been either addressed or responded to as required.

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

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

Code	Principal Activities	Annual Action	Responsible Officer	Performance Measure	Target	Status	Comments
4.3.1.1	Enhance the effectiveness of Council resourcing strategies	Review organisation structure to enable delivery of agreed services levels and projects.	General Manager	Structure	Reviewed		Functional structure review in progress. Development of Service Register in progress. Business unit structure reviews where service review has/is occurring.



15.9. Uralla Shire Council Annual Report 2019-2020

Department: Corporate Services
Prepared by: Coordinator Governance and Risk
TRIM Reference: UINT/20/10575
Attachments: UINT/20/7841 Uralla Shire Council Annual Report 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: 4.1.1.1 Deliver integrated strategic planning and reporting requirements
Action: 4.1.1.1.4 Coordinate and produce the Annual Report.

SUMMARY:

This report recommends that Council adopt the Annual Report for the 2019-2020 period, inclusive of the Audited Financial Statements for the financial year ending 30 June 2020, and note that the Annual Report will be published to Council's website and submitted to the NSW Minister for Local Government.

RECOMMENDATION:

That Council:

- 1. Adopt the Uralla Shire Council Annual Report 2019-2020 at Attachment A; and**
- 2. Note that Annual Report will be published on Council's website and submitted to the Minister for Local Government as required under section 428(5) of the NSW Local Government Act 1993.**

BACKGROUND:

Section 428 of the *NSW Local Government Act 1993* ("the Act") requires Council to prepare an Annual Report in accordance with the Integrated Planning and Reporting Guidelines. The Annual Report must outline Council's achievements in implementing its Delivery Program and the effectiveness of activities undertaken, and include a copy of Council's audited financial statements for the reporting period.

In addition to the various requirements outlined in the Act and accompanying *NSW Local Government (General) Regulation 2005*, Council must also include in its Annual Report information required under other legislation, including the *Companion Animals Act 1988* and *Companion Animal Regulation 2018*, *Carers Recognition Act 2010*, *Disability Inclusion Act 2014*, *Environmental Planning and Assessment Act 1979*, *Fisheries Management Act 1994*, *Swimming Pools Act 1992* and *Swimming Pools Regulation 2018*, *Government Information (Public Access) Act 2009*, and *Public Interest Disclosure Act 1994*.

Uralla Shire Council
Council Business Paper – 24 November 2020

Regulations under section 747B of the Act were made in March 2020 in response to the COVID-19 pandemic to temporarily modify the application of the Act. Section 413H of the *Local Government (General) Regulation 2005* provides councils a one month extension for the preparation and publication of annual reports for the year ending 30 June 2020.

REPORT:

In accordance with the legislative requirements, Council's Annual Report 2019-20 has been compiled and comprises four sections:

- **Part 1 – Welcome and Overview:** Includes a foreword from the Mayor, a report from the General Manager and provides an overview of Council, including its role, functions and structure.
- **Part 2 – Performance Reporting:** Reports on Council's progress in implementing the combined Delivery Program 2017-22 and Operational Plan 2019-20, including the organisation's key achievements during the reporting period.
- **Part 3 – Statutory Reporting:** Reports on Council's general reporting requirements set out in section 428 of the Act as well as other reporting requirements imposed on Council by other legislation, including the *Companion Animals Act 1998*, *Government Information (Public Access) Act 2009*, *Environmental Planning and Assessment Act 1979* and *Public Interest Disclosure Act 1994*.
- **Part 4 – Statutory Attachments:** Contains those documents Council is required to include in its Annual Report, namely the audited Financial Statements for the 2019-20 period and Council's *Government Information (Public Access) Act 2009* Annual Report for the reporting period.

COUNCIL IMPLICATIONS:

1. **Community Engagement/Communication (per engagement strategy)**
Council's Annual Report 2019-20 will be published to the Council website.
2. **Policy and Regulation**
Local Government Act 1993 (NSW)
3. **Financial (LTFP)**
N/A
4. **Asset Management (AMS)**
N/A
5. **Workforce (WMS)**
N/A
6. **Legal and Risk Management**
N/A
7. **Performance Measures**
To meet statutory timeframes the Annual Report 2019-2020 must be prepared and provided to the Minister for Local Government by 31 December 2020.
8. **Project Management**
Council's Annual Report is compiled by the Coordinator Governance and Risk.



Annual Report

2019-2020

Contents

Section 1 – Welcome and Overview	3
Overview	3
Message from the Mayor	3
2019/20 General Manager’s Report.....	6
Our Council	7
Our Structure	11
Section 2 – Performance Reporting	12
Integrated Planning and Reporting Framework.....	12
Our Performance	14
Office of the General Manager.....	15
Corporate Services	16
Infrastructure and Development.....	18
Aged Services and Community Care.....	20
Section 3 – Additional Statutory Reporting	21
Rates Written Off.....	21
Overseas Visits.....	21
Councillor Expenses and Provision of Facilities.....	21
Major Contracts.....	22
Legal Proceedings	22
Subsidised Private Works	22
Financial Assistance to Others.....	22
General Manager and Senior Staff Remuneration	23
Stormwater Management Services	24
External Bodies That Exercise Council Functions	24
Participation in Corporations, Partnerships, Joint Ventures or Other Bodies	24
Equal Employment Opportunity.....	25
Compliance with Companion Animals Act and Regulation	26
Carers Recognition Act	26
Disability Inclusion Act.....	27
Public Interest and Disclosure	27
Code of Conduct Reporting	27
Financial Management	29
Section 4 – Attachments	30
A Financial Statements 2019-2020.....	30
B GIPA Report 2019-2020	31

Section 1 – Welcome and Overview

Overview

Under the *Local Government Act 1993* (the “Act”), all Councils in New South Wales are required to report on their progress in implementing their Delivery Program and the effectiveness of the principal activities undertaken in achieving the objectives of their Community Strategic Plan at which those objectives are directed.

This Annual Report allows Council to report to the community and other key stakeholders on its achievements over the past year and performance as measured against the performance indicators in the Operational Plan.

The Annual Report must be prepared in accordance with the Act as well as *Local Government (General) Regulation 2005*, and include a copy of the council’s audited Financial Statements. Once adopted, the Annual Report must be published to the council website.

This Annual Report comprises four sections:

1. Welcome and Overview
2. Performance Reporting
3. Statutory Reporting
4. Statutory Attachments:
 - A. Financial Statements 2019-2020
 - B. GIPA Report 2019-2020

Message from the Mayor

While the Uralla Shire community has faced many challenges in 2019/20, we have also made great progress and achievements in what has been a busy year for Council.

I feel privileged to represent the Uralla Shire community and was proud to see the community come together during drought and water quality issues, navigate the impacts of bushfires in the region, and support one another during the unprecedented challenges brought on by the global COVID-19 pandemic.

While some Council services changed following the declaration of the COVID-19 pandemic in March 2020, we adapted our service delivery in line with restrictions so that we could continue to serve our community while protecting our collective health and wellbeing.

The key projects we've undertaken in 2019/20 range across the four key goals set out in Council's Community Strategic Plan and here are a few achievements that I'd like to particularly mention.

Our Society

- Through the Stronger Country Communities Fund and Drought Communities Extension Programme we have been able to make upgrades to the Uralla Swimming Pool, Uralla Sporting Complex and children's recreational facilities in parks throughout our Shire.
- We have maintained accreditation and quality audit outcomes in all our aged and community care operations, as well as a completion of an upgrade to ensuites at McMaugh Gardens Aged Care Facility following funding from the Australian Government's Aged Care Regional, Rural and Remote Infrastructure Grant Program and the Drought Communities Extension Program.

Our Economy

- Our 2019/20 Capital Works Program saw many improvements across the Shire including unsealed roads grading and re-sheeting programs, sealed road routine maintenance, and town streets maintenance / resealing programs.
- A highlight of the year was the securing of funding for Tolleys Gully Bridge under the Growing Local Economies program and the Hawthorne Drive upgrade under the Fixing Local Roads program.
- Council completed its bridge inspection program, including reinstating rock batter at the bridge embankment on Tea Tree Gully, in addition to undertaking the bridge and culvert works program which included the Myall Swamp Bridge widening on Bingara Road and the Rowan Avenue stormwater drainage works.
- With the securing of additional funding and finalisation of the tender process for the Uralla Visitor Information Centre improvement project we can look forward to an exciting year in 2020 for tourism in Uralla Shire.

Our Environment

- A number of improvements were made in 2019/20 to reduce Council's carbon footprint in infrastructure projects and in completing important infrastructure upgrades including the LED Streetlight upgrade, the Rowan Avenue stormwater construction and Leece Road rehabilitation works.
- The completion of filter repairs and upgrade works at the Uralla Water Treatment Plant have made a marked improvement to the functionality of Uralla town water supply and we are prepared to address any increased levels of arsenic contamination should this occur during future periods of extreme drought.
- I am pleased to report we exceeded sustainability targets under the Environmental Sustainability Action Plan, a critical step forward for our development of environmentally sustainable practices.

Our Leadership

- In 2019-20 we continued to advocate the needs of our Shire to State and Federal Governments, sought grant funding opportunities, and worked cooperatively with partners in the region to best serve our local community.

- We took a hard look at Council’s operating finances in our review and revision of the 10-year Long Term Financial Plan, and continue to develop strategies to be a financially sustainable Shire.

I would like to thank my fellow Councillors and our Council staff for their work in what has been a challenging year. As we continue to evolve the way in which we engage with our community I look forward to further collaborating with the community so that together, we continue on our trajectory to remain an active, prosperous, welcoming and environmentally aware community.

Cr Michael Pearce
Mayor, Uralla Shire Council

2019/20 General Manager's Report

I am pleased to present this report sharing Uralla Shire Council's progress in the 2019/20 year.

I commenced as General Manager in July 2020 and would like to thank former General Manager Andrew Hopkins for his commitment and leadership during his tenure which prepared Uralla Shire Council for a year with multiple challenges.

During 2019/20 we saw the impacts of severe drought, water quality issues, bushfire and a global pandemic affect our community. I would also like to thank Interim General Managers, David Aber and Scott Phillips, for their service to the community during these difficult times.

Despite these new challenges and unprecedented changes, Uralla Shire embraced coming together as a community. I'd like to thank the many volunteers who contributed to the community through not-for-profit organisations and sporting clubs across the Shire, including many hours participating in the delivery of valued Council services.

Our 2019-2020 Operational Plan was the fourth year of the 2017-2022 Delivery Program and delivered a range of services and initiatives to our community.

We managed to secure over \$7 million in state and federal funding to deliver on a range of projects from infrastructure upgrades to promotional campaigns aimed at welcoming visitors to our beautiful part of the world. Of particular note was the installation of two new carbon activated filters to improve the sustainability and quality of Uralla's town water supply which was made possible due to the securing of nearly \$800,000 in state government funding.

This has been an exceptionally challenging time and I'd like to thank Councillors and staff for their dedication throughout the year. Uralla Shire Council has committed staff working to achieve the best outcomes they can for their community and I acknowledge their contribution to the achievements in this report.

I look forward to leading Uralla Shire Council in 2020/21 in the delivery of Council's services to the community.

Kate Jessep
General Manager, Uralla Shire Council

Our Council

Uralla Shire Council is constituted under the Local Government Act and was proclaimed on 5 December 1947, coming into effect on 1 January 1948.

Uralla Shire Council is a large and diverse organisation employing over 160 staff and is responsible for assets in excess of \$300 million, 32 different service areas and an annual operating budget of approximately \$21 million.

The Uralla Shire local government area covers an area approximately 3,230 square kilometres and is home to a permanent resident population of around 6,048 people (2016 census). The main township is Uralla, which is located 22 kilometres south of Armidale and 89 kilometres north of Tamworth on the New England Highway.

Other localities in the Uralla Shire local government area include Abington, Arding, Bakers Creek, Balala, Boorolong, Briarbrook, Bundarra, Camerons Creek, Dangarsleigh, Dumaresq, Enmore, Gostwyck, Invergowrie, Kentucky, Kentucky South, Kingstown, Mihi, Rocky River, Salisbury Plains, Saumarez, Saumarez Ponds, Torryburn, Wollun and Yarrowyck.

Our Vision

In 2027, the Uralla Shire will continue to be an active, prosperous, welcoming and environmentally aware community.

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 independent community-based local government authority.

Mayor and Councillors

Uralla Shire Council is governed by eight elected Councillors and a popularly elected Mayor. All of the Councillors were elected at the 2016 Local Government Elections. Following the resignation of a Councillor in October 2018, Council held a By-election to fill the casual vacancy in February 2019. Together, the Mayor and Councillors comprise the governing body of Council.

Councillors have a responsibility to:

- Be an active and contributing member of the governing body;
- Make considered and well informed decisions as a member of the governing body;
- Participate in the development of long term plans for the community as required by the Integrated Planning and Reporting framework;
- Represent the collective interests of residents, ratepayers and the local community;
- Facilitate communication between the local community and the governing body;
- Uphold and represent accurately the policies and decisions of the governing body, and
- Make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor.

In addition to having special responsibilities as a Councillor, the Mayor can represent Council and exercise urgent policy-making functions between meetings. The Mayor usually acts as spokesperson for Council, carries out certain civic and ceremonial functions, and presides as chairperson during Council meetings. The Council may also delegate other functions to the Mayor.



Back Row: Cr Mark Dusting, Cr Tom O'Connor, Cr Tara Toomey, Cr Robert Bell, Cr Natasha Ledger, Cr Levi Sampson
Front Row: Deputy Mayor Cr Isabel Strutt, Mayor Michael Pearce, Cr Robert Crouch

Council Meetings

Ordinary Council Meetings are held at 12:30pm on the fourth Tuesday of each month from February to November, on the third Tuesday of the month in December, and no meeting is held during the month of January. Council meetings are held at the Uralla Shire Council Chambers, located at 32 Salisbury Street, Uralla. Extraordinary Council Meetings are held as and when required and the public is notified via Council's website. Members of the public may attend all Council and Council Committee meetings.

Members of the public may also, at the discretion of the Council in each case, be permitted to address a Council Meeting on a particular issue which is listed on the Business Paper for that meeting.

In 2019-20, Council held eleven (11) Ordinary Meetings and six (6) Extraordinary Meetings.

Committees

Council established the Budget Review and Finance Committee in 2018. 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 in relation 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 as required by the Committee, and
- f. Be chaired by a Councillor.

In 2019-20, the Budget Review and Finance Committee convened five (5) times, approximately every two months. The Committee's April 2020 meeting was cancelled due to COVID-19.

Council operates a range Specific Purpose Committees and Section 355 Committees, and is represented by Councillors on a number of External Boards, Committees and Organisations. Each September, Council reviews its Committee representation and resolves to appoint delegates for the following 12-month period.

During 2019-2020, Council was represented by Councillors on three (3) Specific Purpose Committees, twelve (12) External Boards, Committees and Organisations, and two (2) Section 355 Committees:

Committee	Delegate 2019-2020
SPECIFIC PURPOSE COMMITTEES	
1. Audit & Risk Committee	Cr R Crouch Cr T Toomey
2. Australia Day Committee	Cr L Sampson Cr N Ledger
3. Community Grants Panel	Cr R Bell Cr T Toomey Cr T O'Connor

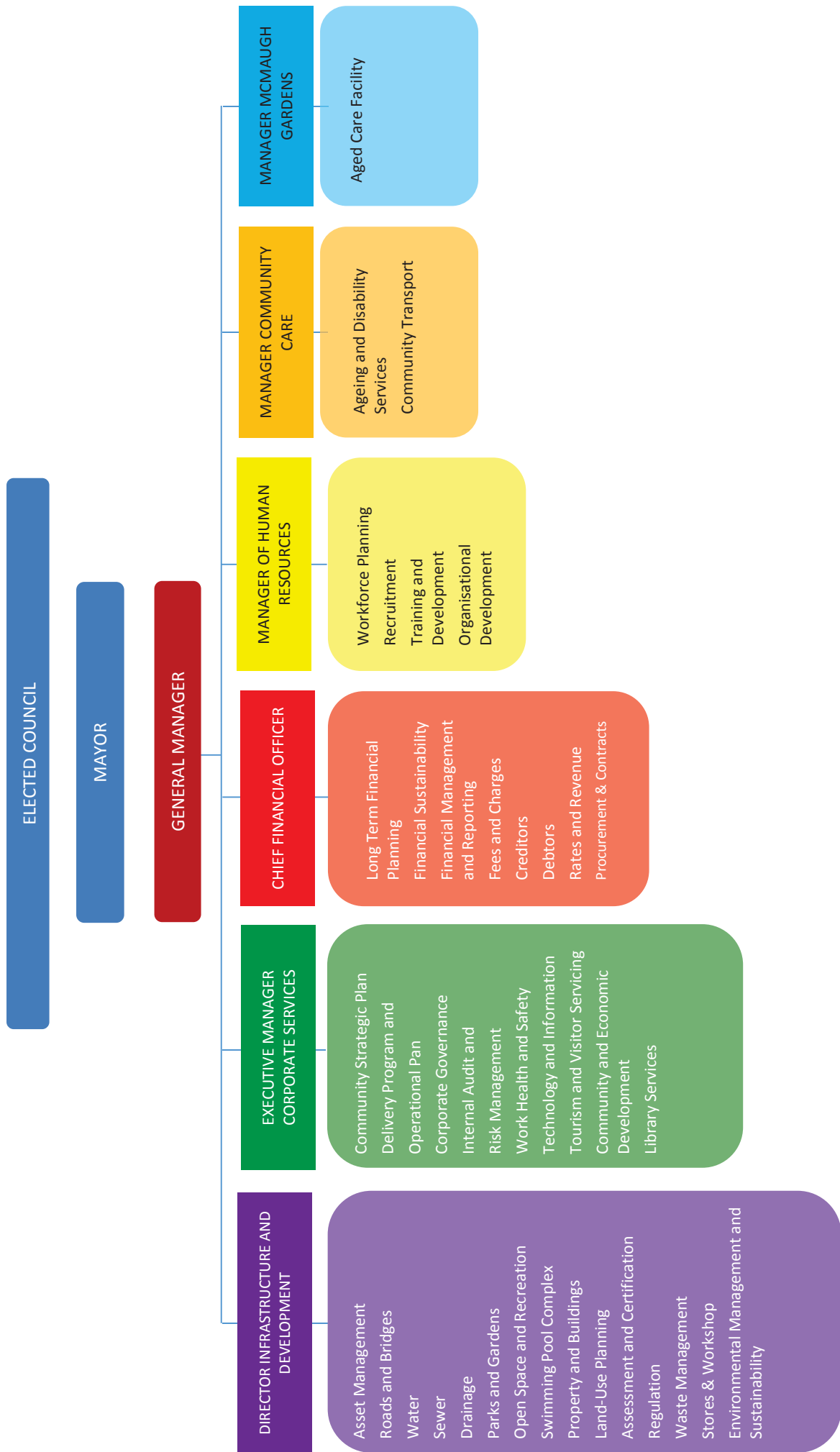
EXTERNAL BOARDS, COMMITTEES & ORGANISATION	
1. Arts North West	Cr N Ledger (Advisory Council) Cr I Strutt (Delegate Alternate)
2. Central Northern Regional Library	Cr I Strutt
3. Community Safety Precinct Committee	Cr M Pearce
4. Country Mayor's Association	Cr M Pearce
5. District Emergency Management Committee	Cr M Pearce
6. Local Traffic Committee	Cr R Bell (Member) Cr N Ledger (Alternate)
7. Mid North Weight of Loads	Cr R Bell
8. New England Bushfire Management Committee	Cr M Pearce
9. New England Joint Organisation	Cr M Pearce
10. New England Weeds Authority	Cr M Dusting
11. Northern Inland Regional Waste	Cr M Pearce
12. Northern Joint Regional Planning Panel	Cr R Bell (Panel Member) General Manager (Panel Member) Cr I Strutt (Alternate)
S355 COMMITTEES	
1. Bundarra School of Arts Hall Committee	Cr N Ledger
2. Uralla Township and Environs Committee	Cr I Strutt Cr L Sampson

Organisational Structure

The General Manager is responsible for the efficient and effective operation of Uralla Shire Council and for the implementation, without undue delay, of legal decisions of the Council.

To enable the efficient and effective operation of Uralla Shire Council and assist the General Manager in exercising functions under the *Local Government Act 1993*, Council's organisation structure consists of two departments - Corporate Services, led by an Executive Manager, and Infrastructure and Development, led by a Director. The General Manager is also supported by a Chief Financial Officer and the Manager Human Resources. Council's Aged Care and Community Care Services operate under the supervision of two Managers.

Our Structure



Section 2 – Performance Reporting

Integrated Planning and Reporting Framework

The Integrated Planning and Reporting (IP&R) framework requires Council to lead the development of long-term plans for our community. Through the IP&R framework, Council must prepare a number of related plans that detail how we intend to deliver services and infrastructure in the short and long term, based on community priorities that have been identified through community consultation and engagement.

Each year Council prepares an Annual Report which includes a copy of our audited financial reports. The Annual Report details our progress in implementing the Delivery Program and the activities we have undertaken to deliver on the objectives of our Community Strategic Plan.

Community Strategic Plan

The 10-year Community Strategic Plan is the highest-level plan that Council prepares. Its purpose is to identify our community's main priorities and aspirations for the future and to plan strategies for achieving these goals. In doing this, the planning process considered the issues and pressures that may impact the community and the level of resources that will realistically be available to achieve its aspirations. The Community Strategic Plan 2017-2027 contains fifteen (15) goals across the four themes of Society, Economy, Environment and Leadership.

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

The four-year Delivery Program outlines how Council will contribute to achieving the vision set out in the Community Strategic Plan and turns the strategic objectives contained in our Community Strategic Plan into actions. All plans, projects, activities and funding allocations made by Council must be directly linked to the Delivery Program.

Due to the Novel Coronavirus (COVID-19) pandemic, the Office of Local Government postponed NSW local elections from September 2020 to September 2021. In line with this announcement, the four year Delivery Program 2017-2021 has been extended to cover a five year period to 2022.

Resourcing Strategy

The four-year Resourcing Strategy outlines how Council will resource the implementation of its Delivery Program through money, assets and people. The Resourcing Strategy comprises the Long Term Financial Plan, Asset Management Plans and a Workforce Management Plan.

Operational Plan

Supporting the Delivery Program is an annual Operational Plan. Adopted by Council each year alongside its annual Budget, the Operational Plan identifies the plans, projects and activities that will be carried out over the financial year covered by the Operational Plan to achieve the commitments made in the Delivery Program.

Annual Report




Within five months of the end of each financial year, Council prepares an Annual Report, which includes a copy of our audited financial reports. The Annual Report details our progress in implementing the Delivery Program and the actions we have undertaken to deliver on our Operational Plan.

Our Performance

In 2019-2020, Council aspired to 205 actions focused on achieving our community's vision across our four key themes of Our Society, Our Economy, Our Environment and Our Leadership. Each year Council sets out an ambitious action plan (that is more actions than will be achievable in a 12 month period) to drive performance and grant funding opportunities. Council would expect to complete or make progress on at least 80% of these actions. These actions were detailed in the combined 2017-2021 Delivery Program and 2019-2020 Operational Plan, which was adopted by Council at its Ordinary Meeting on 25 June 2019.

Throughout 2019-2020, Council prepared and published quarterly progress reports detailing progress in delivering on each of the 198 actions contained within our combined 2019-2020 Delivery Program and 2019-2020 Operational Plan.

A total of 88% of Council's Operational Plan actions for the year ending 30 June 2020 were completed or progressed. 72% were successfully completed. 16% of Council's actions were in progress and being closely managed and 12% of actions were cancelled or not able to be achieved.

Action Status at 30 June 2020	Our Society	Our Economy	Our Environment	Our Leadership	Total	%
 Achieved or on target	39	24	29	56	148	72
 Not on target, being closely managed	6	7	8	11	32	16
 Action cancelled or not able to be achieved	5	7	1	12	25	12
Total	50	38	38	79	205	

Office of the General Manager, Finance and Human Resources Department

The Office of the General Manager provides strategic and executive support to the Mayor and Councillors, including Council Meeting secretariat support; plan for and provide advice to Council on long-term financial sustainability, and works to establish Uralla Shire Council as an employer of choice. Its functions and services include:

- Council business and secretariat support;
- Financial management and reporting;
- Long Term Financial Planning;
- Rates and revenue;
- Recruitment, learning and development; and
- Workforce Planning.

Key Achievements 2019-2020

- Advocated the Uralla Shire's priorities to both the State and Federal Governments through direct representations and through the New England Joint Organisation.
- Continued to operate the organisation in a financially compliant manner, including reviewing the 10-year Long Term Financial Plan, reporting quarterly to Council on the budget review and Delivery Program and Operational plan.
- Continued to implement Council's Fit for the Future Plan, through reviewing fees and charges, reviewing asset valuations and depreciation methodology for all asset classes and reviewing plant and equipment assets.
- Identified priority finance and workforce management areas for service review and subsequently undertook service level reviews of four (4) identified priorities areas within each of the Finance, Aged Care and Community Care portfolios.
- All Business Papers and Minutes for the eleven (11) Ordinary Meetings and six (6) Extraordinary Meetings held during the reporting period were prepared and distributed to Councillors and published to Council's website within agreed service levels.
- Implemented the Pulse Employee Performance Management system and developed and implemented the Staff Recognition Policy. The Pulse Employee Performance Management system allows the annual staff performance review process to be actioned within a confidential database, resulting in increased efficiencies for managers and staff Uralla.

Corporate Services

Corporate Services is responsible for providing outstanding customer service through Council's Customer Service Centre, Uralla Library, and Uralla Visitor Information Centre. Corporate Services also oversees the development of Council's Integrated Planning and Reporting and corporate governance frameworks, as well as the organisation's technology environment to support Council's customer service delivery to the community. Its functions and services include:

- Audit, risk and improvement;
- Community development and engagement;
- Customer, library and visitor services;
- Governance and integrated planning; and
- Information technology and records management.

Key Achievements 2019-2020

- Successfully managed the service level agreement with Central Northern Regional Library and continued to operate the Uralla Library seven days a week up until the initial COVID-19 restrictions introduced in March 2020. After this time a 30 hour per week service was maintained within the COVID-19 guidelines. Provided library resources to the volunteer-managed Bundarra Library service.
- Services provided by the Uralla Library to the community include Children's Storytime, Lego Club, Knattering Knitters, Book Discussion Group, Quilters, the Colouring Group, Movie Night for Adults, Youth Movie Night and the Uralla History Hub. Volunteers continually support the operation of the History Hub and it is increasingly popular. The Uralla Library Home Library Service has become particularly important this year as more library members isolated at home.
- Sought and secured grant funding for the Tech Savvy Seniors Program for Computer Literacy and Social Media Training sessions for the community, to be delivered by Uralla Library in 2021.
- Sought and secured grants for NAIDOC Week and Youth Week.
- Promoted the Uralla Shire through the Uralla Visitor Information Centre (VIC); operated the VIC in accordance with accredited AVIC Level 2 services; and regularly reported the Uralla VIC's visitor numbers and the number and value of product sales to the elected Council.
- Sought and secured grant funding through the NSW Government Regional Cultural Fund to source, curate and launch the valuable and high quality Aniwan Cultural Collection.
- Undertook a review of Council's Customer Service Framework and plans initiated to improve on customer engagement and customer experience practices.
- Maintained services during COVID-19 restrictions with the main Council phone lines and emails answered by customer service staff working from home. After re-opening a deep clean of the customer service area, capacity limitations and COVID-19 Safe Procedures implemented.
- Creation of a COVID-19 Information and Updates page on the Uralla Shire Council website to keep the community informed on the changes in opening times and safety measures in place.

- Sought and secured grant funding from the NSW Government through the Bushfire Community Resilience and Economic Recovery Fund – Phase 1.
- Expanded Council’s communication and reach to the community with a Local Government Week program, new look Monthly Newsletter, and continuous improvements to the Council website and Uralla.com tourism website.
- IT continued to upgrade desktop computers including a complete refresh at TCS administration and the Uralla Library public terminals.
- Implemented audio recording of Council and Committee Meetings and modernized the distribution platform for Councillor document distribution.
- Managed the operational aspects of working through the changes brought about by COVID-19 including the streaming of Council Meetings and supporting staff working remotely.
- A broad review of Council’s policies commenced and a register was developed. The Gifts and Benefits Policy, the Hire of Council Facilities, Plant and Equipment Policy, the Prudential Compliance Policy and the Complaints Management Policy were reviewed during 2019-2020. Council’s policies can be found on the Council’s website.
- Extensive work was undertaken by the Risk Management and Safety Officer to enable Council to meet Covid-19 compliance. A Covid-19 safety plan and procedures were drafted and staff were inducted in safe COVID-19 practices.
- Council complied with all safety audits and improvements were found in the overall Work Health and Safety audit in the area of compliance.

Infrastructure and Development

Infrastructure and Development is responsible for delivering and maintaining infrastructure throughout the Uralla Shire, including our sealed and unsealed road networks and water, waste and sewer infrastructure, as well as managing our built and natural environments through providing town planning, development assessment, environmental rehabilitation and companion animal services. Its functions and services includes:

- Assets, properties and buildings;
- Development assessment and building certification;
- Land-use planning;
- Open space, recreation and parks and gardens;
- Roads, bridges and drainage;
- Water and sewer services;
- Waste management, landfills and recycling; and
- Environmental management and sustainability.

Key Achievements 2019-2020

- Completed the upgrade to the Alma Park playground in Uralla, Hampden Park, Gilmore Park, Porter Park, Penelope Park in Invergowrie and Kentucky Park.
- Refurbished the Arnold Goode rotunda in Alma Park and relocated the Vietnam war memorial.
- Maintained the Shire's parks and open spaces to a high standard including for community sporting events and for ceremonial activities, such as ANZAC Day.
- Progressed grant funded works to BMX Park including the construction of the dinky track, BBQ and picnic facilities, upgrade of the BMX track, sealing of the car park and refurbishment of the amenities building
- Refurbished four of the tennis courts at the Uralla Sports Complex, and installed new fencing and lighting to increase the number of serviceable courts from four to six.
- Maintained the Shire's cemeteries.
- Further developed Transport Asset Management Plan and a Buildings Asset Management Plan to guide maintenance and renewal of those assets over time.
- Finalised the design and secured additional grant funding for the Bundarra sewerage scheme to enable the calling of tenders in 2020/2021.
- Continued a wide range of regulatory functions including: companion animals, complaints investigations, building and town planning development application assessments, construction certificates and building inspections.
- Completed the Invergowrie Walking Track - From Invergowrie Store to playground (Bilga Rd).
- Upgraded the Mt Mutton path and installed historical information signage.
- Installation of solar power systems on most Council buildings.
- Constructed the concrete footpath - (Bundarra CBD - Court St).
- Constructed the shared path in Maitland St from Park Street to East Street

- Completed Council's urban and rural reseal program.
- Upgraded Mt Mitchell Road from gravel to sealed surface.
- Upgraded 2km of Bingara Road from gravel to sealed surface with the final 2.2km scheduled to be completed in early 20/21.
- Rehabilitated a 1km section of Noalimba Avenue.
- Provided asphalt overlay to two sections of Hill Street between Bridge Street and Duke Street.
- Reconstruction of 1km of Thunderbolts Way at the Gwydir River Bridge as well as extensive maintenance by heavy patching on other sections of Thunderbolts Way and Bundarra Road.
- Successful grant funding application of \$1.1 million to replace the existing narrow bridge and improve the road alignment at Tolleys Gully on Thunderbolts Way for construction over the next two financial years.
- Upgraded the Uralla Water Treatment Plant filters through the renewal of pipework and replacement of the sand media with granular activated carbon to assist in addressing the arsenic present in the raw water and improving taste and odour of the drinking water.
- Progressed the delivery of community based projects including the Uralla Men's Shed, Uralla Tigers Rugby League Rooms upgrade and construction of the Bundarra Sports and Recreation amenities building.
- Undertook major refurbishment works at the pool including the resurfacing of the large pool, installation of additional shade and picnic structures, and installation of BBQ facilities.
- Concluded the upgrade to the twenty three ensuites at McMaugh Gardens.

Aged Services and Community Care

Council's Aged Services and Community Care deliver a range of aged, disability and community services through operating McMaugh Gardens Aged Care Facility, Tablelands Community Support and Tablelands Community Transport. Its functions and services include:

- Aged care facility;
- Disability and community transport services;
- In-home care services to the community; and
- Wellness programs and initiatives aimed at Indigenous and aged residents.

Key Achievements 2019-20

- Managed McMaugh Gardens Aged Care Facility in a financially sustainable manner; maintained aged care facility accreditation; maintained a high occupancy rate and continued to provide a high level of service for the facility's residents.
- Continued to provide a wide range of consumer-directed aged, disability and community transport services through Tablelands Community Support and Tablelands Community Transport, including managing State and Federal funding agreements and grant acquittals for compliance and maintaining National Disability and Insurance Scheme service accreditation.
- Tablelands Community Support achieved Third Party Verification for Uralla Shire Council against the National Disability Insurance Scheme (NDIS) Practice Standards with no corrective actions required. A Certificate of Registration was issued for a further three years (March 2020 to 2023) by the NDIS Quality and Safeguards Commission.
- Consulting Report and development of Business Plans following stakeholder consultation for McMaugh Gardens, Tablelands Community Support and Tablelands Community Transport in August 2019.
- McMaugh Gardens, Tablelands Community Support and Tablelands Community Transport moved over to the new Aged Care Quality Standards with training provided to all staff.
- Tablelands Community Care implemented sector-wide consistency in fee structure to create greater transparency for consumers of aged care.
- Increased hours of direct support were delivered by the Tablelands Community Support team with very positive feedback received from consumers and participants.
- All McMaugh Gardens and Tablelands Community Care staff completed eLearning courses with the Australian Government Department of Health Covid-19 training with many staff completing all 14 modules.
- Older Aboriginal consumers have attended social support and activity groups at three different centres excluding during the Covid-19 restrictions from March until June 2020. One initiative that was supported was for three members of the group to obtain Food Safety Certificates so that they could prepare the food for their group, thus empowering them and ensuring culturally appropriate safe food practices were followed which was very positive for the whole group.

Section 3 – Additional Statutory Reporting

Rates Written Off

Local Government (General) Regulation – Clause 132

Pension rebates granted during the 2019/20 financial year:

- General - \$103,292.52
- Water - \$30,836.75
- Sewer - \$23,836.74
- Domestic Waste Management - \$38,178.64

An amount of \$31,213.96 was written off as rates and charges during the year.

Overseas Visits

Local Government Act 1993 – Section 428(4)(b); Local Government (General) Regulation 2005 – Clause 217(1)(a)

There were no overseas visits in 2019-20.

Councillor Expenses and Provision of Facilities

Local Government (General) Regulation 2005 – Clause 217(1)(a1)

The Council is constituted of nine Councillors and Council has adopted a Policy, last reviewed in March 2018, regarding the payment of expenses and the provision of facilities for Councillors. All fees and expenses are paid in accordance with that Policy.

The Mayoral allowance for 2019-2020 was set at \$20,544. An equipped office with fixed telephone is provided for the Mayor adjacent to the Council Chambers. Councillors, including the Mayor, are paid an annual meeting fee of \$11,400 each, which is paid in equal monthly instalments regardless of whether or not meetings have been attended.

In addition to the above fees, Council paid \$63,584.79 for the expenses of, and the provision of facilities to, councillors in relation to their civic functions. Included in these costs were the following specific expenses:

Expense	Value
Dedicated Office Equipment	-
Telephone Calls	\$5,775
Conferences and Seminars	\$2,923
Training and Skills Development	\$6,318
Interstate Travel	\$3,341
Overseas Visits	-
Expenses of Spouses, Partners or Accompanying Persons	-
Childcare	-
TOTAL	\$18,357

Major Contracts

Local Government (General) Regulation 2005 – Clause 217(1)(a2)

Council awarded major contracts, for \$150,000 or more, as set out below:

Contract	Amount \$
JR & JG Dezius, Bundarra Sports & Recreation Amenities Building	189,753
Power Court Pty Ltd, Uralla Tennis Courts	162,020
GHD Pty Ltd, Bundarra Sewer Scheme consultancy	438,154
Peel Valley Trucks, (2) x Isuzu Tippers	397,418
GCM Agencies, (1) x Smooth Drum Roller	163,900
DM Building & Maintenance, Uralla Rugby League Club additions/upgrades	154,000

Legal Proceedings

Local Government (General) Regulation 2005 – Clause 217(1)(a3)

Set out below is a summary of the amounts incurred by the Council during the 2019/2020 financial year in relation to legal proceedings taken by or against the council; total being **\$18,347.23**.

Description	Cost	Status
Debt recovery	\$18,347	Ongoing

Subsidised Private Works

Local Government (General) Regulation 2005 – Clause 217(1)(a4)

Council makes the following charges for work carried out on private land.

Plant	Council adopts a standard schedule of hire charges for the use of plant on private land. The charge is on the basis of wet hire and is market competitive.
Additional Labour	Direct cost plus 25% for overheads.
Materials	Actual cost plus 25%.

The rates are reviewed annually during the preparation of the Annual Budget and advertised with the Schedule of Fees and Charges attached to the Operational Plan. Council has not carried out any work on private property during the 2019-2020 year except where proper private works orders have been raised and works charged.

Financial Assistance to Others

Local Government (General) Regulation 2005 – Clause 217(1)(a5)

Contributions made to schools and local community groups under Section 356 of the Local Government Act 1993 were as follows:

Presentation Nights	\$
Uralla Central School	200
Bundarra Central School	200

St Joseph's School	100
Rocky River School	100
Kingstown School	100
Kentucky School	100
Total	800

Community Grants and Donations	
Thunderbolt Festival	12,000
Australia Day Competition	525
Bundarra Men's Shed	3,014
Council on the Aging	3,000
Bundarra Golf Club	3,000
Uralla Arts Lantern Parade	3,000
Australia Day Activities	3,467
Tony Dwyer – Merry Go Round	227
Australia Day Tea – Catering	182
Total	28,415

Uralla Shire Council provides local community groups with the use of a small shop, "The Uralla Community Store", located in the main street from which to run fund-raising activities such as the sale of raffle tickets, produce, handicrafts and cake stalls. Applications are called for annually with one week per year being allocated to each group.

General Manager and Senior Staff Remuneration

Local Government (General) Regulation 2005 – Clause 217(1)(b-c)(i-v)

Interim General Managers were employed on term contracts during 2019/20 while the recruitment process for a General Manager was undertaken.

The General Manager was the only staff member designated as a Senior Staff Member in accordance with the meaning of the Local Government Act 1993. The total remuneration comprised in the annual remuneration package of the General Manager at the end of the reporting period was as follows:

(i) the total value of the salary component of the package	\$215,875.00
(iii) the total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor	\$ 25,000.00
Total:	\$240,875.00

Stormwater Management Services

Local Government (General) Regulation 2005 – Clause 217(1)(e)

Council raised \$29,987 through the Stormwater Annual Charge in 2019-2020. These funds are utilised to continue the implementation of strategies outlined in Council's Delivery Program.

External Bodies That Exercise Council Functions

During the reporting period the Bundarra School of Arts Hall Committee acted under the delegation of Council.

Participation in Corporations, Partnerships, Joint Ventures or Other Bodies

Local Government (General) Regulation 2005 – Clause 217(1)(a8)

Council was party to the following partnerships, cooperatives and joint ventures:

- * Arts North West
- * Central Northern Regional Library
- * Country Mayors Association of New South Wales
- * Local Government New South Wales
- * New England Weeds Authority
- * New England Joint Organisation
- * Northern Inland Regional Waste Group
- * Mid North Weight of Loads Group
- * Rural Fire Service District/Zone group
- * Statewide Mutual
- * StateCover Mutual Ltd

Equal Employment Opportunity

Council is an Equal Employment Opportunity (EEO) employer.

Uralla Shire Council is committed to fully utilising the talents and resources of employees and that no employee or job applicant receives less favourable treatment on the grounds of race (including colour, nationality and ethnic or national origin), sex, marital status, pregnancy, physical and intellectual impairment, homosexuality, transgender or age by conditions or requirements which cannot be shown to be relevant to performance.

Council is committed to promoting equal employment opportunity as governed by Anti-Discrimination law, EEO principles and the *Protected Disclosures Act 1994* for all its employees. Additionally, Council has developed its own EEO Policy that promotes the appointment of staff on merit, and implements Selection Panels and Selection Criteria that are fair, balanced and non-discriminatory.

Council conducts a thorough induction process to raise new staff awareness of policies and procedures relating to EEO.

Council regularly reviews its Training Plan to identify skill gaps, to train and employ appropriate staff, and to promote career progression.

Compliance with Companion Animals Act and Regulation

Council's activities during the year in relation to enforcing and ensuring compliance with the *Companion Animals Act 1998* are set out below.

Animal Control Services	NUMBER
Total Dogs Seized by Ranger	77
Total Dogs Seized by other persons	6
Dogs Returned to Owner (not impounded)	5
Dogs Uncontrolled in public area (off-leash)	22
Dogs processed through Animal Shelter	29
Dogs Released to owners	4
Dogs Sold	7
Dogs Released to Organisations to re-home	8
Dogs Euthanized – Unable to Rehome (unsuitable)	8
Dogs Euthanized as a result of Dog Attack – Unable to Rehome (unsuitable)	0
Dogs Total Euthanized	8
Cats processed through Animal Shelter	13
Cats Released to owners	4
Cats Rehomed	3
Cats Released to Organisations to re-home	4
Cats Total Euthanized	2
Total Out going Animal from Animal Shelter Facility	11
Penalty Infringement Notices Issued – Companion Animals	4
Penalty Infringement Notices Issued – Livestock	0
Reportable Dog Attacks	20
Dangerous Dog Declarations	0
Notice of Intentions to Declare Dog Dangerous	0
Menacing Dog Declarations	0
Notice of Intentions to Declare Dog Menacing	0
Off-Leash Areas in the Shire	2
OTHER ANIMAL MANAGEMENT ACTIVITIES	46
Community Education Programs as required Council Newsletter	Monthly
Community Education & Information as required Council Website	Active
Total animal registrations	75
EXPENSES 2019-20	
Funding spent by Council in 2019-2020 including the employment of a ranger, the operational and maintenance of Council's animal holding facility, as well as general operational costs.	\$227,428
Capital Works Improvements to Pound Facility	Nil
Fund money used for managing and controlling companion animals	\$

Carers Recognition Act

Carers Recognition Act 2010

Uralla Shire Council recognises the contribution carers make to the Uralla Shire community. Council's human resources policies fully take the *Carers Recognition Act 2010* into account when these policies are drafted, implemented and reviewed.

Council employees are entitled to use any current or accrued sick leave entitlement to provide care and support to a person whose wellbeing is their responsibility. In cases which require long-term provision of care, the employee is encouraged to discuss arrangements with their supervisor or manager.

Disability Inclusion Act

Disability Inclusion Act 2014

Uralla Shire Council undertook internal consultation with staff and external consultation with local people with disability, their carers, and the services that support them. Areas of good practice and priority areas for improvement were identified.

Council adopted its Disability Inclusion Action Plan (DIAP) in June 2017 in its annual Delivery Program and Operational Plan to improve access and inclusion for people with a disability in the Uralla Shire community.

Public Interest and Disclosure

Public Interest Disclosure Act 1994

Annual Report on Public Interest Disclosures 1 July 2018 to 30 June 2019

Number of public officials who made public interest disclosures to Council	0
Number of public interest disclosures received by Council	0
Of the public interest disclosures received by Council, how many were primarily about:	0
• Corrupt conduct	0
• Maladministration	0
• Serious and substantial waste	0
• Government information contravention	0
• Local government pecuniary interest contravention	0
Number of public interest disclosures (received by Council since 1 January 2012) that have been finalised in this reporting period	0

Uralla Shire Council has an Internal Reporting Policy which is available for viewing on Council's website.

Staff are informed and updated on Council policies including the Internal Reporting Policy at staff meetings with hard copies of policies available at each work location. Information is provided to new employees in the Employee Induction Manual.

Code of Conduct Reporting

Sections 12.1 and 12.2 of Council's Code of Conduct Policy requires a report be provided to Council and the Office of Local Government on the following range of complaints statistics within three months of the end of September each year.

Annual Reporting Requirement Descriptor	Annual Statistic
The total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)	Councillors - 5 General Manager - 0
The number of code of conduct complaints referred to a conduct reviewer during the reporting period	2
The number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints	2 Training was undertaken
The number of code of conduct complaints investigated by a conduct reviewer during the reporting period	0
Without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period	5 Mediation/training undertaken
The number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and	0
The total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.	\$2,950 (which included training)

Financial Management

Council's audited Annual Financial Statements for 2019-2020 including the General Purpose Financial Statements, Special Purpose Financial Statements and the Special Schedules are attached to the Annual Report. Included in the statements are comments from Council's Auditors – The Audit Office of NSW. A summary of Council's financial performance in 2019-2020 and financial position at the end of the reporting period is outlined below:

	2020 \$ '000	2019 \$ '000
Income Statement		
Total income from continuing operations	23,723	21,784
Total expenses from continuing operations	22,187	21,960
Operating result from continuing operations	1,536	(176)
Net operating result for the year	1,536	(176)
Net operating result before grants and contributions provided for capital purposes	(1,452)	(1,707)
Statement of Financial Position		
Total current assets	18,859	18,928
Total current liabilities	(7,880)	(7,793)
Total non-current assets	233,761	230,827
Total non-current liabilities	(4,808)	(4,730)
Total equity	239,932	237,232
Other financial information		
Unrestricted current ratio (times)	2.36	2.22
Operating performance ratio (%)	(2.40)%	(0.87)%
Debt service cover ratio (times)	10.92	11.43
Rates and annual charges outstanding ratio (%)	11.76%	7.25%
Infrastructure renewals ratio (%)	121.80%	95.39%
Own source operating revenue ratio (%)	63.98%	70.52%
Cash expense cover ratio (months)	9.99	11.50

Section 4 – Attachments

A Financial Statements 2019-2020

B GIPA Report 2019-2020

Clause 7(a) – Evidence of proactive review and release of information

Item	Response
Proactive review of 'information for public release' undertaken?	Yes
Information made publicly available as a result?	Yes
Uralla Shire Council during the reporting period has on a continuing basis reviewed the information that it proactively releases on its website. The review process is undertaken utilising Council's Publication Guide to identify documents which have been created as part of "our functions". The objective of the review process is to identify information or categories of documents that can be released without unreasonably incurring additional costs or placing an additional burden on the organisation's resources. During the reporting period Council has proactively published information on the Council website in relation to major projects, works, services, and policy and planning documentation. The publication of information and documents in relation to these areas has occurred to ensure that decisions and reporting in regard to the related matters is both transparent and provides accountability to the Community.	

Clause 7(b) – Total number of access applications received (excluding informal requests)

Item	Response
Total access applications received?	21

Clause 7(c) – Total number of access applications received & subsequently refused (excluding informal requests)

Item	Response	
	wholly refused	partly refused
Total access applications refused due to overriding public interest against disclosure?	0	0

Clause 7(d) – Schedule 2 statistical data, tables A to I

Table A: Decisions made by applicant type & outcome

Applicant Type	Decision Type	Decisions Made
Members of the public (by legal representative)	Access Granted in Part	9
Members of the public (other)	Access Granted in Part	12

Table B: Decisions made by application type & outcome

Application Type	Decision Type	Decisions Made
Access applications that are partly personal information applications and partly other	Access Granted in Part	21

Table C: Details about invalid applications

Reason for Invalidity	Number of Applications
Section 41	0
Section 43	0
Section 110	0
Total invalid applications received	0
Total Invalid applications that subsequently became valid applications	0

Table D: Decisions to refuse access to Schedule 1 information (i.e. overriding public interest against disclosure)		
Schedule 1 Considerations applied	Number of times used	
nil	n/a	
Table E: Other public interest considerations against disclosure (GIPA Act - Section 14)		
Section 14 Consideration Applied	Number of Times Used	
nil	n/a	
Table F: Timeliness of decisions made		
Decision Timeframe	Number of Applications	
+/- 20 days (statutory timeframe)	21	
More than 35 days (by agreement)	0	
Not within time	0	
Table G: Outcomes of decision reviews		
Review Type	Review Outcome	
	decision varied	decision upheld
Internal	0	0
Information Commissioner	0	0
Internal under Section 93	0	0
NCAT	0	0
Table H: Applications for decision review by applicant type		
Review Applicant Type	Number of Applications	
Original access applicant	0	
Section 54 applicant	0	
Table I: Access applications transferred to other agencies		
Transfer Type	Number of Applications	
Agency initiated	0	
Applicant initiated	0	

15.10. Resolutions Actions Status Report

Department: General Manager's Office
Prepared by: Executive Assistant
TRIM Reference: UINT/20/10721
Attachments: UINT/20/10801

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

The purpose of this report is to provide Council with the Resolution Action Status updates as at 24 November 2020.

OFFICER'S RECOMMENDATION:

That Council receive and note the Resolution Action Status as at 24 November 2020.

BACKGROUND:

Following every council meeting, the resolutions of council which require action are compiled into a single document. This document is referred to as the Resolution Action Status. The purpose of the Resolution Action Status is to track the progress of actions and provide confirmation to Council when these actions are complete. The Resolution Action Status is presented to Council at its ordinary meetings.

REPORT:

The Resolution Action Status shows actions which are either currently pending or completed. Actions which were completed as at the date of the report to the last Council ordinary meeting, 27 October 2020, have been removed from the document.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication**
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

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/03/2015	26.03/15	Land Disposal – Karava Place, Uralla	That Council: 1. Give the General Manager delegation to negotiate payment options; and 2. Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	DID DID	2/06/2015	Lot 103 – No agreement made. Property owners have so far declined to enter agreement. Council's solicitor engaging with property owners to progress.	B B
23/11/2015	24.11/15	Bergen Road Land Acquisition and Exchange for Road Works	That the Council approve for the exchange of land associated with the reconstruction of Bergen Road and authorise the General Manager to complete all documentation.	DID	Jun-20	Survey plans completed. Council's solicitors to progress. Delays associated with changes to road closure process and resourcing.	B
25/07/2016	18.07/16	2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge	That Council: 1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991. 2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.	DID DID	Jun-20	1. Noted. 2. August 2019, Department of Planning, Industry and Environment, Lands and Water has advised of no objection to the compulsory acquisition of Lot 110. Advice referred to Council solicitors to progress.	B B
28/02/2017	23.02/17	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 DID DID		1. Noted 2. Completed 3. Draft circulated 4. Completed	C C C C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/07/2017	22.07/17	Report 11 - Uralla Sporting Complex	That Council; (a) endorse the proposed upgrades to the Uralla Sports complex including the construction of the canteen facilities and disabled toilets and access, (b) provide additional seating around the perimeters of the fields and oval if residual funding is available, and (c) develop a plan of management for the sharing of the facilities among the user groups, (d) staff investigate relocation and redevelopment of the playground area.	MDP MDP MDP MDP		a) Completed b) Seating provided through SCCF Round 2 funding. c) draft completed. To be considered in conjunction with the current preparation of the Open Spaces Strategy. d) Playground completed – turf to be placed in the spring. Funded under Stronger Country Communities Fund Round 1. Further works to the playground have been undertaken under SCCF Round2	C C B C
24/04/2018	50.04/18	Late Report 2 – Industrial Land Subdivision	That Council resolve to: 1. Endorse option 2 of the Kehoe Myers report dated 6 April 2018 for the subdivision of the Uralla Industrial Estate, being Lot 14 DP 787477, Rowan Avenue Uralla. 2. Progress detailed design of the subdivision and the construction of Stage 1, 3. Install billboard signage at the property indicating the endorsed layout and undertake additional marketing of the project.	DID DID DID		Noted Detailed design completed. Signage installed. Valuation received. Probity advice received and probity plan developed. DA Consent concluded. Grant funding application lodged under the Building Better Regions Fund Round 4 was unsuccessful. Further marketing pending funding and approval.	C C B
24/07/2018	35.07/18	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		Resourced in 20/21 Operational Plan budget - Consultant engaged Oct 2020 to prepare the Strategy.	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/09/2018	30.09/18	Report 16 – Recommendations of Uralla Township and Environs Committee July and August 2018 meetings	<p>That Council resolve to:</p> <ol style="list-style-type: none"> 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. Advise 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 MDP MDP MDP MDP MDP MDP MDP MDP		<ol style="list-style-type: none"> 1. Noted 2. Noted 3. Engagement in progress - last follow up mid 2020. 4. Unsuccessful application lodged under SCC Round 3 by Uralla Arts. 5. Pending – will be undertaken as part of the development of the Open Spaces Strategy 6. Added to project capital works future projects list, subject to community feedback and funding. 7. Complete 8. Complete 9. Complete 	C C B C B B C C C
28/11/2018	29.11/18	Report 15 - Heritage Advisory Services Summary Nov 2018	<p>That;</p> <ol 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 MDP MDP		<ol style="list-style-type: none"> 1. Complete 2. Pending Open Spaces Strategy preparation. 	C B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
18/12/2018	34.12/18	Submitted by: Cr Tara Toomey 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 DID DID DID DID DID DID DID		Noted. Funding not yet received.	B B B B B B B B
26/02/2019	48.02/19	Report 25 - Recommendations of UTEC November and December 2018 meetings	That Council receive and note the minutes of Uralla Township and Environs Committee for Tuesdays 13 November and 11 December 2018 and adopt the following suggestions as recommendations: 1. Council provide clear parameters to the Uralla Township and Environs Committee. 2. Council explore the concept of Uralla 2358 in the development of a Fibonacci Discovery Park or other options in the Pioneer Park Precinct with the Uralla community and seek avenues of funding as part of the development of the OpenSpace Strategy.	MDP MDP MDP		1. Completed 2. Pending Open Spaces Strategy preparation.	C B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/06/2019	10.06/19	Late Report 2 – Funding Approval Safe and Secure Water Program Bundarra Sewer Scheme	<p>1. Note the advice from Hon. Minister Melissa Pavey MP regarding revised NSW Government funding of up to \$6.557 million to complete the Bundarra Sewerage Scheme; and</p> <p>2. Authorise the General Manager to undertake the necessary negotiations to extinguish the funding agreement with Infrastructure NSW and enter into a new funding agreement with NSW Department of Industry – Water.</p> <p>That council hold additional workshops to continue review of council's policy landscape.</p>	MWWS MWWS		<p>1. Noted. Funding Deed under review.</p> <p>2. Infrastructure NSW funding deed finalised. NSW Dept. of Planning Industry & Environment Water funding deed being finalised .</p>	C B
25/06/2019	16.06/19	Report 3 – Review of Council Policies – Update		EMCS	Jul-19	Additional workshops are currently being held to accommodate the back log due to COVID-19 deferrals. Code of Conduct Adopted by Council. ARIC Charter and GM Performance Review Charter - Adopted.	B
27/08/2019	15.08/19	Report 5 – Complaints Management Policy 2019	<p>That Council</p> <p>6. Receive a biannual report outlining:</p> <p>a) The number of complaints received;</p> <p>b) The outcomes of complaints including matters resolved at the front line;</p> <p>c) Issues arising from complaints;</p> <p>d) Systemic issues identified; and</p> <p>e) the number of requests received for internal and/or external review of our complaint handling.</p>	EMCS	Aug-19 Jan-21 Jun-21	<p>6. Pending – CRM not yet implemented due to lack of resources. Expected to report to Council for the third quarter in 2021 Financial Year</p> <p>Recent discussion to identify how to consistently capture and identify complaints.</p> <p>Review the Complaints Policy in 2021</p>	B B A
27/08/2019	31.08/19	Report 12 – Public exhibition and consultation outcomes for proposed resignation of management from selected Council managed Crown Reserves	<p>That Council make a written application to the Minister for Department of Industry - Crown Lands requesting approval of Uralla Shire Council's resignation as Crown Land Manager of Crown land reserves identified as:</p> <ul style="list-style-type: none"> · Lot 31 DP 755838 Kentucky South Reserve; · Lot 153 DP 755838 Kentucky South Reserve; · Lot 7010 DP 93183 Bundarra CBD Reserve; and · Lot 7002 DP 1072010 Rocky River Recreation Reserve. 	MDP MDP MDP MDP MDP		<p>Complete.</p> <p>Aboriginal Land Claims on three parcels being expedited.</p>	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
26/11/2019	20.11/19	Submitted by: Cr NLeadger Ref/Subject: Notice of Motion 3 – Water motion sewage treatment options	That council explore avenues to reuse water from the treated sewage effluent.	DID	Feb-20	Underway. Progressing option with UPC at the moment. ZNET Plus seeking to determine community sentiment regarding reuse. Additionally the Council is in negotiations with UPC regarding the potential for reuse as part of necessary road construction.	B
26/11/2019	39.11/19	Report 7 - Works Progress Report as at 31 October 2019	That: 1. the report be received and noted for the works completed or progressed during October 2019, and works programmed for November 2019. 2. Council review the updated transport asset management plan in the New Year to confirm priorities	MCI MCI	Feb-20	1. Noted 2. Underway	C B
17/12/2019	18.12/19	Report 7 – Report and Recommendations from the Drought Management Workshop held 10th December, 2019	That Council: 1. Review the top 10 to 20 water users in Uralla and work with them to reduce their water use. 2. Investigate State or Federal funding for increasing the weir storage at Bundarra and other alternative water sources for Uralla. 3. Place information on water usage online in an easily accessible location. 4. Include contingency planning triggers in the Drought Management Plan. 100 days out of day 0 for normal usage and 40 days for emergency firefighting. 5. Review alternative water supply options. 6. Investigate the use of smart meters.	DID DID DID DID DID	Dec-19	1. Users have been identified. Communication with users is pending. 2. Letter sent. To be included in IWCM strategy. Funding of \$1.5 million received for Uralla ground water investigation. 3. Complete 4. Pending. To be presented in future workshop. 5. Scope for groundwater project for Uralla being finalised with staff from DPIE-Water. 6. Underway	B C C B B B
17/12/2019	34.12/19	Report 17 – Treated Sewage Effluent Options Report December 2019	That Council approve funding from the Water Fund reserves of \$50,000 to fund a study to investigate effluent reuse and determine optimal options for reuse of the Uralla Sewage Treatment Plant effluent. Councillors thank the staff for the preparation of the report.	DID	Feb-20	Pending. Study deferred with the progression of the reuse scheme being developed with UPC.	A

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
17/12/2019	38.12/19	Late Report 2 – Drought Communities Extension Programme	<p>That Council:</p> <ol style="list-style-type: none"> Participate in the Drought Communities Extension Programme to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement; With the following list of projects in priority order, noting that the funding is unlikely to extend to all projects. Authorise a committee comprising of the Mayor, the Deputy Mayor, Director of Infrastructure and Development and the General Manager to determine the amount of funding to be attributed to each project and provide a monthly progress report. Secure the necessary human resources to: <ol style="list-style-type: none"> Scope the necessary works and pricing to support the funding application(s); Assist in the preparation of the funding application; If successful, procure and coordinate the contractors and materials necessary to deliver the works; and Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed. 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. Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised Schedule a workshop on the possible options and refurbishment requirements for the Uralla Courthouse. 	DID	Feb-20	<ol style="list-style-type: none"> In Progress Noted Ongoing Application being lodged Noted Works commenced for some projects Pending 	C

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
4/02/2020	X08.02/20	Submitted by: Cr T Toomey Notice of Motion 2 - Economic Reparations to Impacted Businesses	That the General Manager: 1. contact each food or beverage business in the Uralla Shire reliant on town water, 2. understand what the additional costs that transitioning to a new water source for their business have been, 3. for food and beverage businesses who have not made the transition due to the cost, understand what the costs are, 4. provide a report to the Council at the 24 March 2020 meeting seeking funding from the State and Federal Governments, 5. continue to acknowledge and publicly thank those volunteers who have stepped in from the start and who continue to step in, to distribute the water and care for our community during this time.	CCE CCE CCE CCE CCE	Feb-20	- Pilot survey by independent consultant conducted in Feb/Mar 2020. Council received funding through NSW Bushfire Community Resilience & Economic Recovery Fund to undertake Local Business engagement and support project with is in progress. Volunteers publically acknowledged and thanked including at the 2020 Northern Inland Volunteer of the Year Awards (Mayor Volunteer Awards)	B A A A C
4/02/2020	X11.02/20	Submitted by: Cr T Toomey Notice of Motion 3 – Proactive Marketing to Recover Brand Damage	That Council seek funding from the State and Federal government to meet the cost of: a. The development of a Uralla Shire map which identifies businesses operating within the Uralla Shire; and b. A visit by a travel writer who will ensure that their appraisal will appear in some form of media to promote Uralla Shire Council in a positive light; and c. Creating a promotional social media video of Uralla Shire as part of a long term online campaign.	CCE CCE CCE CCE	Jun-20	In Progress - Funding through the NSW Bushfire Community Resilience & Economic Recovery Fund.	B A A A

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
25/02/2020	30.02/20	Report 15 – Amended Uralla Development Control Plan 2011 Amendment No 5	That Council: 1. Endorse the draft amendment No. 5 of the Uralla Development Control Plan 2011 for public exhibition for a second period of not less than 28 days; and 2. Give the General Manager delegated authority to adopt the Uralla Development Control Plan 2011 as amended if no submissions are received from the public or the Department of Planning, Industry and Environment.	MDP MDP	Mar-20 Sep-20	Public exhibition 13 March - 27 May 2020. Extended exhibition on NSW Planning Portal. Amendments being incorporated in response to Councillor input.	C B
24/01/2020	05.03/20	Submitted By: Mayor, Cr M Pearce Reference/Subject: COVID-19: Instrument of Delegation to the Mayor (Emergency Administrative Provisions)	That: 1. Council adopt the Instrument of Delegation to the Mayor dated 24 March 2020 as detailed in Attachment 1 to this Mayoral Minute except as; develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council, to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area, and (i) to determine the process for appointment of the general manager by the council and to monitor the general manager's performance. 2. That the General Manager provide a consolidated report once a month to all Councillors specifying any actions taken under this delegation as adopted by Council. 3. Once activation of the current Business Continuity Plan ceases, a consolidated report to the first available meeting of Council will be submitted which lists all decisions made under this delegation.	GM GM GM GM	May-20	To date, the Mayor has not been required to take any actions or exercise any delegated authorities under the Emergency Administrative Provisions adopted by Council on 24 March 2020. Completed Not applicable to date Not applicable to date	B C B B
24/01/2020	19.03/20	Submitted by: Cr, N Ledger Notice of Motion 1 - Expansion of waste collection services	That, prior to further research regarding domestic waste collection, Council first considers this report, scheduled to be received by Council in the next quarter.	DID	Jun-20	Noted	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
5/05/2020	17.05/20	Report 7 - Recommendations of Uralla Township and Environs Committee February 2020 meeting	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive and note the minutes of February 2020 meeting of the Uralla Township and Environs Committee (UTE), and; 2. <ol style="list-style-type: none"> a) purchase two copies each of the authoritative publications "Colour Schemes for Old Australian Houses ISBN 0-959423-3-x" and "More Colours for Old Australian Homes ISBN 1-875253-04-1" to hold in the library reference section and Council's Customer Service Section as well as provide copies of the heritage paints guidance brochure, prepared by staff, to the public on request; b) request a report to a Council meeting on a proposal to amend the UTEC constitution in respect to the election of the chairperson and quorum requirements, for Council consideration, before the term of the committee comes to an end on 30 June 2020; c) convene a workshop of councillors, Mrs Gwen Fuller, Uralla Garden Club, UTEC members and James Sinclair to develop options for Fuller Park; d) write to Riley Watson asking him to provide his suggestions for skatepark additions to the Uralla Township and Environs Committee through Council. 	MDP	Jun-20	<ol style="list-style-type: none"> 1. Noted 2. a) Publications have been purchased and made available; Heritage paints brochure available on website and hardcopy. 2. a) Publications have been purchased and made available; Heritage paints brochure available on website and hardcopy. 2. a) Publications have been purchased and made available; Heritage paints brochure available on website and hardcopy. b) Completed – workshop July 2020, report to Council Aug 2020. c) Letter of advice to convene workshop when appropriate has been sent to Gwen Fuller. d) Attempts to contact have been made. Council will engage with a skate park designer to determine what improvements/additions could be made. 	C
5/05/2020	18.05/20	Report 8 - DIVISION DECISION – DA-44-2018 – Natural Burial Ground - 192 Dumaresq Road, Saumarez Ponds	<p>That Report 8 - lay on the table and the development application be deferred until 03 July 2020, pending receipt of a geotechnical report outlined in NSW Public Health Regulation 2012.</p> <p>Should the geotechnical report not be received before this time, the application be put back before Council for determination.</p>	MDP	Jun-20	<p>Applicant contacted and invited to provide additional information.</p>	COMPLETED & REPORTED TO COUNCIL
				MDP	Jul-20	<p>Additional information received. Application must now go to DPIE for concurrence as it is a controlled activity under the Water Management Act 2000.</p>	COMPLETED & REPORTED TO COUNCIL
				MDP	Oct-20	<p>Amended plans received and concurrence no longer required. Application refused by Council.</p>	C
26/05/2020	45.05/20	Confidential Report 1 - Ward Bros Quarry	<p>That Council:</p> <ol style="list-style-type: none"> 1. Note the Debt Settlement Deed of Agreement between Ward Bros and Uralla Shire Council, 2. Authorise the Acting General Manager to sign the deed on behalf of Council, and; 3. Review the S94 quarry operator charges and reporting arrangements to improve accountability and administrative obligations. 	MDP	Jun-20	<ol style="list-style-type: none"> 1. Noted 2. Debt Settlement Agreement complete 3. Pending. Consultant engaged for 7.11 (\$94) plans 	C
				MDP			C
				MDP			B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
23/06/2020	26.06/20	Report 11 - Amended Uralla Development Control Plan 2011 Amendment No. 5	That Council defers consideration of this matter pending further response to questions to Council officers in respect to the Development Control Plan.	MDP	Jul-20	Noted	B
30/06/2020	X08.06/20	Report 1- Local Drought Stimulus Package	<p>That Council:</p> <p>1) Participate in the Local Drought Stimulus Package to undertake community infrastructure improvements, community facility improvements, community events (focused on drought preparedness and resilience), public land improvement, tourism and economic diversification, infrastructure and amenity upgrading and improvement;</p> <p>2) Endorse the Council's Smarty Grants applications for the following projects,</p> <ul style="list-style-type: none"> • Visitor Information Centre refurbishment - \$400,000 (Part funding) • Swimming pool – family and disabled change rooms. - \$90,000 (Part funding) • Bundarra Multipurpose Courts - \$300,000 • Uralla Queen Street Caravan Park - \$65,000 • Uralla Community Centre - \$45,000 <p>3) 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.</p>	MDP	Jul-20	<p>1. Council is participating in this Package</p> <p>2. Application submitted Reported to Council 25 Aug 2020</p> <p>3. Noted Reported to Council 25 Aug 2020</p>	<p>C</p> <p>COMPLETED & REPORTED TO COUNCIL</p> <p>COMPLETED & REPORTED TO COUNCIL</p>
25/08/2020	04.08/20	Committee Report 1 - Budget Review & Finance Committee Report LTFP 2030	<p>That Council:</p> <p>1. Set a strategic objective for the General Fund to achieve a balanced operating result before capital grants by 2022/2023 - including the full funding of depreciation, amortisation and impairment of intangible assets and infrastructure, property, plant equipment, and to build reserves of \$4 million over the remaining seven years of the long term financial plan (LTFP); and</p> <p>2. To inform the implementation of the strategic objective, Council:</p> <ol style="list-style-type: none"> a) consider shire continuity and financial sustainability including a review of financial performance measures; b) review service standards and councils operating costs; c) undertake community engagement on the above and financial strategies; d) prepare and endorse policy/plans to inform the construction of the LTFP; and undertake further community consultation on the LTFP. 	CFO	Aug-20	<p>1. Noted for inclusion in the preparation of the next budget & LTFP</p> <p>2. Noted with follow up at the October 2020 ARIC meeting</p>	<p>B</p> <p>B</p>

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
22/09/2020	04.09/20	Report 13 – LGNSW Annual Conference 2020	That: 1) The Mayor and General Manager attend the LGNSW Annual Conference on 23 November 2020; and 2) Should the Mayor be unable to attend the LGNSW Annual Conference, the Deputy Mayor attend as his proxy.	GM GM	Nov-20 Nov-20	1. Noted 2. Noted	C C
22/09/2020	07.09/20	Report 1 of Committees: Minutes of the Audit, Risk	That the Minutes from the Audit Risk and Improvement Committee meeting held on 27 August 2020 be noted and: (1) That the General Manager conduct a review and evaluation of the resourcing surrounding the work plan and recommendations to be made to Council on same. (2) That the Audit Risk and Improvement Committee (ARIC) review and present a new (annual) work plan in consultation with relevant parties (audit/Council administration) for consideration at the next ARIC meeting. (3) That the Charter be endorsed as amended. (4) That the General Manager remove from the report on Internal Audit and Audit Office Management Letters Action Schedule, actions presented as completed. (5) That Council's Internal Auditor provide a report to ARIC on the effectiveness of the Contract Register.	GM GM ARIC CGR GM CGR		1. Completed 2. represented and endorsed by ARIC Oct 20 Meeting 3. Completed. Copy provided to ARIC 4. Noted 5. CGR advised IA of resolution requesting report for February meeting	A COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL COMPLETED & REPORTED TO COUNCIL A
22/09/2020	08.09/20	Report 1 of Committees: Minutes of the Audit, Risk & Improvement Committee Meeting Held 27 August 2020 and Amended Charter	(6) That Council engage an Independent Auditor or Forensic Accountant to undertake a review of the process surrounding any possible deviation between the Transport Asset Management Plan (Feb2016 v6) and the related 2019-2020 budget allocations without Council's approval and report to ARIC on the results of the audit.	CFO		RFQ prepared and procurement in progress.	B
22/09/2020	09.09/20	Report 1 of Committees: Minutes of the Audit, Risk & Improvement Committee Meeting Held 27 August 2020 and Amended Charter	(7) That in relation to the sealing of the asphalt overlay of Hill Street between Bridge and Duke Streets, that Council's Internal Auditor undertake a review of the process for undertaking this work to examine whether a breach of established delegations was evidenced by the splitting of an order by Council Officers to avoid going to tender.	CFO		Internal audit work has commenced	B
22/09/2020	25.09/20	Report 7 – Amendments to the Code of Conduct	3) Expressions of interest be sought for Code of Conduct Reviewers and report back to Council.	CGR		Commence EOI in Jan 2021	A
22/09/2020	35.09/20	Report 11 - Resolution Actions Status at 22 Sep 2020	That Council received and note the resolution Action Status as at 22 September 2020, including amendment to 6 Aug 2020 #06.08/20 - replace with correct report title - ZNET Plus (please note resolution number changed to 05.08/20 after adjournment motion carried was allotted a resolution number)	EA	Sep-20	Completed	C
22/09/2020	36.09/20	Report 12 - Council and Uralla Shire Business Chamber support	2) note that the General Manager will give a presentation to the Uralla Shire Business Chamber on this report	GM	Nov-20	Scheduled for December Business Chamber meeting	B

MEETING DATE	RESOLUTION No#	REPORT TITLE	COUNCIL RESOLUTION	RESPONSIBLE OFFICER	ACTION DATE	COMMENTS	STATUS
29/09/2020	X04.08/20	Report 1 - Late report - Local Strategic Planning Statement Recommendation	That Council: 1. adopt the draft Uralla Local Strategic Planning Statement 2020, as amended, as a first step in the continuing process of community consultation and feedback to enhance the strategic plan; 2. by 30 January 2021 commence public consultation to revise the LSPS to reflect community views as required by the initial instruction from the NSW Government; 3. by 30 June 2021 submit a revised version of the LSPS	MDP MDP MDP	Nov-20 Jan-21 Jun-21	1. Noted 2. Pending 3. Pending	C A A
29/09/2020	X09.09/20	CONFIDENTIAL REPORT Report 1- Bundarra Sewerage Scheme – Award of Tender	ACTION: That the report for the Bundarra Sewerage Scheme – Award of Tender lay on the table and that Council engage a suitably qualified consultant to review the tender process.	MWWS	Oct-20	Tender process reviewed and reported to October meeting.	C C
29/09/2020	10.09/20	CONFIDENTIAL REPORT Report 2 – Commonwealth Home Support Program – Proposed Auspice Change	That Council: 1. Endorse the Department of Social Services intent to offer on behalf of the Department of Health to novate the remaining 50% of a local service provider's current 2020/21 Commonwealth Home Support Program grant to Uralla Shire Council from 1 Jan 2021, and 2. Delegates the General Manager to execute the resultant offer of a Deed of Funding Variation with the Department of Health	GM GM GM		1. Noted - DSS advised of Council resolution 2. Pending offer of Deed from DS	C A
27/10/2020	08.10/20	15.6 Disclosure of Interest by Councillors and Designated Persons 2020	That Council publish returns of interest made by Councillors and designated persons to the Uralla Shire Council website after redacting any information that applies the public interest test factors listed in the Table in section 14 of the Government Information (Public Access) Act 2009	CGR	Nov-20		A
27/10/2020	09.10/20	15.7 Community Grants Program 2020-21 - Individuals	That Council adopt the Community Grant Panel Committee recommendation to award funding allocations under the 2020-21 Community Grants Program – Individuals category to: 1) Ms Pamela Meehan for the amount of \$300; and 2) Mr Trevor Watkins for the amount of \$300.	CCE	Nov-20	Letters written, reviewed. Emailed and posted with receipt and acquittal details required to be sent back to Council.	C

16. MOTIONS ON NOTICE/QUESTIONS WITH NOTICE



16.1. Council's Water & Wastewater Systems

Councillor:	Councillor Crouch
Prepared by:	General Manager
TRIM Reference:	UINT/20/10657
Attachments:	Nil

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.4	Communities that are well serviced with essential infrastructure.
Strategy:	2.4.1	Develop a strategically located network of quality, accessible and safe public amenities that are adequately maintained and renewed, and;
Goal:	3.4	Secure sustainable and environmentally sound water-cycle infrastructure and services.
Strategy:	3.4.1	Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies.

SUMMARY:

This notice of motion seeks an overview report on the current status of Council's water and wastewater asset management and renewal planning.

COUNCILLOR'S MOTION:

That an overview report on the status Council's water and wastewater systems for Uralla and Bundarra be prepared for Council that advises the current status of development of the Integrated Water Cycle Management Plan (IWCM) and water and wastewater asset management and renewal planning.

RATIONALE:

Council is responsible for setting the strategic direction for water assets including service standards.

Council's water and wastewater assets require asset management planning to manage their long-term sustainability including planning for renewal and upgrades of the infrastructure to continue to meet Australian Standards and regulations.

Council is currently reviewing water fees, charges and financial sustainability. This includes consideration of the asset condition and future renewal/upgrade requirements.

Council is currently preparing an integrated water management cycle management plan in conjunction with officers from the Department of Planning, Industry and Environment/Water.


Councillor

GENERAL MANAGER'S REPORT

Work is in progress on the Integrated Water Cycle Management Plan (IWCM) and water and wastewater asset management planning.

It is appropriate for Council to receive a report as requested by the Notice of Motion.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
This report and the subsequent report will be publicly available. Council maintains information on the water and wastewater service on the Council website.
- 2. Policy and Regulation**
Australian Drinking Water Guidelines and Australian Standards.
- 3. Financial (LTFP)**
This work is essential to the Council's Long Term Financial Plan.
- 4. Asset Management (AMS)**
This notice of motion requests a report on the asset status.
- 5. Workforce (WMS)**
Addressed through asset management planning.
- 6. Legal and Risk Management**
Water quality results are published on Council's web page at;
<https://www.uralla.nsw.gov.au/Council-Services/Water-Supply/Water-Quality-Analysis>
- 7. Performance Measures**
Compliance with health standards.
- 8. Project Management**
N/A.

17. CONFIDENTIAL MATTERS



17.1. CONFIDENTIAL - Tolley Bridge Tenders

Department: Infrastructure & Development
Prepared by: Director Infrastructure and Development
TRIM Reference: UINT/20/10587
Attachments: November - UINT/20/10588 - Summary of Tenders Received – Tolleys Bridge

This report is presented to the **CLOSED** section of the 24 November meeting under section 10A (2)(d) (ii) of the Local Government Act (NSW) 1993.

A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:

- a) the discussion of any of the matters listed in subclause (2), or
- b) the receipt or discussion of any of the information so listed.

(2) The matters and information are the following:

- c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,

Reason: report on commercial-in-confidence tender submissions

18. COMMUNICATION OF COUNCIL DECISIONS

19. CONCLUSION OF THE MEETING

END OF BUSINESS PAPER