



LATE REPORTS TO COUNCIL

17 December 2019

Late Reports to Council

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LATE REPORTS TO COUNCIL

Ordinary Meeting 17 December 2019



REPORT TO COUNCIL

Department:	Corporate Services
Submitted by:	<i>Executive Manager Corporate Services</i>
Reference/Subject:	Late Report 1 – Submission to Local Government Remuneration Tribunal - Proposed Classification Model

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	4.1	A strong, accountable and representative Council
Strategy:	4.1.4	Provide strong representation for the community at the regional, state and federal levels
Activity:	4.1.4.1	Maintain effective partnerships and advocacy activities
Action:	4.1.4.1.1	Advocate the needs of the shire to State and Federal Governments

SUMMARY:

The purpose of this report is for Council to make a submission to the Local Government Remuneration Tribunal in relation to its proposed classification model.

OFFICER'S RECOMMENDATION:

That Council:

1. **Determine its position in relation to the four items below in response to the letter from the Local Government Remuneration Tribunal:**
 - a. **Proposed classification model and criteria;**
 - b. **Allocation in the proposed classification model;**
 - c. **Range of fees payable in the proposed classification model; and**
 - d. **Other matters.**

2. **Make a submission to the Tribunal by 20 December 2019.**

BACKGROUND:

The Local Government Remuneration Tribunal (the Tribunal) has commenced its review in anticipation of the 2020 annual determination. Under section 241 of the *Local Government Act 1993* (the Act) the Tribunal is required to make an annual determination on the fees payable to Councillors and Mayors.

As part of this review, the Tribunal is undertaking a review of the categories of councils and mayoral offices, and seeks submissions from NSW councils in relation to same.

REPORT:

The Tribunal is seeking submissions from NSW councils in relation to the following matters:

1. Proposed classification model and criteria

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Comments on the proposed classification model as outlined in Attachment 1 to the Tribunal's correspondence, including the titles and criteria for each category.

2. Allocation in the proposed classification model
Comments on the appropriate allocation for their individual council in the proposed classification model outlined in Attachment 2 to the Tribunal's correspondence, having regard to the proposed criteria for each category.
3. Range of fees payable in the proposed classification model
Comments on the range of fees to the proposed classification model, having regard to the Tribunal's obligations under section 242A of the Local Government Act. Any recommendations in respect of the proposed new category of Regional Centre, if determined, should have regard to the capacity of their individual council to pay an increase in fees.
4. Other matters
Council may wish to address other matters within the Tribunal's jurisdiction under the Local Government Act.

A copy of the letter from the Tribunal is enclosed at Attachment A.

Proposed Classification Model

The 128 councils in NSW currently fall into one of the nine categories, either Metropolitan or Non-Metropolitan, as set out in page 1 of their correspondence (Attachment A.) The Tribunal has reviewed the existing model and proposes to create a new category of Regional Centre which would apply to certain Non-Metropolitan councils.

The proposed categorisation model differentiates councils based primarily on geographical location and takes into consideration population, the sphere of council's influence, and the degree of regional servicing.

Under the proposed model of classification, Uralla Shire Council would remain categorised as a Rural council.

Fees

In its annual determination the Tribunal sets the minimum and maximum fee levels for each category of in the classification structure.

Accordingly, the Tribunal has proposed the range of fees payable to the new category of Regional Centre, if determined, be between the ranges of fees paid to the current categories of Regional Rural and Regional Strategic Centre.

KEY ISSUES:

Submissions to the Local Government Remuneration Tribunal close on 20 December 2019.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
Nil
2. **Policy and Regulation**

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Local Government Act 1993

3. Financial (LTFP)

Nil

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

Nil

Prepared by staff member:

TRIM Reference Number:

Approved/Reviewed by Manager:

Department:

Attachments:

Governance and Media Officer

UINT/19/7036

Executive Manager Corporate Services

Corporate Services

- A. Letter from the Local Government Remuneration Tribunal dated 29 October 2019



Local Government Remuneration Tribunal

Ref: A4374304

To Mayors/General Managers

29 October 2019

Dear Mayors/General Managers

I write to advise that the Local Government Remuneration Tribunal has commenced its review for the 2020 annual determination.

Pursuant to s. 241 of the *Local Government Act 1993* (LG Act), the Tribunal is required to make an annual determination, by no later than 1 May 2020, on the fees payable to Councillors and Mayors to take effect from 1 July 2020.

In accordance with the LG Act, and as foreshadowed in the 2019 Report and Determination, the Tribunal will undertake a review of the categories as part of the 2020 review. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years.

The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2017. The review was prompted by the amalgamation of councils resulting in the creation of 20 new councils and an overall reduction in the number of councils in NSW from 152 to 128.

In reviewing the categories, the Tribunal examined a range of statistical and demographic data and considered the views of councils and Local Government NSW (LGNSW). Having regard to that information, the Tribunal determined a categorisation model which differentiates councils primarily on the basis of their geographic location. Other factors which differentiate councils for the purpose of categorisation include population, the sphere of the council's economic influence and the degree of regional servicing.

Existing categorisation

Each of the 128 councils is allocated into one of the following nine categories:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Regional City
- Regional Strategic Area
- Regional Rural
- Rural

The criteria for each of the categories are outlined on pages 16 to 19 of the 2019 determination.

2020 review

The Tribunal foreshadowed in the 2019 Report and Determination that a case may exist to revise some categories and their applicable criteria:

“12. A few submissions have suggested alternative categorisation models. The Tribunal will consider this in detail in the 2020 review. The Tribunal intends to commence the 2020 annual review earlier than usual to ensure there is time to review the existing model and to examine alternatives. The Tribunal is of the preliminary view that a case may exist to revise the number of categories, and their applicable criteria, particularly for regional and rural councils.”

The Tribunal has reviewed the existing model and proposes to create a new category for Non-Metropolitan councils. The new category, if determined, is proposed to be titled Regional Centre.

The Tribunal considers that changes to the categories and criteria applicable to Metropolitan councils and county councils are not warranted at this time.

The proposed categories and applicable criteria are outlined in **Attachment 1** and the proposed allocation of councils into each of those categories is outlined in **Attachment 2**.

Fees

The Tribunal will also determine the minimum and maximum fee levels for each category in the categorisation structure.

In accordance with section 242A of the LG Act the Tribunal is required to apply the Government’s public sector wages policy to the determination of ranges of fees for Councillors and Mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.

Sub-sections (3) and (4) of section 242A makes it clear that the minimum and maximum fees applicable to the existing categories cannot be increased by more than 2.5 per cent. The Tribunal is however able to determine that a council can be placed in another category with a higher range of remuneration without breaching the government’s wage policy.

The range of fees payable to the proposed new category of Regional Centre, if determined, will be between the ranges of fees currently paid to Regional Rural and Regional Strategic Centre.

Submissions

The Tribunal invites submissions from individual councils addressing the following four matters:

- 1. Proposed classification model and criteria**
Comments on the proposed classification model outlined in **Attachment 1**, including the titles and criteria for each category.
- 2. Allocation in the proposed classification model**
Comments on the appropriate allocation for their individual council in the proposed classification model outlined in **Attachment 2**, having regard to the proposed criteria for each category.
- 3. Range of fees payable in the proposed classification model**
Comments on the ranges of fees for the proposed classification model, having regard to the Tribunal’s obligations under section 242A of the LG Act as outlined above. Any recommendations in respect of the proposed new category of Regional Centre, if determined, should have regard to the capacity of their individual council to pay any increase in fees (**Attachment 2**).
- 4. Other matters**
Councils may wish to address other matters within the Tribunal’s jurisdiction under the LG Act.

Deadline and where to send submissions

The Tribunal has a limited period to undertake the annual review and the determination is required to be made before 1 May. For that reason, council submissions should be submitted as follows:

Deadline: No later than Friday 20 December 2019
Send to: catherine.power@psc.nsw.gov.au
(hard copies of submissions are not required)

Please note that any material provided to the Tribunal may be made available to any member of the public under the *Government Information (Public Access) Act 2009*.

As part of the annual review the Tribunal will seek to meet with LGNSW, as it does each year, to receive a sector wide view on local government in NSW.

If you require any further information, please email sarah.bradshaw@psc.nsw.gov.au or telephone on 02 9272 6006.

Yours sincerely



Dr Robert Lang
Local Government Remuneration Tribunal

Enclosed: Attachment 1 and Attachment 2

Local Government Remuneration Tribunal – 2020 Annual Review - Proposed Classification Model

General Purpose Councils - Metropolitan

No changes are proposed to the titles and criteria for Metropolitan Councils. The titles and criteria as determined in the 2019 Annual Determination are below.

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety has been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal – 2020 Annual Review - Proposed Classification Model**Metropolitan Large**

Councils categorised as Metropolitan Large will typically have a minimum population of 200,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum population of 100,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Local Government Remuneration Tribunal – 2020 Annual Review - Proposed Classification Model

General Purpose Councils - Non-Metropolitan

A new category (Regional Centre) is proposed between Regional Strategic Area and Regional Rural. The existing category of Regional City is to be renamed Major Regional City. New and amended criteria are outlined below.

Major Regional City

Councils categorised as Major Regional City will typically have a population above 150,000.

These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation and entertainment facilities to service the wider community and broader region
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a population above 200,000.

These councils:

- contain a mix of urban and rural settlements
- provide a range of services and activities including business, office and retail uses, along with arts, culture, recreation and entertainment facilities to service the wider community
- host tertiary education campuses and health facilities.

While councils categorised as Regional Strategic Area may have populations which exceed those of Regional City, they would not typically provide the same range of regional services or have an equivalent sphere of economic influence.

Central Coast Council and Lake Macquarie Council are categorised as Regional Strategic Area.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- a degree of economic activity within the Council area characterised by a Gross State Product exceeding \$2B
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Local Government Remuneration Tribunal – 2020 Annual Review - Proposed Classification Model**Regional Rural**

Councils categorised as Regional Rural will typically have a minimum population of 20,000.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural

Councils categorised as Rural will typically have a population less than 20,000.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

Local Government Remuneration Tribunal – 2020 Annual Review - Proposed Allocation of Councils

Proposed allocation of councils

Table 1: General Purpose Councils - Metropolitan

Principal CBD	Major CBD	Metropolitan Large	Metropolitan Medium	Metropolitan Small
Sydney	Parramatta	Blacktown	Bayside	Burwood
		Canterbury-Bankstown	Campbelltown	Camden
		Cumberland	Georges River	Canada Bay
		Fairfield	Hornsby	Hunters Hill
		Liverpool	Ku-ring-gai	Lane Cove
		Northern Beaches	Inner West	Mosman
		Penrith	Randwick	North Sydney
		Sutherland	Ryde	Strathfield
			The Hills	Waverley
				Willoughby
				Woollahra

Table 2: General Purpose Councils – Non-Metropolitan

Regional City	Regional Strategic Area	Regional Centre		Regional Rural
Newcastle	Central Coast	Albury	Mid-Coast	Bega
Wollongong	Lake Macquarie	Armidale	Orange	Broken Hill
		Ballina	Port Macquarie-Hastings	Byron
		Bathurst	Port Stephens	Eurobodalla
		Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree
		Cessnock	Shellharbour	Griffith
		Clarence Valley	Shoalhaven	Kempsey
		Coffs Harbour	Tamworth	Kiama
		Dubbo	Tweed	Lithgow
		Hawkesbury	Wagga Wagga	Mid-Western
		Lismore	Wingecarribee	Richmond Valley Council
		Maitland	Wollondilly	Singleton
				Snowy Monaro

Rural			
Balranald	Cootamundra-Gundagai	June	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth
			Yass

Table 3: County Councils

Water	Other
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



REPORT TO COUNCIL

Department:	Infrastructure and Development
Submitted by:	<i>Director Infrastructure and Development</i>
Reference/Subject:	Late Report 2 - Drought Communities Extension Programme

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

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

SUMMARY:

This report is submitted as a late report to seek Council approval to urgently progress the application for funding and commencement of selected projects.

On 7 November 2019, the Australian Government committed to provide an additional \$1 million each to 122 drought-affected councils under the Drought Community Extension Programme. The government also committed \$1 million each to 6 new drought-affected councils. These measures are designed to provide an immediate economic stimulus to drought-affected communities. This latest extension to the program provides total funding of \$250 million over three years from 2018-19 to eligible councils.

Each eligible council can receive funding for projects up to \$1million.

The grant amount will be up to 100% of eligible project costs.

A copy of the grant funding frequently asked questions information sheet is attached (see attachment 1). The Guidelines are provided as Attachment 2.

OFFICER'S RECOMMENDATION:

That Council:

- 1) *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;*
- 2) *With the following list of projects in priority order, noting that the funding is unlikely to extend to all projects: (insert project list in order of project priority).*
- 3) *Authorise a committee comprising of the Mayor, the Deputy Mayor or other selected Councillor, Director of Infrastructure and Development and the General Manager to determine the amount of funding to be attributed to each project.*
- 4) *Secure the necessary human resources to:*
 - a) *Scope the necessary works and pricing to support the funding application(s);*

- b) *Assist in the preparation of the funding application;*
 - c) *If successful, procure and coordinate the contractors and materials necessary to deliver the works; and*
 - d) *Liaise with the stakeholders of the facilities and/or activities to which the funding will be directed.*
- 5) *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.*
- 6) *Approve the commencement of the works after internal assessment identifies the projects as eligible and prior to the funding agreement being finalised.*

BACKGROUND:

Eligible councils are able to select activities that provide the greatest support to their communities, including infrastructure and other activities. Projects must be in addition to the normal planned activities of the council.

Funding will target infrastructure and other drought relief projects that:

- Provide employment for people whose work opportunities have been impacted by drought
- Stimulate local community spending
- Use local resources, businesses and suppliers
- Provide a long-lasting benefit to communities and the agricultural industries on which they depend

Eligible councils must enter into a grant agreement with the Commonwealth in order to receive the grant funding.

Recently completed projects and current projects may be eligible, the earliest possible start date and eligible expenditure claim date is **19 August 2018**. All project activities must be completed by **31 December 2020**.

REPORT:

Submissions have been requested from Council staff, Councillors, community based groups and organisations. The recommendations received for this program are summarised in Attachment 1.

These responses principally relate to:

Council owned buildings and infrastructure;

- a) Community organisation owned buildings and infrastructure; and
- b) Targeted community events.

KEY ISSUES:

- Additional internal staffing resources will be required to finalise the Grant application and procure the contractors and suppliers to undertake the repairs and refurbishments.
- The completion date of December 2020 for a tight timeframe.
- Projects already completed may be eligible for funding
- Each eligible council can receive funding for projects up to \$1million.
- The grant amount will be up to 100% of eligible project costs (grant percentage).
- The minimum grant amount per application is \$25,000.
- Multiple applications for individual projects will not be accepted. Please bundle the projects up and submit together in one application.

Eligible activities must directly relate to the project and can include:

- repairs, maintenance, upgrading or building new community facilities
- repairs, maintenance, upgrades, construction and fit-out of community spaces
- employing local contractors to undertake repairs and maintenance
- holding events

- undertaking other drought relief activities (including water carting for human consumption) that benefit the community
- development of an Adverse Event Plan

Currently most of the projects have not been fully scoped and most of the estimates are preliminary where detailed costs have not been determined or quotations received.

An allowance in the project costs should be made to fund the external financial auditor required as part of the funding conditions.

CONCLUSION:

Council does not currently have the appropriately number of skilled human resources to carry forward this program and will likely need to advertise or engage external staff or contractors/consultants to assist in the development and delivery of the programme.

The grant money available (up to \$1 million) through this programme is worth pursuing and will provide for significant community benefit.

A potential list of projects in priority order could be:

Priority	Suggested Project:	Cost Estimate:
1	McMaugh Gardens Aged Care - Top up existing ceiling insulation	\$25,000.00
2	McMaugh Gardens Aged Care - Top up funding for ensuite upgrades	\$160,000.00
3	McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels	\$25,000.00
4	Bundarra Show BBQ sponsorship	\$2,500.00
5	Uralla Visitor Information Centre (VIC) refurbishments	\$100,000.00
6	Uralla Show BBQ sponsorship	\$10,000.00
7	Uralla Court House	\$250,000.00
8	Uralla Queen Street Caravan Park - Camp Kitchen	\$30,000.00
9	Bundarra Cricket Club - New cricket pitch surface	\$4,868.00
10	Bundarra - Table seats and shelter for park in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees	\$45,000.00
11	Uralla BMX Park - Creation/construction of young children's bike track with Shade Sail	\$20,000.00
12	Uralla - Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge	\$2,000.00
13	Uralla Memorial Hall - Minor refurbishment	\$125,000.00
14	Uralla Men's Shed Group - Shed	\$134,000.00
15	Uralla Showground Land Manager - Kitchen in Pavilion A - renew equipment and upgrade to Commercial standard	\$78,300.00
16	Uralla Tennis -Installation of lighting on courts 5 and 6	\$13,875.74
17	Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)	\$8,000.00
18	Uralla Tennis -Security Upgrade	\$3,893.45
19	Uralla Swimming Pool - Painting of remaining unrendered brickwork, office and kiosk	\$15,000.00
20	Led lights to replace others and reduce council's electricity use	\$10,000.00
21	Solar panels enough to meet all councils electricity needs	\$100,000.00
22	Uralla BMX Park - Ripping of Sections of the reserve, fencing the Gostwyck Road length of reserve, road base to allow access to the searing areas, gutter and water tank for the toilet block - plan submitted (TRIM)	\$20,000.00
23	Uralla BMX Park - BBQ and Water fountain	\$15,000.00

24	Wooldridge Fossicking Area improvements - Putting in proper facilities like gas/electric barbeques, tables and shelters, walking tracks, specific roads, cleared designated camping spots, toilet facilities	\$65,000.00
25	Alma Park - Construct a bore hole	\$20,000.00
26	Kentucky Hall - Supply and installation of grid-connected solar system	\$29,800.00
27	Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations	\$30,000.00
28	McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard	\$15,000.00
29	Uralla Entry Statements	\$50,000.00
30	Uralla Pioneer Park - Refurbishment	\$50,000.00
	Estimated Total:	\$1,457,237.19

On the basis of the preliminary estimates, the funding would likely cover the first 15 projects in the list above.

COUNCIL IMPLICATIONS:

1. Community Engagement/ Communication (per engagement strategy)

Expressions of interest for contractors and suppliers has been advertised on Council's web page, Facebook account and in the newsletter.

2. Policy and Regulation

Works and events should be undertaken in accordance with the Regulations.

3. Financial (LTFP)

Has the capacity to impact positively on the LTFP through the maintenance to community facilities.

4. Asset Management (AMS)

Will reduce community building AMP renewal requirements.

5. Workforce (WMS)

Additional staff required.

6. Legal and Risk Management

Funding deed

7. Performance Measures

Completion of works by end of December 2020

8. Project Management

Additional staffing or outsourced to consultants.

Prepared by staff member:

Director Infrastructure and Development

TRIM Reference Number:

UINT/19/7373

Approved/Reviewed by Manager:

Director Infrastructure and Development

Department:

Infrastructure & Development

Attachments:

- 1 - Drought Communities Programme FAQ
- 2 - Drought Communities Programme - Grant Opportunity Guidelines
- 3 - Drought Communities Programme Summary of Suggested Projects



Frequently Asked Questions

Drought Communities Programme - Extension

1. What types of local community infrastructure/facilities/spaces will the programme support?

Examples of local community infrastructure/facilities/spaces include:

- bike paths
- skate parks
- foot paths
- street scapes
- community centres
- health centres
- recreational facilities
- parks
- sporting facilities
- stadiums, arenas
- libraries
- showgrounds
- caravan parks
- men's sheds
- roads.

This list is not exhaustive.

2. What types of projects could be undertaken at these local community infrastructure/facilities/spaces?

Example activities to repair, maintain, upgrade, construct and fit-out local community infrastructure/facilities/spaces include:

- lighting upgrades or new lighting
- fencing - around facilities, swimming pools
- solar panels
- drainage and watering systems
- amenities - drinking fountains, BBQs areas, park furniture, shelters, footpath renewal
- sport and recreational facilities - tennis courts, gymnasiums, scoreboards, medical equipment, golf clubs
- kitchen upgrades and/or repairs
- power connections at caravan sites
- improved disability access
- purchase of equipment - computers, televisions, furniture, fixture and fittings
- purchase of vehicles and trailers for community transport services, surf lifesaving, medical
- purchase of equipment for local State Emergency Service
- foot path renewal and beautification.

This list is not exhaustive.

Projects are expected to lead to the employment of locals.



Frequently Asked Questions

Application Form

3. What should be included in the project title?

The title should be broad to encompass all activities in the project.

4. What should be included in the project description and key activities?

The project description should be a general description that encompasses all of the projects within your application. Details of the individual project activities should be included and additional detail should be listed in the milestones.

For example:

The (Eligible Council name) will 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.

The (Eligible Council name) Drought Extension Program will undertake a range of infrastructure and event based projects which will make a difference to the smaller towns and villages impacted by drought and provide broader benefits to the entire council area.

5. What should project outcomes include?

Project Outcomes should be aligned to the **Program** Outcomes:

- **Increase employment in regions** for locals and/or farmers/contractors whose employment has been affected by the drought
 - Ensure approximate numbers of jobs are estimated
- **Improve levels of economic activity** in regions
 - Explain in detail how the local economy will be affected by the project?
- **Increase productivity** in regions
 - Explain how the project will encourage investment, business activities & local economic benefits?
- **Enable better retention of businesses, services and facilities.**
 - Explain how the benefits of the project will lead to better retention of businesses and services. Comment on tourism, trade or improved services

6. What should be included in the project title for publication?

The title should be broad to encompass all activities in the project e.g. Community infrastructure upgrades and improvements in (Eligible Council name).

7. What should be included in the project description for publication?

The project description for publication should be a concise general description that encompasses all the activities and or sub-projects included in the project.



Frequently Asked Questions

8. How long should the project duration be?

Refer to Section 3.2 Project Duration on page 6 of the [Drought Community Programme - Extension Guidelines](#) for the project end date applicable to your Council.

Ensure the project duration is within the eligible project period for your council. Ensure your project includes a buffer and allows for possible delays and contingencies. Grantees are welcome to submit the End of Project Report before the due date.

9. What should be included in the project budget?

The expenditure budget is broken up into four main areas:

1. Equipment
2. Materials
3. Other costs
4. Suppliers, consultants and contracted labour

Ensure:

- All expenditure costs are GST exclusive
- Include any co-contribution amounts, these will be listed in the Grant Agreement

The costs of developing an Adverse Event Plan and preparing an Independent Audit Report can be claimed as Other Eligible Expenditure.

10. What is ineligible expenditure?

Please be aware that the following costs are not covered under Drought Communities Programme - Extension:

- Council on-costs, except salary on-costs for contractors
- Payment of salaries for existing Council staff or contractors, unless contracted specifically for the term of the project
- The Council's core or business-as-usual operations costs
- Costs for community vouchers or cash handouts
- The development of private or commercial ventures, including licenced areas of registered clubs.

Ineligible expenditure is listed in Section 5 of the [Drought Community Programme - Extension Guidelines](#).

11. What should milestones include?

Milestones should be clear, measurable, and describe the activity to be completed.

Milestones should represent the sequence of events required for the completion of your project. You should explain what activities will occur at each stage and what the anticipated duration will be.

Do not provide general milestones related to any project e.g. completed work, report to be prepared, review quotes, start project, commence work, and complete project etc but rather provide milestones that reflect your specific project.

Your milestones should allow us to assess how your project is progressing and what your project will achieve.



Frequently Asked Questions

If you have a number of sub projects/activities included under one application, each of these should be captured in separate milestones.

12. What should be included in the Risk Management Plan question?

The Risk Management Plan should identify all significant risks to the project as well as identify mitigating strategies.

13. What is an Adverse Event Plan?

An Adverse Event Plan is a plan that meets the needs of the community and considers the following:

- natural resource management i.e. water supply, ground cover and trees, erosion and biodiversity
- economic diversification and community resilience i.e. infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership
- communication and coordination i.e. how do you let people know what's available, how do you communicate in hard times for recovery?

If the Council does not have an existing Adverse Event Plan then it is possible to use part of the grant funding to develop one.

14. What is an Independent Audit Report?

An Independent Audit Reports is required for all projects with grant funding more than \$500,000.

Ensure audit report costs are factored into your project budget. A maximum of one percent of the total eligible project expenditure, can be claimed as costs, under Other Eligible Expenditure.

Ensure you use the audit report template which will be emailed to you during the project.

15. What types of community events are supported under the programme?

A community event brings the community together in some way. For this programme the emphasis is around how locals will benefit from the event especially through employment opportunities and supporting mental health.

16. Can an eligible council work together with another eligible council to complete a project?

Yes. Provided both councils are eligible for the program. Each council would submit a separate application and reference the other council/s in their application. A project could be undertaken in partnership where each council would specify in their application their role in the project and their requested funding. If successful, each council would be contracted separately and required to report on their project.

The guidelines do not allow for joint applications (i.e. one application from multiple councils).

17. Are councils required to follow standard tendering and procurement processes?

Yes. Councils are required to be compliant with all relevant laws and regulations under this programme.



Frequently Asked Questions

If the project requires a tender process to be completed, councils must adhere to that process. The timing available for the programme may restrict the types of projects that can be submitted.

18. Can councils replenish water tanks on private properties for human consumption?

No. Projects under this program are to provide relief and benefits to the wider community, not just individuals. Councils seeking funding for water carting or other water related projects would need to devise a strategy to allow the whole community to benefit - for example, a plan to allow a group of community members to replenish their water tanks.

19. Can councils establish new and/or expand bore holes on public properties?

Yes. This activity would be considered eligible. The bores holes would provide a benefit to the local community and locals/contractors can be employment and equipment sourced from local businesses to complete the work. An example would be the construction of a new bore water hole for the local park's amenities block.

20. Can councils use the grant funding to refurbish and/or revamp shop fronts located in the main town centre with the work being carried out by local workers?

Yes. This would be eligible. This project would lead to the employment of local people in the area and could encourage more visitors to the town to contribute to the economic activity of the region.

21. Can grant funds be used towards an Undergraduate Scholarship Programme? For example, targeting talented students from rural / farm backgrounds who otherwise will not be able to pursue their academic studies as a consequence of the drought.

Maybe. This activity does not meet project requirements unless it: leads to the employment of locals, contributes to the economic activity of the community, and/or leads to the retention of businesses, services and facilities. Councils would need to put forward a detailed description as to how the project benefits the broader community.

22. What is covered in the definition "community facilities", would employee or community housing be classed a community facilities? For example, a remote council that provides housing to in order to attract new employees or provide community housing for rent to community members.

No. This activity does not meet project requirements unless it: leads to the employment of locals, contributes to the economic activity of the community, and/or leads to the retention of businesses, services and facilities.

The programme will not fund the purchase of existing buildings. The programme will not fund projects that benefit the council and not the community.

23. The impact of the drought has caused additional sedimentation loads resulting in water treatment issues, with existing filtration equipment being unable to cope. Would a project to improve the filtration process be considered eligible?

Maybe. Councils would need to put forward a detailed description on how the project benefits the broader community. This activity does not meet project requirements unless it; leads to employment of



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Frequently Asked Questions

locals, contribute to the economic activity of the community, and/or lead to the retention of businesses, services and facilities.

24. Can councils, through a planned community initiative, provide 'voucher/gift cards' to spend within the local region? These programs allow cards (e.g. eftpos or other types of cards) to be loaded with funds and then utilised solely within the local community/shire?

No. The intent of the Drought Communities Programme - Extension is to support local community infrastructure and other drought relief projects.

Support of this type (vouchers/gift cards) for communities impacted by drought is being delivered through the Drought Community Support Initiative Programme. More information can be found [here](#).

25. Can councils provide funding to the local community to subsidise payment of council and water rates?

No. Providing rate relief is not eligible under the programme. The intent of the programme is to provide funding for projects expected to: lead to the employment of locals, contribute to the economic activity of communities/regions, or lead to the retention of business, services and facilities.



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Grant Opportunity Guidelines

Drought Communities Programme - Extension

Opening date:	September 2018
Closing date:	<ul style="list-style-type: none">30 June 2019 for the 81 Eligible Councils announced in 20181 December 2019 for the 15 Eligible Councils announced in March 20191 June 2020 for the 14 Eligible Councils announced during the 2019 election campaign1 June 2020 for the 12 Eligible Councils announced in September 20191 December 2020 for the 6 new Eligible Councils and 122 Existing Councils approved for further funding announced in November 2019
Commonwealth policy entity:	Department of Infrastructure, Transport, Cities and Regional Development
Administering entity	Department of Industry, Innovation and Science
Enquiries:	If you have any questions, contact us at business.gov.au .
Date guidelines released:	September 2018 and updated October 2018, March 2019, July 2019, October 2019 and November 2019
Type of grant opportunity:	Closed non-competitive

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1. Drought Communities Programme processes

The Drought Communities Programme is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant programme, which contributes to the Department of Infrastructure, Transport, Cities and Regional Development Outcome 3.

The Department works with stakeholders to plan and design the grant programme according to the Commonwealth Grants Rules and Guidelines.



The grant opportunity opens

Eligible Councils are invited to submit project proposals via an online application on business.gov.au.

We will publish grant guidelines and applicant information on business.gov.au and GrantConnect.



Invited Eligible Councils complete and submit a grant application



We assess all grant applications

We assess the applications for completeness and against all the eligibility criteria.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The Program Delegate decides which applications are successful taking into consideration the proper use of public resources.



We notify you of the outcome

We advise you of the outcome of your application.



We enter into a grant agreement

We will enter into a grant agreement with successful Eligible Councils.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Drought Communities Programme grant opportunity

We evaluate the specific grant activity and Drought Communities Programme as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The extension of the Drought Communities Programme (the program) will provide total funding of \$250 million over three years from 2018-19 to Eligible Councils to deliver immediate economic stimulus and other benefits to targeted drought-affected regions of Australia. The program will support local community infrastructure and other drought relief projects for communities who have been impacted by drought.

The objectives of the program are to deliver support to targeted drought-affected regions of Australia by funding:

- local community infrastructure and
- other drought relief projects.

Funding will target infrastructure and other projects that:

- provide employment for people whose work opportunities have been impacted by drought
- stimulate local community spending
- use local resources, businesses and suppliers
- provide a long-lasting benefit to communities and the agricultural industries on which they depend.

The intended outcomes of the program are to, within a three year timeframe:

- increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought
- improve levels of economic activity in regions
- increase productivity in regions
- enable better retention of businesses, services and facilities.

The Department of Industry, Innovation and Science (the department/we) is responsible for administering the grant opportunity on behalf of the Department of Infrastructure, Transport, Cities and Regional Development.

We will publish the [opening and closing dates](#) and any other relevant information on business.gov.au¹ and [GrantConnect](#)².

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)³.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the grant opportunity.

We have defined key terms used in these guidelines in Appendix A.

¹ <https://www.business.gov.au/assistance/drought-communities-programme>

² <http://www.grants.gov.au/>

³ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

3.1. Grants available

The Australian Government has announced a total of \$250 million over three years from 2018-19. Program funding is capped and once that ceiling is reached, no other approvals are possible without a further consideration of the program parameters by the Australian Government.

Eligible Councils can receive funding for projects up to a maximum of \$1 million per announcement of funding (see announcements in section 3.2 below).

The grant amount will be up to 100 per cent of eligible project costs (grant percentage).

- The minimum grant amount per application is \$25,000
- Applications can include multiple unrelated activities up to the total funding amount available per Eligible Council.

Eligible Councils announced for funding up to and including September 2019 may submit more than one application. Eligible Councils announced for funding from November 2019 may only submit one application.

Co-funding from Eligible Councils is not mandatory, but you may access other funding for the project. Cash funding or in-kind support can be provided by any organisation including, but not limited to, the Eligible Council, state government, not-for-profit organisations and private sector companies.

Funding can also form one component of a larger package of Australian Government funding, noting that other funding needs to meet the eligibility criteria of the program from under which it is funded. For example, eligible fencing projects may be part funded under the [Pest Animal and Weed Management Program](#)⁴, and eligible road projects may be part funded under the [Roads to Recovery Program](#)⁵.

Funding under this grant opportunity cannot be considered to be part of, or all of, a Council's contribution to projects under the Bridges Renewal Programme, the National Stronger Regions Fund, the Building Better Regions Fund, the Regional Growth Fund or the Heavy Vehicle Safety and Productivity Programme.

If your project is dependent on funding from other sources, you must identify these sources and include their level of agreed support.

3.2. Project duration

Projects can commence from 19 August 2018.

The 81 Eligible Councils approved for funding in 2018 should complete their projects by 30 June 2019.

The 15 Eligible Councils approved for funding in March 2019 should complete their projects by 31 December 2019.

⁴ <http://www.agriculture.gov.au/>

⁵ <https://infrastructure.gov.au/>

The 14 Eligible Councils announced during the 2019 election campaign should complete their projects by 30 June 2020.

The 12 Eligible Councils announced for funding in September 2019 should complete their projects by 30 June 2020.

The 128 Eligible councils announced in November 2019 should complete their projects by 31 December 2020.

Eligible Councils that can demonstrate they have experienced extenuating circumstances may request an extension of the project period until 31 March 2021.

The program ends on 30 June 2021.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must

- have an Australian Business Number (ABN) and
- be an Eligible Council, listed on business.gov.au and [GrantConnect](#); or
- be invited to apply by the Minister.

4.2. Eligible Councils

Eligible Councils that can receive funding under the program are those specified by the Minister responsible for Drought. Eligible councils are listed on business.gov.au and [GrantConnect](#).

For the purposes of the program, we consider an incorporated organisation that provides council-like services and functions in Far West New South Wales and Far North South Australia, for example, the Silverton and Tibooburra villages or the Outback Communities Authority, to be Eligible Councils.

The Minister responsible for Drought, in consultation with the Prime Minister and the Minister for Agriculture can consider approving further Eligible Councils under the program, at their discretion.

The program does not create an entitlement for all drought-affected Councils to receive funding under the program.

4.3. Additional eligibility requirements

We can only accept applications:

- submitted by the Chief Executive Officer of an Eligible Council or other council officer authorised to sign a grant agreement
- that include a declaration that you will comply with specific regulatory requirements as outlined in section 10.3.

5. Eligible grant activities

5.1. Eligible projects

To be eligible your project must:

- be located in an Eligible Council area

- meet project requirements, see section 6
- include eligible activities and eligible expenditure
- have at least \$25,000 per application in eligible expenditure
- be undertaken in the project period and completed by the date stipulated in section 3.1.

5.2. Eligible activities

Eligible activities must directly relate to the project and can include:

- repairs, maintenance, upgrading or building new community facilities
- repairs, maintenance, upgrades, construction and fit-out of community spaces
- employing local contractors to undertake repairs and maintenance
- holding events
- undertaking other drought relief activities (including water carting for human consumption) that benefit the community
- development of an Adverse Event Plan.

5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items may include the cost of:

- suppliers, consultants and contracted labour undertaking eligible project activities
- materials required to deliver eligible project activities
- purchasing, leasing or hiring equipment required to deliver eligible project activities
- holding events and
- other drought relief activities (including water carting for human consumption)

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the project expenditure between the project start and end date for it to be eligible, unless stated otherwise. You may commence your project from 19 August 2018, but we will not be responsible for any expenditure you incur until a grant agreement is executed.

5.4. Ineligible expenditure

Examples of ineligible expenditure include:

- payment of salaries for existing staff or contractors, although projects may be carried out by existing workforces
- computer software or hardware that is not an integral part of the funded capital project
- a council's core or business-as-usual operations, which council rates and other government funding usually funds
- purchases of land, buildings, vehicles or mobile capital equipment (e.g. trucks and earthmoving equipment)
- expenditure incurred prior to 19 August 2018

- undertaking studies or investigations, or
- the development of private or commercial ventures, including licensed areas of registered clubs.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

6. Project requirements

Each project must meet at least one of the following project requirements.

The project is expected to lead to the employment of locals

- the extent to which farmers and/or farm labourers/staff/contractors are expected to be employed
- how the project is expected to lead to the employment of locals and over what period of time they are expected to be employed
- the employment expected to be created beyond the immediate construction phase of the project and into the longer-term
- the indirect employment expected to be created through the potential flow-on effects to local businesses, suppliers, and services.

The project is expected to contribute to the economic activity of communities/regions

- local businesses, suppliers and services are expected to be used to complete the projects
- the project will encourage investment, business activities and other economic benefits to communities/regions.

The project is expected to lead to the retention of businesses, services and facilities

- the benefits that should be delivered as a result of the project, such as increased tourism, increased trade for local businesses, improved services resulting from enhanced facilities
- the number of people that are expected to benefit from the approved project.

6.1. Adverse Event Plans

Eligible Councils, publicly announced from 1 July 2019, must submit an Adverse Event Plan with their final project report.

Eligible Councils without an Adverse Event Plan already in place can use part of their funding under the program to develop an Adverse Event Plan.

Eligible Councils must develop an Adverse Event Plan which meets the needs of their community, and give consideration to the following:

- natural resource management (i.e. managing water supply, ground cover, trees, erosion, biodiversity)
- economic diversification and community resilience (i.e. infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership)
- communication and coordination (i.e. how to let people know what's available – now, and in the future; how do you communicate in hard times and for recovery).

7. How to apply

Before applying, you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and [GrantConnect](#).

You will need to set up a user account to access our online portal. The portal allows you to apply for and manage grants in secure online environment.

To apply, you must:

- be listed as an Eligible Council or invited by the Minister to submit an application
- complete the online application form through the portal
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

We may ask you to justify your project costs. You should have evidence for the costs that you include in your project budget that you can provide on request.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process or if you are unable to submit an application online [contact us](#) at [business.gov.au](#) or by calling 13 28 46.

7.1. Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Earliest start date of project	19 August 2018
End date of grant commitment for the 81 Eligible Councils announced in 2018	30 June 2019
End date of grant commitment for the 15 Eligible Councils announced in March 2019	31 December 2019

Activity	Timeframe
End of grant commitment for the 14 Eligible Councils announced during the 2019 election campaign.	30 June 2020
End date of grant commitment for the 13 Eligible Councils announced in September 2019	30 June 2020
End date of grant commitment for funding provided to 128 Eligible Councils announced in November 2019	31 December 2020

8. The selection process

We will assess your application for completeness and against all the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria as these projects provide the best value for money.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors. You may be asked to submit an updated proposal.

You may withdraw your application at any time.

8.1. Final decision

The Program Delegate (an AusIndustry senior responsible officer with responsibility for the program), decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Program Delegate's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us.

10. If your application is successful

10.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. We will use the Commonwealth simple grant agreement for this program. A sample [grant agreement](#) is available on business.gov.au and [GrantConnect](#).

We will manage the grant agreement through the portal. Accepting the grant agreement through the portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth Government have

entered into the grant agreement. We will notify you when this happens and a copy of the executed grant agreement will be available through the portal. The grant agreement will not become binding until it is executed.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any expenditure you incur before a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Simple grant agreement

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

10.3. Project specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations.

Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children/vulnerable people check.

You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children and/or vulnerable people, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children/vulnerable people check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children/vulnerable people legislation, and you are responsible for seeking your own advice from the authority in your relevant State or Territory.

In addition, you will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You will also need to establish a training and compliance regime to ensure staff are aware of, and comply with, the risk assessment requirements as well as relevant legislation.

To be eligible, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any additional financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in advance, based on your forecast eligible expenditure as you achieve agreed milestones and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

The Program Delegate may approve alternative arrangements on a discretionary basis.

10.5. How we monitor your project

You must submit reports through the portal in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from business.gov.au and [GrantConnect](#). We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

10.6. Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

Eligible Councils, publicly announced from 1 July 2019, must submit an Adverse Event Plan with their final project report.

10.7. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

10.8. Independent audit report

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is attached to the sample grant agreement.

10.9. Compliance visits

We may visit you during the project period, or at the completion of your project, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

10.10. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement through the portal, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum project period referred to in section 3.2.
- changing project activities

Note the program does not allow for:

- an increase of grant funds (above the maximum available funding amount identified in section 3.1).

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

10.11. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

10.12. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

10.13. Tax obligations

In accordance with the terms of Australian Taxation Office ruling GSTR 2012/2, payments made under the program, which are payments made by a government related entity to another government related entity, do not attract GST. Consequently, funding sought by Eligible Councils in their proposal(s) must exclude the GST component on goods and services and the payments made to Eligible Councils will not include GST.

10.14. Grant acknowledgement

If you make a public statement about a project funded under the program we require you, at a minimum, to acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant. These details will be outlined in the grant agreement.

10.15. Events

We will require you to notify us of events relating to your project and provide opportunity for the Minister or their representative to attend. These requirements will be outlined in your grant agreement.

11. Conflicts of interest

11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, and others delivering the program between:

- their program duties, roles and responsibilities and

- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy⁶](#) on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

12.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

12.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or

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<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

- someone other than us has made the confidential information public.

12.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁷ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

12.4. Public announcement

We will publish non-sensitive details of successful projects on GrantConnect and business.gov.au. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)⁸, unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

⁷ <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

⁸ <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

12.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division

AusIndustry - Support for Business

Department of Industry, Innovation and Science

GPO Box 2013

CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁹ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁹ <http://www.ombudsman.gov.au/>

Appendix A. Definitions of key terms

Term	Definition
Adverse Event Plan	A plan developed in consultation with local stakeholders which aims to build local leadership and community capacity to adapt and cope with chronic stresses and acute shocks. The plan should look to improve preparation, management and recovery from those events. Planning for drought should consider water supply and quality, projects to buoy the local economy and maintain community cohesion and drought support coordination.
Application form	The details that applicants provide in the online portal to apply for funding under the grant opportunity.
AusIndustry	The division of the same name within the department.
Eligible Council	A council that is eligible to apply for funding under the program as published on business.gov.au and GrantConnect.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.2.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister responsible for Drought.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <p style="margin-left: 40px;">Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	An AusIndustry senior responsible officer within the department with responsibility for the program.

Term	Definition
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.

Drought Communities Extension Programme - 2019/20

Project Suggestions

Suggested Project:	Cost Estimate:	Assessment _ MDP and DID	Achievable within the Time Frame	Reason:	How does it comply with Programme Guidelines?	Proponent:
McMaugh Gardens Aged Care – Ensuite Refurbishment	\$160,000.00	Recommended. Will provide for funding shortfall.	Yes	Upgrade four accessible ensuites not completed under other funding arrangements	Improvement of infrastructure community facilities - Improve disability access to ensuites.	Staff
1561 - Bundarra Sports and Rec Amenities Building - Top up funding for SCCR2 project	\$100,000.00	Depends on top up requirements after 2nd call for tenders	Yes	Shortfall on the current SCCF R2 Project to make it \$425K total.	Extension of existing SCCF R2 project.	Staff
IV3222 - Invergowrie Footpath - Stage 2	\$60,000.00	Probably doesn't require this amount of funding with underspends in SCCF2, and has already received a significant amount. \$60k recommended if included.	Yes	Shortfall on the current SCCF R2 Project.	Extension of existing SCCF R2 project.	Staff
Erect Shade Sail over Skate Park and Exercise equipment	\$35,000.00	\$35k would be sufficient. Recommend only skate park @ \$18k.	Yes	Sunsmart - Health and Safety	Recreational/Park facilities	Staff
Uralla Show BBQ sponsorship	\$10,000.00	Very well received initiative in 18/19 round	Yes	Good for morale and a drawcard for show attendance.	community events	Staff
Bundarra Show BBQ sponsorship	\$2,500.00	Recommended	Yes	Good for morale and a drawcard for show attendance.	community events	Staff
CVR80 - Uralla Court House - Repair and Renovations to increase the use of the building.	\$300,000.00	Long overdue project. \$250,000 recommended.	Yes	Refurbishment would make for a useable building	Improvement of infrastructure community facilities	Staff
Repainting whole of Uralla Community centre	\$45,000.00	Need? Estimate \$45,000.	Yes	Building has not been painted in 21 years	Community centre - maintenance budget could be utilised elsewhere	Staff
Security lighting of new carpark at Community Centre	\$10,000.00	\$19,200 for 8 solar motion activated lights on poles.	Yes	Improve safety of users of centre & staff	lighting facilities new car park at Community Centre	Staff
Water system for Community Centre gardens	\$10,000.00	Desirable	Yes	Improve appearance of Community Centre	Improvement of infrastructure Community Centre	Staff
New Shed for the Men's Shed Group Uralla	\$134,000.00	Recommended subject to provision of information regarding org structure: who "owns" the property. Growing in popularity with an ageing population. \$134k includes 15% contingency.	Yes	Existing building nearing its life end.	Improvement of Community group infrastructure.	Staff
Community Centre upgrade kitchen to commercial food safety regulations	\$25,000.00	Not recommended.	Yes	Replace bench tops & dishwasher, rangehood	To comply with Food Safety regulations	Staff
Catching nets behind goals at both senior & junior soccer fields	\$30,000.00	Not recommended.	Yes	To prevent injuries to players	Improvement of infrastructure sporting fields	Staff
Construction dirt/walking track along Racecourse Road	\$40,000.00	Not recommended.	Yes	Improve safety of community members	Improvement of sporting infrastructure	Staff
Shaded playground at Swimming Centre near BBQ area	\$20,000.00	Not recommended. Cost would be \$60k and other parks are well serviced with equipment.	Yes	Create an area for children and mothers	Improvement of infrastructure community facilities	Staff
Security cameras - Community Centre exterior	\$5,000.00	Need not demonstrated	Yes	Ensure safety of occupants & security of building	Improvement of infrastructure community facilities	Staff
BBQ at Hampden Park	\$15,000.00	Not recommended. Other parks more suitable for this activity. \$15k with shelter, slab, labour and power connection.	Yes	Provision of facilities for sporting & community groups	Recreational/Park facilities	Staff
Reliable Water Chemistry Control Units x 2 for Uralla Swimming Pool	\$20,000.00	Further assessment required.	Yes	Equipment Upgrade for compliance for cleaning and monitoring chemical levels	Improvement of community facilities/Health and Safety compliance	Staff
Extension of Carparking at Uralla Swimming Pool	\$50,000.00	Desirable	Yes	Provision of facilities for sporting & community groups	Recreational facilities	Staff
CVR85 - McMaugh Gardens - internal painting and Infrastructure works	\$50,000.00	Recommended. Aligns with previous expenditure.	Yes	Cracks forming in residents rooms and it may be structurally related. \$30K Structural Engineering Report \$20K Repair and paint cracks	Improvement of infrastructure community facilities - Community Center, upgrade of internal walls.	Staff
CVR78 - Council Chambers - Air Conditioning and Furniture	\$120,000.00	Recommended.	Yes	Works required to upgrade cooling and heating system and upgrade furniture.	Improvement of infrastructure community facilities - Community Center, upgrade air conditioning	Staff
Memorial Hall - Minor refurbishment	\$125,000.00	Recommended. Estimate sound.	Yes	SCCF3-1293 Minor works to complete upgrade of hall	Improvement of infrastructure community facilities	Staff
Woodbridge Fossicking Reserve upgrade	\$65,000.00	Recommended. Estimate sound.	Yes	SCCF3-1297 - Minor works that can be completed in 3 months to upgrade the park	Improvement of infrastructure recreational facilities	Staff
Gilmore Park - Community amenities	\$100,000.00	Recommended. Estimate sound.	Yes	SCCF3.0 Finalist - Toilet at Gilmore Park. This project will provide for a Unisex toilet at Gilmore Park at 86 Queen Street, Uralla. Look at demountable for faster delivery?	Improvement of infrastructure community facilities	Staff
Uralla Visitor Information Centre (VIC) refurbishments	\$100,000.00	Recommended	No	SCCF3.0 Finalist - Visitor Information Centre (VIC) refurbishments – at \$100,000 with co contribution from Council of \$170,000. This project will realise Option 1 of the PROPOSED ALTERATIONS & ADDITIONS TOURALLA VISITOR INFORMATION CENTRE (VIC) AT BRIDGE STREET URALLA REPORT as prepared for Council by consultants in August 2018. The proposed works will provide for a. Tower structure. b. 'Flexible Space' option for internal plan providing for pop up displays. c. Upgrade of Kitchen to include new coved vinyl floor and new dishwasher and exhaust hood over stove. The report is available on Council's website in the public notices section.	Improvement of infrastructure community facilities	Staff
Uralla - Entry statements	\$50,000.00	Not recommended. Difficult to assess without a design.	No	SCCF3.0 Finalist - Entry statements (3 of) – Uralla. This project will provide funding for entrance statements to Uralla the southern entrance on the New England Highway and the eastern and western entrances on Thunderbolts Way. An entrance statement is already in place on the New England Highway's Northern entrance at the Wood Street intersection.	Improvement of infrastructure community facilities	Staff
Pioneer Park - Refurbishment	\$50,000.00	Recommended. \$28k sufficient for 4 shelters with slabs and seating. Other parks well serviced with BBQs.	Yes	SCCF3.0 Finalist - Pioneer Park refurbishment – provides funding for sheltered picnic tables, BBQ and public information.	Improvement of infrastructure community facilities	Staff
Pioneer Park - Outdoor Gym	\$85,000.00	Not recommended. Poor site for installation.	Yes	SCCF3.0 Finalist - Outdoor gym either in The Glen or Pioneer Park.	Improvement of infrastructure community facilities	Staff
Porter Park to Alma Park - Walking Track	\$250,000.00	Not recommended. Not viable due to funds required and timeframe.	No	SCCF3.0 Finalist - Walking track as per UTEC recommendation connecting Porter Park to Alma Park and The Glen along the creek via a gravel footpath.	Improvement of infrastructure community facilities - Footpath	Staff
Mt Mutton Reservoir Murals	\$50,000.00	Not recommended. High cost for minimal return and ongoing maintenance liability.	Yes	SCCF3.0 Finalist - Mt Mutton Reservoir Murals – This project involves the removal of graffiti and painting of the reservoirs at Mt Mutton with iconic historical murals.	Improvement of infrastructure community facilities - Beautification	Staff

Drought Communities Extension Programme - 2019/20

Project Suggestions

Suggested Project:	Cost Estimate:	Assessment _ MDP and DID	Achievable within the Time Frame	Reason:	How does it comply with Programme Guidelines?	Proponent:
Arding Hall - Refurbishment	TBA			TBA	Improvement of infrastructure community facilities	Staff
Uralla Virtual Power Plant	\$30,000.00	Not recommended. Cost vs benefit.	No.	Upgrade all solar sites (13) to have solar analytics and then display this information on our website. Benefit = Program shows power in and use, so Council can monitor and adjust power use to reduce costs. Option to include more small solar under \$130K to boost the current system (perhaps the library or VIC).	Improvement of infrastructure community facilities - Solar	Staff
Visitor Information Center - Covered Picnic Tables x 2	\$7,000.00	Single installation recommended	Yes	Installation of three covered picnic tables from Felton Industries to improve the amenity of the park and increase usage of the electric barbeque in the last upgrade. They would be great to provide shelter to people who eat lunch in the middle of the day.	Improvement of infrastructure community facilities - Park Amenities - Park Furniture	Staff
McMaugh Gardens Aged Care - Upgrade and add additional Solar Panels	\$25,000.00	Recommended.	Yes	Improvement in energy efficiency		Staff
McMaugh Gardens Aged Care - Top up existing ceiling insulation	\$25,000.00	Recommended.	Yes	Improvements in energy efficiency		Staff
McMaugh Gardens Aged care - Upgrade the existing generator	\$35,000.00	Recommended.	Yes	Improvement in provision of uninterrupted services for residents		Staff
Walking path from Diggings Fire Shed to Uralla	TBA	Not recommended.	No	Continue existing path that extends from Rocky River School to Diggings Fire Shed through to Uralla to improve safety for community members		Staff
McMaugh Gardens Aged Care - Upgrade Retreat Kitchenette to Food Safety Standard	\$15,000.00	Recommended.	Yes	Ensure Food Safety Standard of Kitchenette		Staff
Woodridge Fossicking Reserve Upgrade stage 2 - Landscaping	\$40,000.00	Covered under \$65k refurbishment.	Yes	Provide landscaped areas for camping and improve vehicle management within designated parking areas	Improvement of infrastructure recreational facilities	Staff
Construct a bore hole for Alma Park	\$20,000.00	Depending on yield	Yes	Provide for watering requirements under level3+ water restrictions	Recreational facilities	Staff
Uralla Creek Walk Maitland Rd to Duke Street	\$150,000.00	Not recommended. Cost vs benefit.	No	Complete the east west traverse along uralla creek through the town. The track will extend through the park street road reserve and include rehabilitation and restoration of the creek and native vegetation. A pedestrian bridge is required to link the Duke street pedestrian track.	Improvement of infrastructure recreational facilities	Staff
Side Mt Mutton walking track: bench seats and a water fountain/bottle filler for walkers and people viewing town or bushland		Not recommended. Cost to get water along the track and benches encourage loitering.	Yes	Seating of design sympathetic to the bushland site could attract more walkers, encourage people to stop and enjoy what is around them. There is a water main but no tap.	Seats to be custom built by local people; installation by locals in a public reserve for mental and physical health of residents and tourism	Staff
The Glen: steps and footbridge across Brigstocks Brook enabling walkers and their dogs to safely complete a circuit walk		Further details required.	Yes	Some walkers get up and down steep banks to cross the Brook. This is dangerous and contributes to erosion. Other walkers are unable to follow safely.	Constructing steps in a steep eroding bank is labor intensive and can be done by local people. Use of the steps would support mental and physical health of residents and tourism.	Staff
Roads and bushland reserves: Install signage for bird routes and other tourism features and create a mobile phone app to enable download of information about the sites through QR codes on the signs and webpages. This could be a joint project with other Councils.		Cost estimate to be developed.	No	Birdwatchers have mapped birdwatching routes though Uralla Shire and adjoining LGAs and compiled lists of what birds to see where, but these are not available on-line. Our routes are not well used despite birdwatchers being keen tourists. This project will enable attraction of birdwatchers and enable tourists to follow the routes, spend more time and money here. Data can be updated easily.	Signs can be made and erected by local contractors on roadsides. Local e-tech expertise could be engaged to create digital access to existing information enabling promotion and attraction of tourists.	Staff
Library upgrade - study rooms, tech hub and junior area	\$300,000.00	Not viable within the timeframe. Not recommended.	No	TBA	Improvement of infrastructure community facilities	Staff
Visitor Information Centre Refurbishment	\$110,000.00	Not viable within the timeframe. Not recommended.	No	Estimated VIC funding if council decide to go ahead with the VIC refurb	Improvement of infrastructure community facilities	Staff
Provide public WiFi access in the CBD	\$50,000.00	Identified prior as a desirable project	Yes	Extension of the WiFi available at the VIC along Bridge Street as far as King Street	Improvement of infrastructure community facilities	Staff
New cricket pitch surface - Bundarra Cricket Club	\$4,868.00	Should determine if supported by the Bundy Sports and Rec Club	Yes	Needs replacement and to be able to host games and finals in Bundarra	Sporting/Recreational/Community/Park facilities	Kylie Jarman - Secretary Bundarra Cricket Club
Kitchen upgrade and repairs to Uralla Men's Shed	\$27,192.00	Recommended.	Yes	Old, outdated, no longer fit for purpose - upgrade needed	Community facility/mental health	Vince Scollen - Uralla Men's Shed
A free BBQ at the Uralla Show in 2020.	\$10,000.00	Recommended.	Yes	This event was very much appreciated by the attendees at the Show in 2019 and would meet the criteria of addressing mental health problems caused by, or exacerbated by, the continuing drought, and recent bushfires.	Community / mental health/ morale	Councillor Strutt
A free BBQ at the Bundarra Show in 2020.	\$2,500.00	Recommended.	Yes	A similar event was very much appreciated by the attendees at the Uralla Show in 2019 and would meet the criteria of addressing mental health problems caused by, or exacerbated by, the continuing drought, and recent bushfires.	Community / mental health/ morale	Councillor Strutt
walking/cycling track through from Maitland Street to the Sporting Complex		Better co funded 50/50 with RMS	N/A			Councillor Strutt
Could the Invergowrie walking track be extended?		Underway. Second stage to Penelope Park to be undertaken as part of SCCR2.	N/A			Councillor Strutt
family change-rooms and toilet and the swing lift at the Uralla swimming pool	\$200,000.00	Application for funding under SCCF3.	No			Councillor Strutt
Library upgrade/extensions		Not viable within the timeframe. Requires further investigation.	No			Councillor Strutt
Would it be possible for Council to apply for funding to provide some traineeships under this round of Drought Funding? Anything in the administration area? Outdoor area, such as parks and gardens, environment, water and sewer ?		Does not appear to be eligible.	No	If traineeships could be provided this would be a positive input for the community as traineeships could attract not only young people, but possibly older people and those currently unemployed.		Councillor Strutt
VIC	\$300,000.00	\$80,000 to \$100,000 required to address funding shortfall.	Yes	Plans are drawn, needed for economic growth and this money would reduce our Restricted Cash thus improving our bottom line.		Councillor Bell
Industrial Land	\$600,000.00	Not viable within the timeframe. Not recommended.	No	Plans are drawn, needed for economic growth and this money would reduce our Restricted Cash thus improving our bottom line.		Councillor Bell
Bores at Woodville Oval and Uralla Golf Course	\$60,000.00	Groundwater viability needs to be determined.	Yes	Could be funded under safe and secure water supplies program		Councillor Bell
Chook shed at Showgrounds	\$20,000.00	Not identified as a project by the USLM	Yes			Councillor Bell

Drought Communities Extension Programme - 2019/20

Project Suggestions

Suggested Project:	Cost Estimate:	Assessment _ MDP and DID	Achievable within the Time Frame	Reason:	How does it comply with Programme Guidelines?	Proponent:
Visitor Information Centre	\$200,000.00	Top up funding of \$80,000 to \$100,000 required.	Yes			Councillor Crouch
Industrial land development, or part thereof	\$200,000.00	Not viable within the timeframe. Not recommended.	No			Councillor Crouch
Bundarra cricket pitch refurbishment	\$6,000.00	If supported by the Bundy Sports and Rec Committee.	Yes			Councillor Crouch
Solar panels enough to meet all councils electricity needs	\$100,000.00	Can readily spend money on solar panels. Will probably not meet all of Council's needs	Yes			Councillor Crouch
Led lights to replace others and reduce council's electricity use	\$10,000.00	Excludes street lighting replacement which is being progressed separately with Essential Energy	Yes			Councillor Crouch
Community Bore at Invergowrie/Sumarez to supply UV treated water	\$20,000.00	Would not recommend UV disinfection. Purpose of bore needs to be determined. Costs more likely to be \$100,000 plus if adequate groundwater available. Probably better funded under Safe and Secure Water program	Maybe			Councillor Crouch
Pioneer park upgrade		Identified above	Yes			Councillor Crouch
Showground Kitchen upgrade		Identified above	Yes			Councillor Crouch
Caravan park upgrade		Identified above	Yes			Councillor Crouch
Pioneer park upgrade		Identified above	Yes			Councillor Crouch
The Glen		Requires scoping	Yes			Councillor Crouch
Walking tracks in Goldfields area		Underway under SCCF R2	Yes			Councillor Crouch
Uralla Court house		Long overdue project	Yes	Utilise as new Council chamber. More room for audience/gallery to attend.	Yes, it does comply	Mayor
McMaugh Gardens		Identified above	Yes	Update any required needs that may be outstanding	Yes, it does comply	Mayor
WiFi - main CBD area		Identified above	Yes	Utilise technology	Yes, it does comply	Mayor
Technology - electronic bill board for VIC		Included in VIC upgrade project	Yes	Utilise technology, digital	Yes, it does comply	Mayor
Supply and installation of grid-connected solar system on Kentucky Hall	\$29,800.00	Provides for a significant solar system.	Yes	Insurance, rates and electricity costs keep increasing. Solar panels connected to the grid would give the hall a passive income.	This then would ensure the hall continued into the future as a central part of the community, providing a venue for the local school, church, Progress Association to name a few.	Kentucky Memorial Hall and Literary Institute
Supply and installation of air conditioning and necessary power upgrade	\$17,500.00	Suitable project	Yes	Kentucky experiences extremely cold winter weather which impacts on hall usage.	More community functions would be held in the colder months if there was adequate heating. Ease of use and fire safety are also issues.	Kentucky Memorial Hall and Literary Institute
Camp Kitchen - Uralla Caravan Park	\$30,000.00	Recommended	Yes	Improve amenity and patronage of the Park	Yes, it does comply	Staff
Kitchen in Pavilion A - renew equipment and upgrade to Commercial standard	\$78,300.00	Will improve the financial viability of the Showgrounds.	Yes	Improve Kitchen facilities to enable events to be hosted	Yes, it does comply	Uralla Showgrounds Land Manager (USLM)
Span out showgrounds dam	\$500.00	Estimate seems low.	Yes	Improve storage capacity of dam	Yes, it does comply	USLM
Replace fence on showgrounds on Northern side of dam	\$3,000.00	Recommended	Yes	Requires renewal to retain stock	Yes, it does comply	USLM
Replace block 2 and 3 stables at the showgrounds	\$77,000.00	Future project if demand warrants	Yes	Renewal of aging infrastructure	Yes, it does comply	USLM
Repair Block 1 stables at the Showgrounds	\$7,000.00	Recommended	Yes	Improve suitability of the stables for pony club usage	Yes, it does comply	USLM
Showgrounds - Supply and install panels for cattle arena	\$10,000.00	Recommended	Yes	Increases usability of the site	Yes, it does comply	USLM
Showgrounds - Disabled toilet and shower	\$29,000.00	Desirable	Yes	Improvement of amenities	Yes, it does comply	USLM
Showgrounds - Screening for Block 4 stables	\$38,000.00	Not essential	Yes	Improve comfort for horses	Yes, it does comply	USLM
Showgrounds - Replace existing toilet block	\$70,000.00	Future project	Yes	Replacement of aged infrastructure	Yes, it does comply	USLM
Showgrounds solar panels	\$10,000.00	Not recommended	Yes	Will reduce ongoing power costs.	Yes, it does comply	USLM
Uralla Tennis - Installation of a single electric BBQ close to the club house (with shelter if possible)	\$7,000	Not recommended. BBQ being provided nearby at the Canteen facilities	Yes	Uralla Tennis Club hold regular BBQ events. Having a BBQ available near the Club house would eliminate the need for the Uralla Tennis Club make alternative arrangements, making these events much easier to organise.	BBQ Facilities is an example given in the Programme Guidelines.	Uralla Tennis Club
Uralla Tennis -Installation of lighting on courts 5 and 6	\$13,875.74	Recommended	Yes	Additional lighting on courts 5 and 6 allows the Uralla Tennis Club to explore ways to improve our current night time tennis events and consider additional events.	Lighting is an example given in the Programme Guidelines.	Uralla Tennis Club
Uralla Tennis -Security Upgrade	\$3,893.45	Recommended	Yes	The Uralla Tennis Club store a large amount of valuable equipment. Improved security will eliminate the risk of theft.		Uralla Tennis Club
Uralla Tennis -Installation of a solid practice wall	\$12,320.00	Recommended	Yes	A practice wall will allow individuals to utilise and enjoy the Uralla Tennis Facilities. It would also greatly benefit our junior members as a practice wall would add great value to our junior tennis programs.	This falls under sport and recreational facilities therefore complies with Programme Guidelines.	Uralla Tennis Club
Uralla Tennis -Additional picnic seating x 2 (preferably with shade shelter)	8000	Recommended	Yes	We have previously found there to be a shortage of seating especially when holding tennis events.	Seating is classed as amenities which is an example given in the Programme Guidelines.	Uralla Tennis Club
Uralla Tennis -Replace Kitchen	Quote to come	Dependent on costs	Yes	The Uralla Tennis Facility clubroom has the original kitchen. Although the kitchen is still functional, it is looking very tired and outdated.	A kitchen should be classed as amenities there falls within the program guidelines.	Uralla Tennis Club
Uralla Tennis -Drinking Fountain	Cost may already be known by council.	Drinking fountain provided adjacent to Canteen facilities	Yes	A drinking fountain close to the Uralla Tennis Facility would be well used during tennis events.	A drinking fountain should be classed as amenities there falls within the program guidelines.	Uralla Tennis Club
Uralla Tennis -Privacy Blinds	Quote to come	dependent on costs	Yes	Privacy blinds in the storage rooms would restrict the ability to see valuable equipment from outside, reducing the likelihood of a break in.	Privacy blinds may be classed as amenities there falls within the program guidelines.	Uralla Tennis Club
Uralla Show Free Barbecue	\$10,000.00	As above. Well received initiative in 18/19.	Yes	Morale Booster for Rural and Town People	Compliant event	Uralla Show Society
Cattle Panels	\$100,000.00	Includes installation. Identified above by USLM .	Yes	Additional eventing options.	Compliant as per 18/19 cattleyards	Uralla Show Society
Internal Lighting upgrade - Library	\$5,800.00	Recommended after confirmation of payback period.	Yes	The audit In October provided to Council by the Green Guys estimates potential annual energy cost and maintenance savings of \$4091. Cost estimate includes purchase and installation	Improvements in energy efficiency	Staff

Drought Communities Extension Programme - 2019/20

Project Suggestions

Suggested Project:	Cost Estimate:	Assessment _ MDP and DID	Achievable within the Time Frame	Reason:	How does it comply with Programme Guidelines?	Proponent:
Internal Lighting upgrade - McMaugh Gardens	\$24,400.00	Recommended after confirmation of payback period.	Yes	The audit In October provided to Council by the Green Guys estimates potential annual energy cost and maintenance savings of \$13951 . Cost estimate includes purchase and installation	Improvements in energy efficiency	Staff
Internal Lighting upgrade - Council Chambers	\$8,900.00	Recommended after confirmation of payback period.	Yes	The audit In October provided to Council by the Green Guys estimates potential annual energy cost and maintenance savings of \$2835 . Cost estimate includes purchase and installation	Improvements in energy efficiency	Staff
Internal Lighting upgrade - Works depot	\$12,700.00	Recommended after confirmation of payback period.	Yes	The audit In October provided to Council by the Green Guys estimates potential annual energy cost and maintenance savings of \$5703 . Cost estimate includes purchase and installation	Improvements in energy efficiency	Staff
Solar panels to meet 30% of councils electricity needs at the Water Treatment Plant	\$48,530.00	Recommended after confirmation of payback period.	Yes	The audit In October provided to Council by the Green Guys estimates potential annual energy cost reduction of \$12,355 annualised over 25 years	Improvements in energy efficiency	Staff
Solar panels to meet 39% of councils electricity needs at Mc Maugh Gardens	\$36,280.00	Recommended after confirmation of payback period.	Yes	The audit In October provided to Council by the Green Guys estimates potential annual energy cost reduction of \$14,127 annualised over 25 years	Improvements in energy efficiency	Staff
Solar panels to meet 52% of councils electricity needs at the Works Depot	\$14,552.00	Recommended after confirmation of payback period.	Yes	The audit In October provided to Council by the Green Guys estimates potential annual energy cost reduction of \$5301 annualised over 25 years	Improvements in energy efficiency	Staff
Solar panels to meet 55% of councils electricity needs at the Library	\$10,030.00	Recommended after confirmation of payback period.	Yes	The audit In October provided to Council by the Green Guys estimates potential annual energy cost reduction of \$4497 annualised over 25 years	Improvements in energy efficiency	Staff
Solar panels to meet 27% of councils electricity needs at the Sewage Treatment Plant	\$48,530.00	Recommended after confirmation of payback period.	Yes	The audit In October provided to Council by the Green Guys estimates potential annual energy cost reduction of \$13,787 annualised over 25 years	Improvements in energy efficiency	Staff
Table seats and shelter for part in main street, new rubbish bins for main street and parks, seats in main street, gardens and trees	\$45,000.00	Recommended	Yes		Recreational/Community/Park facilities	John Layton - Bundarra 355 Committee
Bundarra Sporting Complex - Practice cricket net fencing and pitch, sports seating, water stations	\$30,000.00	Practice pitch could be included in the Multi Purpose courts upgrade in Souter Street. Grant funding applied for under SCCF R3.	Yes		Sporting/Recreational/Community/Park facilities	John Layton - Bundarra 355 Committee
Footpaths around Amenities Block to butt up to new Camp Kitchen, Camp Kitchen at rear of Amenities Block, Disabled Access to Office, Painting Amenities Block, renew Eves and Guttering - quotes attached to email	\$30,000.00	Recommended	Yes		Improvement of infrastructure community facilities	Jason Townsend - Queen Street Uralla Caravan Park
BMX Track - Ripping of Sections of the reserve, fencing the Gostwyck Road length of reserve, road base to allow access to the searing areas, gutter and water tank for the toilet block - plan submitted (TRIM)	\$20,000.00	Recommended, although water tank unlikely to provide tangible benefit.	Yes	Upgrade/beautification - creation of enjoyable community/family facility/venue	Sporting/Recreational/Community/Park facilities	Megan Robinson
BBQ and Water fountain at BMX Park	\$15,000.00	Recommended.	Yes	Upgrade/beautification - creation of enjoyable community/family facility/venue	Sporting/Recreational/Community/Park facilities	Staff
Creation/construction of young childrens bike track with Shade Sail at BMX Park	\$20,000.00	Recommended.	Yes	Upgrade/beautification - creation of enjoyable community/family facility/venue	Sporting/Recreational/Community/Park facilities	Staff
Putting in proper facilities like gas/electric barbeques, tables and shelters, walking tracks, specific roads, cleared designated camping spots, toilet facilities would really enhance this lovely area and make it more user friendly for locals and visitors.	TBD	Detailed above	Yes	Wooldrige Fossicking Area is a great resource for our community and visitors	Sporting/Recreational/Community/Park facilities	Staff
New tiles around the top of the pool		Has aesthetics value.	Yes	Upgrade/beautification - creation of enjoyable community/family facility/venue	Sporting/Recreational/Community/Park facilities	Staff
6 x ladders for when you get out of pool		Further investigation warranted.	Yes	Upgrade	Sporting/Recreational/Community/Park facilities	Staff
Painting of remaining undrendered brickwork, office, kiosk at the Swimming Pool	\$15,000.00	Desirable	Yes	Upgrade	Sporting/Recreational/Community/Park facilities	Staff
New carpet Uralla Shire Council Admin Buidling	\$20,000.00	Desirable	Yes	Upgrade	Improvement of infrastructure community facilities	staff
Upgrade historical Uralla Sign/Map in Salisbury Street near cnr Bridge	\$2,000.00	Underway	Yes	Upgrade/beautification - creation of enjoyable community	Beautification	staff
Rendering of Uralla Sporting Complex Building	\$50,000.00	Desirable from an aesthetics point of view	Yes	Upgrade/beautification - creation of enjoyable community/family facility/venue	Sporting/Recreational/Community/Park facilities	staff
Driveway at the back of McMaugh Gardens	\$50,000.00	Desirable. Further investigation warranted.	Possibly	Upgrade/ease of access/emergency exit and access	Aged Care Facility	staff
New Blinds Uralla Shire Council Admin Building	\$10,000.00	Desirable	Yes	Upgrade	Improvement of infrastructure community facilities	staff
Air conditioning upgrade - Council Administration Building	\$50,000.00	Further investigation warrented	Yes	Upgrade	Improvements in energy efficiency and employee comfort	staff
refurbishment / new furniture - Council Administration Building	\$50,000.00	Further scoping required.	Yes	Upgrade	Improvements in energy efficiency and employee comfort	staff
Uralla Court House	\$200,000.00	Long overdue project. Recommend \$250,000	Yes	Restoration/upgrade/refurbishment	Improvement of infrastructure / community facilities	Staff

LATE REPORTS TO COUNCIL

Ordinary Meeting 17 December 2019



REPORT TO COUNCIL

Department:	Infrastructure & Development
Submitted by:	<i>Director Infrastructure & Development</i>
Reference/Subject:	Late Report 3 - Bundarra Sewer Scheme Quarterly Report August – October 2019

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	3.4	Secure, sustainable and environmentally sound water-cycle infrastructure and services
Strategy:	3.4.2	Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services
Activity:	3.4.2.1	Provide sewerage services
Action:	3.4.2.1.2	Maintain and renew the sewer infrastructure network in-line with established programs

SUMMARY:

This late report is being submitted to Council to provide an update on the status of the project and details of the pre-tender estimate received from the project management consultant.

The report notes total progress with the scheme to date, any milestone achievements, issues and media coverage.

OFFICER'S RECOMMENDATION:

That Council

- 1. Receive and note the Bundarra Sewer Scheme Update Report September – October 2019 be received and noted by Council;**
- 2. Request additional funding of \$483,630 from the Safe and Secure Water Program by writing to The Minister for Water;**
- 3. Review the performance of the Project Management Consultant and consider alternative service providers for the construction phase of the project.**

BACKGROUND:

The Bundarra Sewer Scheme will provide reticulated sewerage to 165 - 171 existing dwellings and businesses within the Bundarra urban area. This will be a change from on-site treatment and disposal of wastewater within the property to a reticulated system with a single remote treatment plant outside the urban area. The new system is proposed to be a low pressure sewage system discharging to a pump well with rising main to an oxidation lagoon treatment system. Disposal, when needed, will be via irrigation at the treatment plant site. Each developed property will have its own pump and pod, and will be connected to a low pressure mains line outside the dwelling.

LATE REPORTS TO COUNCIL

Ordinary Meeting 17 December 2019

The pre-tender estimate provided by the project management consultant provides for a revised cost of \$8,812,630 (attachment 10) compared with the available funding of \$8.329m. The State Government has offered an increase in funding to \$6,557,000 of the scheme cost.

The recent additional funding means that the program funding will transition from Restart NSW Fund to the Safe and Secure Water Program. Council is contributing funding of up to \$1,772,000 to the scheme.

REPORT:

The concept and detailed designs have now been completed and are under review. The tender documentation has reached 95% completion and is expected to reach full completion by the end of January with the project Management Consultant reviewing the final draft of the RFT documentation as submitted by the design consultant. Consultation and the land acquisition process is continuing.

Key achievements of the previous quarter:

1. Completion of concept design and detailed designs.
2. The Review of Environmental Factors (REF) document has been finalised.
3. The land acquisition process is reaching completion.
4. Council has received confirmation for some additional funding to complete the project from Infrastructure NSW and the Department of Industry Water.
5. Proposed RMS footpath at the Bundarra Bridge may impact on the proposed sewer rising main. Discussion with the consultant Bridge Knowledge is continuing to determine extent of impact.

Key activities for the current quarter:

1. Review and approve project detailed designs.
2. Finalise the Request for Tender (RFT) documents.
3. Submit Detailed Design Report to Department of Industry Water and seek Section 60 Approval.
4. Continue with the land acquisition process for the sewerage treatment plant.
5. Finalise Construction Tender documentation.

KEY ISSUES:

- The project Management Consultant has provided advice that the scheme costs have increased \$8,812,630 excluding GST. Current funding provides for \$8,329,000 (including \$6,557,000 from the State Government leaving for a \$483,630 funding shortfall.
- Council will not be able to call tenders for the project without having voted the necessary budget funds.
- A revised timeframe for project completion is not yet available.
- A further request for the additional funding or \$483,630 should be made to The Minister for Water, the Honourable Melinda Pavey, from the Safe and Secure Water Program funded through the NSW State Government.
- There has been considerable slippage with this project and Council should review the performance of the Project Management Consultant and consider alternative service providers for the construction phase of the project.

COUNCIL IMPLICATIONS:

1. **Community Engagement/ Communication (per engagement strategy)**
As above

LATE REPORTS TO COUNCIL

Ordinary Meeting 17 December 2019

2. Policy and Regulation

Nil

3. Financial (LTFP)

The project Management Consultant has provided advice that the scheme costs have increased \$8,812,630 excluding GST. This provides for a funding shortfall of \$483,630.

4. Asset Management (AMS)

Future asset management implications as the scheme will see the development of new reticulation network, pump station and sewerage treatment plant

5. Workforce (WMS)

Involves Council staff, consultants and contractors

6. Legal and Risk Management

Nil

7. Performance Measures

Nil

8. Project Management

PWA, Director Infrastructure and Development, Manager Waste, Water and Sewer Services


Prepared by staff member:	Manager Waste, Water and Sewer Services
TRIM Reference Number:	UINT/19/5797
Approved/Reviewed by Manager:	Director Infrastructure & Development
Department:	Infrastructure & Development
Attachments:	<ol style="list-style-type: none">1. December - Attachment 1 - Bundarra Progress Report August 20192. December - Attachment 2 - Bundarra Program 13 August 20193. December - Attachment 3 - Bundarra Progress Report September 20194. December - Attachment 4 - Bundarra Program 9 October 20195. December - Attachment 5 - Bundarra Progress Report October 20196. December - Attachment 6 - Bundarra Program 20 November 20197. December – Attachment 7 – Bundarra Sewerage Pre Tender Estimate.

Bundarra Sewerage Progress Report 30

August 2019

1. Project data

Project Data	Description
Client Name	Uralla Shire Council
Client's Representative	Terry Seymour
Client's Contact Number	02 6778 6309
Client's Contact Email	tseymour@uralla.nsw.gov.au
Report period	August 2019
Report by	Steve Hansen
TRIM Project file	DIR17/527 DOC



2. Overall status for this project

Use the RAG Status criteria mentioned in Appendix A to determine the RAG status of the project components listed below. Overall Project indicator is determined by Schedule, Forecast Exp (client) and Resources.

Topic	Current Period	Previous Period	Comments
Overall	G		
Schedule / Program	G		Program to proceed to tender slipping
Forecast Exp (Client)	G		Project has now obtained extra funds
Resources	G		
PWA Fees	G		
Variations	G		
Deliverables / Design	G		RFT documents in progress, but behind schedule
Risk and Issues	G		Refer below
Service Providers	G		
WHS	G		Construction work not yet commenced

3. Project Scope

Project Scope: Provision of a reticulated sewerage system to a previously unsewered village

PWA Role: Project Management

4. Project milestones

Milestone name/description	Original baseline	Revised baseline	Forecast completion	Actual completion	Comments/Notes
Options Development					100% Complete

Milestone name/description	Original baseline	Revised baseline	Forecast completion	Actual completion	Comments/Notes
Concept Design					100% Complete
Detailed Design			Oct 2019		

5. Project finances

5.1 Finances summary

Project Value: \$5,447,000 based on original Deed of Agreement

RestartNSW Grant Value: \$3,675,000

Co-contribution Value: \$1,772,000

Total Project Expenditure to Date: \$459,318

RestartNSW Total Exp: \$307,743

Co-contribution Total Exp: \$151,574

Contingency Spent: \$0

Contingency Remaining: \$710,000

PWA construction management fees (value of PO): \$190,000 plus GST

Fees invoiced to date: \$72,000 plus GST

5.2 PWA variations

Description	Number	Value \$	Comments
Total number of variations	nil		
Approved			
Declined			
Pending			

6. Risk & Quality Control

6.1 Risks and issues

- Landowner responsibility for rectifying non-compliant drainage and electrical works has potential to delay future contractor
- Procedure for dealing with uncooperative landowners requires discussion to achieve best outcomes for all
- Council has obtained additional funding for project.
- Progress in production of RFT documents has been slow. PWA is pressing GHD to prioritise this

6.1.1 Audits, quality inspections and quality control status

Quality controls summary

Purpose/Topic	Description	Responsible	When	Outcome
NA				

7. Work Health and Safety

7.1 WHS Summary

7.1.1 Metrics

WHS metrics summary (from contractor)

Description	This month	Total cumulative
Number of lost time injuries	NA	
Number of hours worked		
Number of hours lost due to injury		
Lost Time Injury Frequency Rate LTIFR		
Number of WHS Management Audits		
Number of WHS Inspections		

7.1.2 Incidents

nil

7.1.3 General comments on WHS status

Project not yet in construction

8. Environmental

REF submitted to Council for determination

9. Stakeholder communications

Next community meeting planned to be held after contract award

10. Service providers

10.1 Service provider details

Service provider details	Description
Service Provider	GHD P/L
Description of work	Design Consultancy
Date of award	
Original contract completion date	
Current contract completion date	
Original consultancy value	\$398,322 plus GST
Current consultancy value	\$406,249 plus GST
Payment claims to date	\$377,173 plus GST
% complete	60% by project milestones completed

10.2 Service provider progress update

Key activities undertaken during August 2019:

- Continue with preparation of RFT documents
- Finalise REF and submit to Council
- Continue with land acquisition negotiations

Key activities anticipated during September 2019:

- Submit draft RFT documents
- Continue with land acquisition negotiations

10.3 Service provider variations

Vary #	Description	Type (Vary/EoT)	Status	Claimed amount (ex. GST)	Approved amount (ex. GST)
1	Heritage assessment	vary	approved	7,927	7,927

10.4 Estimated final consultancy value

\$406,249 plus GST

(Original contact value + approved variation + anticipated/pending variations + dispute)

11. Other Project Progress

- Council continuing with land acquisition negotiations which are nearing finalisation

Appendix A RAG or Traffic Light indicator criteria

Use these criteria to determine the status of the project for the Executive Summary.

Summary section	Red	Amber	Green
Schedule	Project is behind or is projected to be behind schedule at completion.	Project is behind or is projected to be behind schedule, but steps are being made to bring back on schedule e.g. agreed de-scope, additional resources etc	Project is on schedule and is expected to remain on schedule at completion
Forecast expenditure/ Client Exp	Forecast expenditure is over the agreed baseline costs by >=5%	Forecast expenditure is over the agreed baseline costs by 0% to <5%	Forecast expenditure is under or on baseline budget
Resources	There is a currently a lack of skilled resources available to fulfil key roles in the project which is likely to impact on ability to deliver to scope, time or cost.	There is an emerging lack of skilled resources available now and in the immediate future to fulfil key roles in the project which may impact on ability to deliver to scope, time or cost.	Resources are available as required to complete the project.
Financial/ Budget PWA Fee	Project costs are over or projected to be over the agreed baseline costs by >=10%	Project costs are over or projected to be over the agreed baseline costs by 0% to 10%	Project costs or projected costs are under or on baseline budget
Variations	Variations addressed after the fact, costs exceeding expectations, variations holding up works	Delays in notification and approval of variations, details not clear, costs unexpected	Variations being communicated and approved in a timely manner, costs for variations reasonable
Deliverables	Deliverables not in accordance with project scope. Quality issues not being resolved in a timely manner. Significant re-work required	Minor occurrences of deliverables not in accordance with project scope. Minimal need for re-work	Quality issues managed proactively and resolved in a timely manner. Deliverables in accordance with project scope and no issues identified
Risk and Issues	Project risk profile increasing, which may include potential delays, deliverables not ready or accepted, or significant issues not being resolved	Potential emerging problems with risks, or issues or deliverables which require immediate management attention to resolve	Risks, issues and deliverables being attended to as per plan with not foreseeable problems

Summary section	Red	Amber	Green
Suppliers/Contractors	Project has major issues with supplier / contractor in terms of delivery dates, visibility of status, or quality of deliverables and cannot obtain an agreed and timely resolution	Project has issues with suppliers but there is a plan in place for timely resolution	No known supplier / contractor problems at this time
WHS	Serious incident occurs. PIN issued by SafeWork NSW. WHS procedures not being followed	Minor issues/non-compliances observed. Site Safety Instruction formally issued. Monthly reporting not completed	No WHS incidents or issues, Works complying with relevant plans. Monthly reporting completed

Bundarra Sewerage - Revised Program

ID	Task Mode	Task Name	Duration	Start	Finish	PreResource Names	2017 2018 2019 2020 2021 Jan Mar May Jul Sep Nov Jan Mar May Jul Sep Nov Jan Mar May Jul Sep Nov Jan Mar May Jul Sep Nov Jan Mar May Jul Sep Nov Jan Mar May Jul Sep																							
1		Bundarra Sewerage Project - Program	1190 days	Mon 10/04/1	Fri 29/10/21																									
2		Initiation	41 days	Mon 10/04/1	Mon 5/06/17																									
3		Start up meeting with USC	1 day	Mon 10/04/1	Mon 10/04/17																									
4		Confirm initiation scope	2 wks	Tue 11/04/17	Mon 24/04/17	3																								
5		Project Plan	6 wks	Tue 25/04/17	Mon 5/06/17	4																								
6		Initial Community Meeting & Update	4 wks	Tue 9/05/17	Mon 5/06/17																									
7		Options/Concept Design/Detailed Design	624 days	Tue 25/04/17	Fri 13/09/19																									
8		Brief Development (incl. brief scope changes)	10 wks	Tue 25/04/17	Mon 3/07/17	4																								
9		Tender	4 wks	Tue 4/07/17	Mon 31/07/17	8																								
10		Review Tenders and Award incl. CCL Approval	9 wks	Tue 1/08/17	Mon 2/10/17	9																								
11		Concept Development	154 days	Tue 3/10/17	Fri 4/05/18																									
12		Prepare Draft Report	8 wks	Tue 3/10/17	Mon 27/11/17	10																								
13		Review Draft	10 wks	Tue 28/11/17	Mon 5/02/18	12																								
14		Review Final Draft and Finalise Report	7 wks	Tue 6/02/18	Mon 26/03/18	13																								
15		Client Acceptance	5 wks	Tue 27/03/18	Mon 30/04/18	14																								
16		Confirm Preferred Option	4 days	Tue 1/05/18	Fri 4/05/18	15																								
17		Concept Design	90 days	Mon 7/05/18	Fri 7/09/18																									
18		CCL Arrange Access to STP Site	6 wks	Mon 7/05/18	Fri 15/06/18	16																								
19		Prepare Draft Report	8 wks	Mon 18/06/1	Fri 10/08/18	18																								
20		Review	1 wk	Mon 13/08/1	Fri 17/08/18	19																								
21		Finalise Report	2 wks	Mon 20/08/1	Fri 31/08/18	20																								
22		Client/Agency Approvals	1 wk	Mon 3/09/18	Fri 7/09/18	21																								
23		Detailed Design	265 days	Mon 10/09/1	Fri 13/09/19																									
24		Prepare Draft Designs & Documentation	15 wks	Mon 10/09/1	Fri 21/12/18	22																								
25		Review	13 wks	Mon 24/12/1	Fri 22/03/19	24																								
26		Finalise Designs & Documentation	12 wks	Mon 25/03/1	Fri 14/06/19	25																								
27		Client/Agency Approvals	13 wks	Mon 17/06/1	Fri 13/09/19	26																								
28		Land Acquisition	330 days	Mon 7/05/18	Fri 9/08/19																									
29		Brief Solicitors on STP Acquisition	1 wk	Mon 7/05/18	Fri 11/05/18	16																								
30		Land Acquisition Process	65 wks	Mon 14/05/1	Fri 9/08/19	29																								
31		Implementation (STP/Retic/PS Single Contract)	555 days	Mon 16/09/1	Fri 29/10/21																									
32		Tender Period incl Approval to Award	60 days	Mon 16/09/1	Fri 6/12/19																									
33		Tender	6 wks	Mon 16/09/1	Fri 25/10/19	27																								
34		Review Tenders and Award incl. CCL Approval	6 wks	Mon 28/10/1	Fri 6/12/19	33																								
35		Construction incl Contingencies	235 days	Mon 9/12/19	Fri 30/10/20																									
36		Sewage Treatment Plant/Retic/PS/RM	40 wks	Mon 9/12/19	Fri 11/09/20	34																								
37		Commissioning	4 wks	Mon 14/09/2	Fri 9/10/20	36																								
38		EOT's	3 wks	Mon 12/10/2	Fri 30/10/20	37																								
39		Post Completion	260 days	Mon 2/11/20	Fri 29/10/21																									
40		Post Completion Period	52 wks	Mon 2/11/20	Fri 29/10/21	38																								

LATE REPORTS TO COUNCIL BUSINESS PAPER 17 DECEMBER 2019


Project: Program - Bundarra Sewe	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
	Summary		Inactive Task		Duration-only		Finish-only			

Bundarra Sewerage Progress Report 31

September 2019

1. Project data

Project Data	Description
Client Name	Uralla Shire Council
Client's Representative	Terry Seymour
Client's Contact Number	02 6778 6309
Client's Contact Email	tseymour@uralla.nsw.gov.au
Report period	September 2019
Report by	Steve Hansen
TRIM Project file	DIR17/527 DOC



2. Overall status for this project

Use the RAG Status criteria mentioned in Appendix A to determine the RAG status of the project components listed below. Overall Project indicator is determined by Schedule, Forecast Exp (client) and Resources.

Topic	Current Period	Previous Period	Comments
Overall	G	G	
Schedule / Program	A	A	Program to proceed to tender slipping
Forecast Exp (Client)	G	G	Project has now obtained extra funds
Resources	G	G	
PWA Fees	G	G	
Variations	G	G	
Deliverables / Design	A	A	RFT documents in progress, but behind schedule
Risk and Issues	G	G	Refer below
Service Providers	G	G	
WHS	G	G	Construction work not yet commenced

3. Project Scope

Project Scope: Provision of a reticulated sewerage system to a previously unsewered village

PWA Role: Project Management

4. Project milestones

Milestone name/description	Original baseline	Revised baseline	Forecast completion	Actual completion	Comments/Notes
Options Development Report					100% Complete

Milestone name/description	Original baseline	Revised baseline	Forecast completion	Actual completion	Comments/Notes
Concept Design Report					100% Complete
Detailed Design Report					100% Complete
RFT Documents			Oct 2019		95% Complete

5. Project finances

5.1 Finances summary

Project Value: \$5,447,000 based on original Deed of Agreement.

RestartNSW Grant Value: \$3,675,000

Co-contribution Value: \$1,772,000

Total Project Expenditure to Date: \$459,318

RestartNSW Total Exp: \$307,743

Co-contribution Total Exp: \$151,574

Contingency Spent: \$0

Contingency Remaining: \$710,000

Note : a new funding agreement has been arranged with DPIE for additional project funds. Details to be advised by Council

PWA construction management fees (value of PO): \$190,000 plus GST

Fees invoiced to date: \$72,000 plus GST

5.2 PWA variations

Description	Number	Value \$	Comments
Total number of variations	nil		
Approved			
Declined			
Pending			

6. Risk & Quality Control

6.1 Risks and issues

- Landowner responsibility for rectifying non-compliant drainage and electrical works has potential to delay the construction contractor
- Procedure for dealing with uncooperative landowners requires discussion to achieve best outcomes for all
- Council has obtained additional funding for project from DPIE.

Hunter New England | South Coast | Riverina Western | North Coast | Sydney

Asset Advisory | Heritage | Project + Program Management | Assurance | Procurement | Engineering | Planning | Sustainability Developments | Buildings | Water Infrastructure | Roads + Bridges | Coastal | Waste | Emergency Management | Surveying

PMF 4109 v3.0 | Owner: Manager, Project Assurance & Capability | Last approved date: 29/07/2019

- Progress in production of RFT documents has been slow. PWA is pressing GHD to prioritise this

6.1.1 Audits, quality inspections and quality control status

Quality controls summary

Purpose/Topic	Description	Responsible	When	Outcome
NA				

7. Work Health and Safety

7.1 WHS Summary

7.1.1 Metrics

WHS metrics summary (from contractor)

Description	This month	Total cumulative
Number of lost time injuries	NA	
Number of hours worked		
Number of hours lost due to injury		
Lost Time Injury Frequency Rate LTIFR		
Number of WHS Management Audits		
Number of WHS Inspections		

7.1.2 Incidents

nil

7.1.3 General comments on WHS status

Project not yet in construction

8. Environmental

REF submitted to Council for determination

9. Stakeholder communications

Next community meeting planned to be held after contract award

10. Service providers

10.1 Service provider details

Service provider details	Description
Service Provider	GHD P/L
Description of work	Design Consultancy
Date of award	28/09/2017
Original consultancy value	\$398,322 plus GST
Current consultancy value	\$406,249 plus GST
Payment claims to date	\$377,173 plus GST
% complete	60% by project milestones completed

10.2 Service provider progress update

Key activities undertaken during September 2019:

- Submit draft RFT documents (tech spec only)
- PWA review of draft documents
- Council considers REF
- Continue with land acquisition negotiations

Key activities anticipated during October 2019:

- Complete submission of remaining draft RFT documents (pre-tender estimate, tender schedules, drawings)
- PWA review remaining documents when submitted
- PWA prepare commercial clauses
- Continue with land acquisition negotiations

10.3 Service provider variations

Vary #	Description	Type (Vary/EoT)	Status	Claimed amount (ex. GST)	Approved amount (ex. GST)
1	Heritage assessment	vary	approved	7,927	7,927

10.4 Estimated final consultancy value

\$406,249 plus GST

(Original contact value + approved variation + anticipated/pending variations + dispute)

11. Other Project Progress

- Council continuing with land acquisition negotiations which are nearing finalisation
- Council to advise new funding protocols

Appendix A RAG or Traffic Light indicator criteria

Use these criteria to determine the status of the project for the Executive Summary.

Summary section	Red	Amber	Green
Schedule	Project is behind or is projected to be behind schedule at completion.	Project is behind or is projected to be behind schedule, but steps are being made to bring back on schedule e.g. agreed de-scope, additional resources etc	Project is on schedule and is expected to remain on schedule at completion
Forecast expenditure/ Client Exp	Forecast expenditure is over the agreed baseline costs by >=5%	Forecast expenditure is over the agreed baseline costs by 0% to <5%	Forecast expenditure is under or on baseline budget
Resources	There is a currently a lack of skilled resources available to fulfil key roles in the project which is likely to impact on ability to deliver to scope, time or cost.	There is an emerging lack of skilled resources available now and in the immediate future to fulfil key roles in the project which may impact on ability to deliver to scope, time or cost.	Resources are available as required to complete the project.
Financial/ Budget PWA Fee	Project costs are over or projected to be over the agreed baseline costs by >=10%	Project costs are over or projected to be over the agreed baseline costs by 0% to 10%	Project costs or projected costs are under or on baseline budget
Variations	Variations addressed after the fact, costs exceeding expectations, variations holding up works	Delays in notification and approval of variations, details not clear, costs unexpected	Variations being communicated and approved in a timely manner, costs for variations reasonable
Deliverables	Deliverables not in accordance with project scope. Quality issues not being resolved in a timely manner. Significant re-work required	Minor occurrences of deliverables not in accordance with project scope. Minimal need for re-work	Quality issues managed proactively and resolved in a timely manner. Deliverables in accordance with project scope and no issues identified
Risk and Issues	Project risk profile increasing, which may include potential delays, deliverables not ready or accepted, or significant issues not being resolved	Potential emerging problems with risks, or issues or deliverables which require immediate management attention to resolve	Risks, issues and deliverables being attended to as per plan with not foreseeable problems

Summary section	Red	Amber	Green
Suppliers/Contractors	Project has major issues with supplier / contractor in terms of delivery dates, visibility of status, or quality of deliverables and cannot obtain an agreed and timely resolution	Project has issues with suppliers but there is a plan in place for timely resolution	No known supplier / contractor problems at this time
WHS	Serious incident occurs. PIN issued by SafeWork NSW. WHS procedures not being followed	Minor issues/non-compliances observed. Site Safety Instruction formally issued. Monthly reporting not completed	No WHS incidents or issues, Works complying with relevant plans. Monthly reporting completed

Bundarra Sewerage - Revised Program

9 October 2019

ID	Task Mode	Task Name	Duration	Start	Finish	Resource Names	Gantt Chart (2017-2021)																							
1		Bundarra Sewerage Project - Program	1225 days	Mon 10/04/17	Fri 17/12/21		[Gantt Chart Summary]																							
2		Initiation	41 days	Mon 10/04/17	Mon 5/06/17		[Gantt Chart Summary]																							
3		Start up meeting with USC	1 day	Mon 10/04/17	Mon 10/04/17		[Gantt Chart Summary]																							
4		Confirm initiation scope	2 wks	Tue 11/04/17	Mon 24/04/17	3	[Gantt Chart Summary]																							
5		Project Plan	6 wks	Tue 25/04/17	Mon 5/06/17	4	[Gantt Chart Summary]																							
6		Initial Community Meeting & Update	4 wks	Tue 9/05/17	Mon 5/06/17		[Gantt Chart Summary]																							
7		Options/Concept Design/Detailed Design	659 days	Tue 25/04/17	Fri 1/11/19		[Gantt Chart Summary]																							
8		Brief Development (incl. brief scope changes)	10 wks	Tue 25/04/17	Mon 3/07/17	4	[Gantt Chart Summary]																							
9		Tender	4 wks	Tue 4/07/17	Mon 31/07/17	8	[Gantt Chart Summary]																							
10		Review Tenders and Award incl. CCL Approval	9 wks	Tue 1/08/17	Mon 2/10/17	9	[Gantt Chart Summary]																							
11		Concept Development	154 days	Tue 3/10/17	Fri 4/05/18		[Gantt Chart Summary]																							
12		Prepare Draft Report	8 wks	Tue 3/10/17	Mon 27/11/17	10	[Gantt Chart Summary]																							
13		Review Draft	10 wks	Tue 28/11/17	Mon 5/02/18	12	[Gantt Chart Summary]																							
14		Review Final Draft and Finalise Report	7 wks	Tue 6/02/18	Mon 26/03/18	13	[Gantt Chart Summary]																							
15		Client Acceptance	5 wks	Tue 27/03/18	Mon 30/04/18	14	[Gantt Chart Summary]																							
16		Confirm Preferred Option	4 days	Tue 1/05/18	Fri 4/05/18	15	[Gantt Chart Summary]																							
17		Concept Design	90 days	Mon 7/05/18	Fri 7/09/18		[Gantt Chart Summary]																							
18		CCL Arrange Access to STP Site	6 wks	Mon 7/05/18	Fri 15/06/18	16	[Gantt Chart Summary]																							
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20		Review	1 wk	Mon 13/08/18	Fri 17/08/18	19	[Gantt Chart Summary]																							
21		Finalise Report	2 wks	Mon 20/08/18	Fri 31/08/18	20	[Gantt Chart Summary]																							
22		Client/Agency Approvals	1 wk	Mon 3/09/18	Fri 7/09/18	21	[Gantt Chart Summary]																							
23		Detailed Design	300 days	Mon 10/09/18	Fri 1/11/19		[Gantt Chart Summary]																							
24		Prepare Draft Designs & Documentation	15 wks	Mon 10/09/18	Fri 21/12/18	22	[Gantt Chart Summary]																							
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29		Brief Solicitors on STP Acquisition	1 wk	Mon 7/05/18	Fri 11/05/18	16	[Gantt Chart Summary]																							
30		Land Acquisition Process	75 wks	Mon 14/05/18	Fri 18/10/19	29	[Gantt Chart Summary]																							
31		Implementation (STP/Retic/PS Single Contract)	555 days	Mon 4/11/19	Fri 17/12/21		[Gantt Chart Summary]																							
32		Tender Period incl Approval to Award	60 days	Mon 4/11/19	Fri 24/01/20		[Gantt Chart Summary]																							
33		Tender	6 wks	Mon 4/11/19	Fri 13/12/19	27	[Gantt Chart Summary]																							
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35		Construction incl Contingencies	235 days	Mon 27/01/20	Fri 18/12/20		[Gantt Chart Summary]																							
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LATE REPORTS TO COUNCIL BUSINESS PAPER 17 DECEMBER 2019


Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
Summary		Inactive Task		Duration-only		Finish-only			

Bundarra Sewerage Progress Report 32

October 2019

1. Project data

Project Data	Description
Client Name	Uralla Shire Council
Client's Representative	Aidan Macqueen
Client's Contact Number	02 6778 6316
Client's Contact Email	amacqueen@uralla.nsw.gov.au
Report period	October 2019
Report by	Steve Hansen
TRIM Project file	DIR17/527 DOC



2. Overall status for this project

Use the RAG Status criteria mentioned in Appendix A to determine the RAG status of the project components listed below. Overall Project indicator is determined by Schedule, Forecast Exp (client) and Resources.

Topic	Current Period	Previous Period	Comments
Overall	G	G	
Schedule / Program	A	A	Program to proceed to tender slipping
Forecast Exp (Client)	G	G	Project has now obtained extra funds
Resources	G	G	
PWA Fees	G	G	
Variations	G	G	
Deliverables / Design	A	A	RFT documents in progress, but behind schedule in completion
Risk and Issues	G	G	Refer below
Service Providers	A	A	See deliverables above
WHS	G	G	Construction work not yet commenced

3. Project Scope

Project Scope: Provision of a reticulated sewerage system to a previously unsewered village

PWA Role: Project Management

4. Project milestones

Milestone name/description	Original baseline	Revised baseline	Forecast completion	Actual completion	Comments/Notes
Options Development Report					100% Complete

Milestone name/description	Original baseline	Revised baseline	Forecast completion	Actual completion	Comments/Notes
Concept Design Report					100% Complete
Detailed Design Report					100% Complete
RFT Documents			Dec 2019		98% Complete

5. Project finances

5.1 Finances summary

Project Value: \$5,447,000 based on original Deed of Agreement.

RestartNSW Grant Value: \$3,675,000

Co-contribution Value: \$1,772,000

Total Project Expenditure to Date: \$459,318

RestartNSW Total Exp: \$307,743

Co-contribution Total Exp: \$151,574

Contingency Spent: \$0

Contingency Remaining: \$710,000

Note : a new funding agreement has been arranged with DPIE for additional project funds. Details to be advised by Council

PWA construction management fees (value of PO): \$190,000 plus GST

Fees invoiced to date: \$72,000 plus GST

5.2 PWA variations

Description	Number	Value \$	Comments
Total number of variations	nil		
Approved			
Declined			
Pending			

6. Risk & Quality Control

6.1 Risks and issues

- Landowner responsibility for rectifying non-compliant drainage and electrical works has potential to delay the construction contractor
- Procedure for dealing with uncooperative landowners requires discussion to achieve best outcomes for all
- Council has obtained additional funding for project from DPIE.

Hunter New England | South Coast | Riverina Western | North Coast | Sydney

Asset Advisory | Heritage | Project + Program Management | Assurance | Procurement | Engineering | Planning | Sustainability Developments | Buildings | Water Infrastructure | Roads + Bridges | Coastal | Waste | Emergency Management | Surveying

PMF 4109 v3.0 | Owner: Manager, Project Assurance & Capability | Last approved date: 29/07/2019

- Progress in production of RFT documents has been slow. PWA is pressing GHD to prioritise this
- Consideration to be given to merits of bridge crossing work being undertaken by RMS contractors when bridge walkway upgrade is undertaken

6.1.1 Audits, quality inspections and quality control status

Quality controls summary

Purpose/Topic	Description	Responsible	When	Outcome
NA				

7. Work Health and Safety

7.1 WHS Summary

7.1.1 Metrics

WHS metrics summary (from contractor)

Description	This month	Total cumulative
Number of lost time injuries	NA	
Number of hours worked		
Number of hours lost due to injury		
Lost Time Injury Frequency Rate LTIFR		
Number of WHS Management Audits		
Number of WHS Inspections		

7.1.2 Incidents

nil

7.1.3 General comments on WHS status

Project not yet in construction

8. Environmental

REF submitted to Council for determination

9. Stakeholder communications

Next community meeting planned to be held after contract award

[Hunter New England](#) | [South Coast](#) | [Riverina Western](#) | [North Coast](#) | [Sydney](#)

Asset Advisory | Heritage | Project + Program Management | Assurance | Procurement | Engineering | Planning | Sustainability
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Service provider details	Description
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Payment claims to date	\$377,173 plus GST
% complete	60% by project milestones completed

10.2 Service provider progress update

Key activities undertaken during October 2019:

- PWA prepare draft commercial clauses
- PWA review of draft RFT documents
- PWA review of final estimate
- Council continue with land acquisition negotiations

Key activities anticipated during November 2019:

- Council provide comments on draft RFT documents
- GHD respond to estimate comments
- PWA review remaining documents when submitted
- PWA finalise commercial clauses
- Council continue with land acquisition negotiations

10.3 Service provider variations

Vary #	Description	Type (Vary/EoT)	Status	Claimed amount (ex. GST)	Approved amount (ex. GST)
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10.4 Estimated final consultancy value

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(Original contact value + approved variation + anticipated/pending variations + dispute)

11. Other Project Progress

- Council continuing with land acquisition negotiations which are nearing finalisation
- Council to advise new funding protocols

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Use these criteria to determine the status of the project for the Executive Summary.

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Bundarra Sewerage - Revised Program

20 November 2019

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3		Start up meeting with USC	1 day	Mon 10/04/17	Mon 10/04/17		[Gantt Chart]																							
4		Confirm initiation scope	2 wks	Tue 11/04/17	Mon 24/04/17	3	[Gantt Chart]																							
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7		Options/Concept Design/Detailed Design	684 days	Tue 25/04/17	Fri 6/12/19		[Gantt Chart]																							
8		Brief Development (incl. brief scope changes)	10 wks	Tue 25/04/17	Mon 3/07/17	4	[Gantt Chart]																							
9		Tender	4 wks	Tue 4/07/17	Mon 31/07/17	8	[Gantt Chart]																							
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11		Concept Development	154 days	Tue 3/10/17	Fri 4/05/18		[Gantt Chart]																							
12		Prepare Draft Report	8 wks	Tue 3/10/17	Mon 27/11/17	10	[Gantt Chart]																							
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14		Review Final Draft and Finalise Report	7 wks	Tue 6/02/18	Mon 26/03/18	13	[Gantt Chart]																							
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22		Client/Agency Approvals	1 wk	Mon 3/09/18	Fri 7/09/18	21	[Gantt Chart]																							
23		Detailed Design	325 days	Mon 10/09/18	Fri 6/12/19		[Gantt Chart]																							
24		Prepare Draft Designs & Documentation	15 wks	Mon 10/09/18	Fri 21/12/18	22	[Gantt Chart]																							
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26		Finalise Designs & Documentation	33 wks	Mon 25/03/19	Fri 8/11/19	25	[Gantt Chart]																							
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30		Land Acquisition Process	75 wks	Mon 14/05/19	Fri 18/10/19	29	[Gantt Chart]																							
31		Implementation (STP/Retic/PS Single Contract)	575 days	Mon 9/12/19	Fri 18/02/22		[Gantt Chart]																							
32		Tender Period incl Approval to Award	80 days	Mon 9/12/19	Fri 27/03/20		[Gantt Chart]																							
33		Tender	10 wks	Mon 9/12/19	Fri 14/02/20	27	[Gantt Chart]																							
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LATE REPORTS TO COUNCIL BUSINESS PAPER 17 DECEMBER 2019

Project: Program - Bundarra Sewe	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
	Summary		Inactive Task		Duration-only		Finish-only			



12 December 2019

The General Manager
Uralla Shire Council
PO Box 106
URALLA NSW 2358

Attention: Mr Aidan Macqueen

Bundarra Sewerage Project
Updated Project Estimate (Pre-Construction)

As requested, PWA has undertaken a review of the project estimate following submission of final draft RFT documents and the associated pre-tender estimate by GHD Pty Ltd.

In conjunction with updated information provided by Council on land acquisition and its own management costs, the updated pre-construction project estimate is summarised as follows:

1. Construction of all works (refer attached pre-tender estimate)	\$7,622,834
2. Construction contingency	\$367,578
3. Land acquisition	\$150,058
4. Consultants fees	\$406,249
5. Authorities fees and charges (allowance)	\$5,000
6. Project and construction management (incl. pending variation)	\$226,284
7. Council management	\$34,627
Total (excl. GST)	\$8,812,630

Should you have any queries regarding the above, please do not hesitate to contact the undersigned on tel. 0427 200 609.

Yours sincerely,

Steve Hansen
Project Manager
Bundarra Sewerage

LATE REPORTS TO COUNCIL

Ordinary Meeting 17 December 2019



NOTICE OF MOTION

Submitted by:	Cr. Bob Crouch
Subject:	Notice of Motion 1 with Late Officer's Recommendation - Drought relief: reduction of interest rates on overdue rates

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Objective:	2.2	Growing diversified employment, education and tourism opportunities
Strategy:	2.2.2	Support and encourage existing business and industry to develop and grow
Activity:	2.2.2.1	Encourage business and industry development

Proposed motion:

That Council:

1. Reduce the rate of interest for over-due rates for 2019-20 to 3.5% and undertake not to implement recovery action until such time as the economic conditions in Uralla Shire improve.
2. That the above modification to our budget be advertised for public comment.

Background

Councillors have been struggling to come to terms with what council can do to equitably assist businesses in our Shire to remain viable during this drought. There is no doubt we have a drought of unprecedented proportions that is having an unprecedented impact on the whole of our local economy. Our businesses (not just farmers) are finding the economic conditions extremely difficult.

At the drought-get-together on 6th December, councillors attending joined providers and some businesses in a spontaneous round table discussion on what could be done. A major issue facing businesses is maintaining sufficient cash flow to meet fixed costs, principally council rates and insurance. Council is not in a financial or legal position to alleviate the rate burden and continue the delivery of services. Discussion focussed on lobbying the State and Commonwealth Governments.

Council is however, in a position to alleviate the rate burden in the short term. Our economy will turn around, most businesses now in difficulty will be viable in a few years' time.

Each year as part of the budgetary process council sets the interest rate on overdue rates, currently 7.5%, the maximum rate permitted by the State Government.

LATE REPORTS TO COUNCIL

Ordinary Meeting 17 December 2019

This rate is substantially higher than rates currently charged by financial institutions for fully secured loans: council rates are secured against the land. In normal conditions the higher rate is reasonable to ensure an effective cash flow for council to meet its obligations. However, in current economic circumstances where individuals are more likely to default council should be more compassionate.

In the event of a mass default, council has some reserves it could draw on for which it is receiving a rate of well below 3.5%, or may be able to take out a loan at a rate less than the interest rate council levies.

Reduction of the interest rate is potentially a win/win situation. Money owed is secured, council receives a higher rate of return on funds than it is receiving through investment and Shire businesses receive short term relief at this critical time.

CONCLUSION: Council by reducing the interest rates on overdue rates to alleviate the immediate rate burden, is seen to be compassionate and supportive of our community while potentially increasing council's return on available funds. A win/win situation.

OFFICERS RECOMMENDATION

That Council:

1. Does not reduce the rate of interest for over-due rates for 2019-20 to 3.5%;
2. Does not implement the proposal to defer recovery action until such time as the economic conditions in Uralla Shire improve; and
3. Does not need to advertise the modifications to our budget for public comment.

Uralla Shire Council already has appropriate systems in place to allow for the payment of rates based on a payment arrangement and that apply to ratepayers that are experiencing financial hardship. The option to discount the overdue interest rate (which is supposed to act as a disincentive to late payment) from 7.5% to 3.5% for all ratepayers would both send the wrong message to ratepayers (that Council can afford to allow defaults on rates and charges) and would financially impact Council should rate defaults increase. Of even greater concern would be the decision to discontinue recovery action because it would send the wrong message to ratepayers and would also take significant work in future years to re-implement once economic conditions improve.

A recent review of our outstanding business rates identifies that those ratepayers falling behind with their rates have been doing so for a number of years which would suggest that it is not as a consequence of the drought conditions this year.

The Office of Local Government has issued Debt Management and Hardship Guidelines to assist councils with the management of overdue rates and charges. This document states that "Councils receiving funds on time are in a better position to be financially sustainable and continue to deliver the services and facilities local communities need and expect". They also set out "best practice approaches for councils to better manage ratepayer debt and respond to genuine hardship" over the full economic cycle. New draft debt recovery and draft hardship policies have been prepared by Council staff for presentation to the Executive Committee early in the New Year. These policies reinforce the issues raised in the guidelines whilst updating the current policies applied by Council.

As outlined above, there are significant risks associated with this proposal and if Council believes it appropriate, it should refer the proposal to the Audit Risk and Improvement Committee for comment prior to any further consideration of this motion.

LATE REPORTS TO COUNCIL

Ordinary Meeting 17 December 2019

The motions proposed should not be implemented. The motions would be contrary to the annual action plan item 4.2.2.1.7 and would likely mean that Council could not achieve the proposed target for this action item.

COUNCIL IMPLICATIONS:

- 1. Community Engagement/ Communication (per engagement strategy)**
- 2. Policy and Regulation**
Local Government Act 1993;
Local Government (General) Regulation 2005;
Debt – Recovery policy;
- 3. Financial (LTFP)**
Probable increase in outstanding debts;
Probable impact on cash flow and therefore ability of Council to deliver services;
Probable difficulties in re-implementing debt recovery processes in future years;
Probable reduction in cash reserves to cover increased rate and charge debts.
- 4. Asset Management (AMS)**
N/A
- 5. Workforce (WMS)**
N/A
- 6. Legal and Risk Management**
Heightened risk of increased outstanding rates and charges leading to reduced cash flow and poor response to future debt collection processes.
- 7. Performance Measures**
Probable inability to meet outstanding debt % at Operational Plan action item 4.2.2.1.7
- 8. Project Management**
N/A


Bob Crouch, Councillor


Tara Toomey, Councillor

**THUNDERBOLTS FESTIVAL
SUMMARY FINANCIAL INFORMATION**

	2019	2018	2017	2016
Income				
Uralla Shire Council contribution		12,000.00	12,000.00	12,000.00
Other community contributions		4,700.00	5,295.00	4,750.00
Sales/other funding on the day		3,055.00	3,055.00	3,375.00
<i>Total income</i>		<u>19,755.00</u>	<u>20,350.00</u>	<u>20,125.00</u>
Expenditure				
Park entertainment		11,152.00	10,664.00	12,144.00
Street parade & other activities		660.00	660.00	660.00
Equipment for activities		1,582.00	1,483.00	1,483.00
Billy cart derby		500.00	500.00	500.00
Advertising		2,912.50	3,417.00	3,735.00
Services		800.00	300.00	300.00
Administration and sundry expenditure		1,240.50	1,740.50	1,171.89
Balancing item to agree bank balances #		1,339.48	323.66	
<i>Total expenditure</i>		<u>20,186.48</u>	<u>19,088.16</u>	<u>19,993.89</u>
Surplus/(Deficit)		<u>- 431.48</u>	<u>1,261.84</u>	<u>131.11</u>
Bank Balance				
Opening balance		5,710.48	4,448.64	4,317.53
Add: Surplus/(Deficit)		- 431.48	1,261.84	131.11
Closing balance		<u>5,279.00</u>	<u>5,710.48</u>	<u>4,448.64</u>

Not yet provided

"Note: The event is also supported by many businesses who donate vouchers for the street stall prizes and many volunteers who devote their time assisting with set up and break down of Alma Park from 6am until 5pm on the day."

The balancing item relates to amounts not recorded but necessary to agree the bank balance agree to the information provided by the committee.

Information contained in this report has been drawn from reports provided to Council on 26 June 2017, 20 August 2018 and 17 June 2019.

END OF BUSINESS PAPER