



## URALLA SHIRE COUNCIL BUSINESS PAPER

Notice is hereby given, in accordance with the provision of the Local Government Act 1993 that a Meeting of Uralla Shire Council will be held in the Council Chambers, 32 Salisbury Street, Uralla, commencing at 1:00pm.

### ORDINARY COUNCIL MEETING

**28 FEBRUARY 2017**

Andrew Hopkins  
**GENERAL MANAGER**



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- BUSINESS AGENDA -

# Ordinary Meeting of Council

**28 FEBRUARY 2017**  
**1:00pm**

1. **Opening & Welcome**
2. **Prayer**
3. **Acknowledgement of Country**
4. **Apologies**
5. **Requests for Leave of Absence**
6. **Disclosures & Declaration of Interests**
7. **Confirmation of Minutes of Previous Meeting**
8. **Announcements**
9. **Tabling of Reports & Petitions**
10. **Recommendations for Items to be Considered in Confidential Section**
11. **Urgent Supplementary & Late Items of Business**
12. **Presentations**
  - Speaker 1: Mr John Carlon
    1. King and Maitland Streets Intersection
    2. Roadside Tree Trimming
13. **Deputations**
14. **Written Reports from Delegates**
15. **Mayoral Minute**
16. **Reports to Council**
  - Report 1 - Cash at Bank and Investments
  - Report 2 - Cash at Bank and Investments
  - Report 3 - 2016/17 – 2nd Quarter Budget Review Statements
  - Report 4 - International Women’s Day Event
  - Report 5 - Public Interest Disclosures Act 1994, Six Monthly Report - July to December 2016
  - Report 6 - 2016/17 Operational Plan Performance Report – Second Quarter Progress Report
  - Report 7 - Community Engagement
  - Report 8 - Trade Delegation to China
  - Report 9 - Development Approvals and Refusals for December 2016
  - Report 10 - Development Approvals and Refusals for January 2017
  - Report 11 - Regulatory Statistics Ending 31 December 2016
  - Report 12 - Works Progress Report as at 31 January 2017
  - Report 13 - Uralla Local Traffic Committee
  - Report 14 - Heritage Advisory Services Summary – January and February 2017
  - Report 15 - Water and Sewer Charges Refund Policy

- Report 16 - Rowan Avenue Stormwater Drainage
- Report 17 - Kamlaroi Ageing and Disability Services (KADS)
- Report 18 - Bundarra School of Arts Hall Committee

**17. Motions on Notice**

**18. Schedule of Actions – As at 23/01/2017**

**19. Confidential Business**

**20. Responses to Questions from Previous Meeting**

**21. Meeting Close**

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- 1. OPENING & WELCOME**
- 2. PRAYER**
- 3. ACKNOWLEDGEMENT OF COUNTRY**
- 4. APOLOGIES**
- 5. REQUESTS FOR LEAVE OF ABSENCE**
- 6. DISCLOSURES & DECLARATIONS OF INTEREST**
- 7. CONFIRMATION OF MINUTES**

**Minutes to be confirmed or received and noted at Council Meeting held on 22 December 2016**

- Council Meeting held 22 December 2016
- Audit & Risk Meeting held 28 November 2016



## ORDINARY MEETING OF COUNCIL

**Held at 1:00pm  
On 20 December 2016**

### ROLL CALL

#### Councillors:

Cr M Pearce (Mayor)  
Cr R Bell (Deputy Mayor)  
Cr B Crouch  
Cr M Dusing  
Cr N Ledger  
Cr L Sampson  
Cr I Strutt  
Cr T Toomey  
Cr K Ward

#### Staff:

Mr A Hopkins, General Manager  
Mr T Seymour, Director-Infrastructure & Regulation  
Mrs R Leahy, Acting Executive Manager Community & Culture / Governance and Information Manager  
Mr S Paul, Chief Financial Officer  
Mrs D Williams, Minute Clerk

# MINUTES

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*The Meeting Commenced at: 1:00pm*

## **ATTENDANCE**

Present were the Chairperson Cr M Pearce (Mayor), and Councillors B Crouch, M Dusing, N Ledger, L Sampson, I Strutt, T Toomey, K Ward, General Manager (Mr A Hopkins), Director-Infrastructure & Regulation (Mr T Seymour), Chief Financial Officer (Mr S Paul), Acting Executive Manager Governance & Information/Community & Culture (Mrs R Leahy), Minute Clerk (Mrs D Williams).

## **OPENING & WELCOME**

One minute of silence was observed for former Uralla Shire Councillor Ken Brown.

## **PRAYER**

## **ACKNOWLEDGEMENT TO COUNTRY**

## **APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE**

**01.12/16** An Apology was tabled for Cr R Bell (leave of absence). **MOVED (Toomey/Dusing) CARRIED**

**02.12/16** A request for a Leave of Absence was submitted by, Cr I Strutt. **MOVED (Ward/Dusing) CARRIED**

## **DISCLOSURES & DECLARATION OF INTERESTS**

*At request of the Chair, the Minute Clerk tabled details of the pecuniary and non-pecuniary Conflict of Interest Declarations received in relation to the 20 December 2016 meeting.*

Councillor	Item or Report Number	Pecuniary or Non-pecuniary Interest	Nature of Interest
T Toomey	7	Non-pecuniary	Friendship connection with parties involved
K Ward	3	Non-pecuniary	A councillor related to this issue

## **1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes to be confirmed include:

- Ordinary Meeting of 22 November 2016

**03.12/16** **MOVED(Crs I Strutt/B Crouch) CARRIED**

That the Minutes of the Ordinary Meeting held on 22 November 2016, be adopted as a true and correct record of proceedings.

*There were no Matters arising.*

## **2. TABLING OF REPORTS & PETITIONS**

There were no reports or petitions tabled.

## **3. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS**

Item 8 – Payment of outstanding rates and charges by the Anglican Special District of Bundarra.

### **PROCEDURAL MOTION**

**04.12/16** **MOVED (M Dusing/L Sampson) CARRIED**

Motion to hear Late Item 8, Payment of outstanding rates and charges by the Anglican Special District of Bundarra after Item 1.

## **4. PRESENTATIONS & DEPUTATIONS**

### **Speakers in Order of Presentation:**

*The Chair introduced the Speaker in delivery of a Deputation as follows:-*

#### **1. Name: Mr Michael Willis**

Subject: DA 64-2016, 3 McMahan St

*The Speaker delivered a presentation on the subject of the proposed development at 3*

*McMahon Street.*

*The Chair thanked Mr Willis for his Presentation to Council.*

**2. Name: Ms Emma Schaeffer**

Subject: DA 64-2016, 3 McMahon St

*The Speaker delivered a presentation on the subject of the proposed development at 3 McMahon Street.*

*The Chair thanked Ms Schaeffer for her Presentation to Council.*

**PROCEDURAL MOTION**

**05.12/16**

**MOVED (B Crouch/I Strutt) CARRIED**

Motion to hear Item 7 – DA 64-2016, 3 McMahon St, directly following the conclusion of the presentations and deputations.

**3. Name: Mr Ron Perry**

Subject: Properties owned by the Diocese of Armidale.

*The Speaker delivered a presentation on the subject of future rates and charges to be incurred by the Anglican Special District of Bundarra and the possible sale of 100 Goldfinch Street, Bundarra.*

*The Chair thanked Mr Perry for his Presentation to Council.*

*Cr T Toomey left room at 1:18pm having earlier declared an interest in the following item.*

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Manager of Planning & Regulation
<b>Reference:</b>	<b>Item 7</b>
<b>Subject:</b>	<b>Development Application DA-64-2016 – 3 McMahon Street Uralla – Manufactured Home &amp; Garage</b>

**OFFICER'S RECOMMENDATION:**

(a) That having regard to the assessment of the Application, Council approve DA-64-2016, subject to the draft conditions provided in Attachment 1.

(b) That those persons that made a submission in relation to the Application be notified of the determination in writing.

**PROCEDURAL MOTION**

**MOVED (B Crouch/M Dusing) CARRIED**

**06.12/16**

Motion to move into Committee of the Whole to discuss Item 7, DA 64-2016. Councillors held a discussion on the abovementioned development application.

**PROCEDURAL MOTION**

**07.12/16**

**MOVED (B Crouch/ L Sampson) CARRIED**

Motion to Resume Standing Orders

**08.12/16**

**MOVED (Crs B Crouch/ I Strutt) CARRIED**

**COUNCIL RESOLUTION:**

(a) That having regard to the assessment of the Application, Council approve DA-64-2016, subject to the draft conditions provided in Attachment 1.

(b) That those persons that made a submission in relation to the Application be notified of the determination in writing.

**DIVISION DECISION**

For: N Ledger, L Sampson, B Crouch, M Dusing, I Strutt, K Ward, M Pearce

Against: Nil

Absent: Cr R Bell, T Toomey

*Cr T Toomey returned to room at 1:27pm*

## 5. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

There were no recommendations for items to be considered in the confidential section.

## 6. COUNCILLOR REPORTS & WRITTEN REPORTS FROM DELEGATES

*Councillors in turn provided a brief verbal summary of their Council related activities during the reporting period and submitted written Delegate Reports comprising details as follows:-*

COUNCILLOR NAME: Cr Michael Pearce		
COUNCIL MEETING DATE: 20 December 2016.		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
23/11	Mayors Office - Admin	Uralla
24/11	Mayors Office- Admin	Uralla
28/11	Mayors Office – Admin Audit and Risk Committee meeting	Uralla
29/11	Mayors Office - Admin	Uralla
30/11	2AD Radio interview Mayors Office – Admin– Farming the Sun’s New Community Solar hot water bulk program, Launch by Adam Marshall MP.	Uralla
1/12	Business Breakfast Northern Inland Regional Waste, Annual General Meeting and Monthly meeting – Armidale.	Uralla
2/12	Lace Chase launch, Uralla library	Uralla
5/12	Mayors Office = Admin	Uralla
6/12	Mayors Office – Admin Meeting – Heritage Grants. Uralla Traffic Committee meeting	Uralla
7/12	Local Emergency Management committee meeting. Mayors Office – Admin- Uralla	Armidale
8/12	Mayors Office - Admin	Uralla
12/12	Mayors Office - Admin	Uralla
13/12	Councillor Strategic Planning workshop – Community Consultation.	Uralla
14/12	2AD Radio interview. Mayors Office - Admin	Uralla
17/12	Former Councillor Barry Johnston, Inverell - Funeral	Inverell
18/12	Community Day activities – assist Santa with kids visit, Uralla Bowling club	Uralla
19/12	Meeting at Arding. Mayors Office - Admin	Uralla
20/12	Mayors Office – Admin Councillor Strategic Workshop. Solar Power Launch. December Council Meeting	Uralla.

COUNCILLOR NAME: Bob Crouch		
COUNCIL MEETING DATE: 20 December 2016		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
28/11/2016	Audit and Risk Committee	Uralla

30/11/2016	Z-Net Bulk buy launch	Uralla
01/12/2016	Destination Uralla	Uralla
02/12/2016	Great Lace chase	Uralla
04/12/2016	Bundarra Christmas Tree	Bundarra
13/12/2016	Worksop community engagement	Uralla
16/12/2016	Senator Williams Christmas Function	Inverell
20/12/2016	Ordinary Council Meeting	Uralla
20/12/2016	Solar PV Launch	Uralla

COUNICLLOR NAME: Kevin Ward  
COUNCIL MEETING DATE: 20 December 2016

DATE	COMMITTEE/MEETING/EVENT	LOCATION
30/11/2016	Z-Net Bulk Buy launch	Uralla
01/12/2016	Community Breakfast – Starfish & Z-Net	Uralla Bowling Club
02/12/2016	Great Lace chase	Uralla Library
13/12/2016	St Josephs School Presentation	St Josephs
13/12/2016	Worksop - Community Engagement	Uralla
20/12/2016	Solar PV Launch	Uralla

COUNICLLOR NAME: Tara Toomey  
COUNCIL MEETING DATE: 20 December 2016

DATE	COMMITTEE/MEETING/EVENT	LOCATION
06/11/2016	Heritage assessment panel	USC
06/12/2016	Uralla local traffic committee	USC
08/12/2016	Kentucky School Presentation Night	Kentucky
20/12/2016	Council Workshop KADS	USC
20/12/2016	Council meeting	USC
20/12/2016	Solar PV Launch	USC

COUNICLLOR NAME: Natasha Ledger  
COUNCIL MEETING DATE: 20 December 2016

DATE	COMMITTEE/MEETING/EVENT	LOCATION
22/11/2016	Council meeting	USC
28/11/2016	Audit and Risk Committee Meeting	USC
01/12/2016	Uralla Bowling Club Business Breakfast	Uralla Bowling Club
13/12/2016	Community consultation workshop	USC
20/12/2016	Uralla Bowlo Christmas Party	Uralla Bowling Club
20/12/2016	Council meeting	USC
20/12/2016	Solar PV Launch	USC

COUNICLLOR NAME: Levi Sampson  
COUNCIL MEETING DATE: 20 December 2016

DATE	COMMITTEE/MEETING/EVENT	LOCATION
16/11/2016	Australia Day Meeting	USC
22/11/2016	Council meeting	USC
13/12/2016	Community consultation workshop	USC
15/12/2016	Rocky River Public School Presentation Evening	Rocky River
16/12/2016	Barnaby Joyce Networking	Tamworth
20/12/2016	KADS Workshop	USC
20/12/2016	Council meeting	USC
20/12/2016	Solar PV Launch	USC

COUNICLLOR NAME: Isabel Strutt		
COUNCIL MEETING DATE: 20 December 2016		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
21/10/2016	Councillors Workshop – Blackadder	USC
30/11/2016	Starfish Launch of “Farming the Sun”	USC
1/12/2016	Regional Australia Bank – launch of Znet Business Initiative	Uralla
2/12/2016	Opening of the Lace Exhibition and Lace Chase	Uralla
7/12/2016	Community Carols	Uralla
8/12/2016	Kingstown Public School Presentation Evening	Kingstown
13/12/2016	Strategic Planning Workshop	USC
14/12/2016	Christmas Morning Tea – Grace Munro Centre	Bundarra
15/12/2016	Christmas lunch at McMaugh Gardens	Uralla
20/12/2016	KADS Workshop	USC
20/12/2016	Council meeting	USC
20/12/2016	Solar PV Launch	USC

COUNICLLOR NAME: Mark Dusting		
COUNCIL MEETING DATE: 20 December 2016		
DATE	COMMITTEE/MEETING/EVENT	LOCATION
25/11/2016	Print Gallery Opening	Uralla
26/11/2016	Jobs Australia Christmas Party	Armidale
26/11/2016	Relay for Life	Armidale
06/12/2016	LLS Weeds Committee Meeting	Armidale
13/12/2016	Workshop community engagement	Uralla
14/12/2016	Christmas Party GMC	Bundarra
16/12/2016	Dep MP Barnaby Joyce Christmas Function	Tamworth
20/12/2016	Council Workshop & Council Meeting	Uralla
20/12/2016	Solar PV Launch	Uralla
25/11/2016	Print Gallery Opening	Uralla
26/11/2016	Jobs Australia Christmas Party	Armidale

## 7. MAYORAL MINUTE

**Department:** Mayor  
**Submitted by:** Mayor, Michael Pearce  
**Subject:** National Local Roads and Transport Congress, 2016.

### COUNICLLOR’S RECOMMENDATION:

That the Mayor’s Report on the National Local Roads and Transport Congress 2016 be received and noted.

**09.12/16 MOVED (Crs L Sampson/M Dusting) CARRIED**

### COUNCIL RESOLUTION:

That the Mayor’s Report on the National Local Roads and Transport Congress 2016 be received and noted.

## 8. REPORTS TO COUNCIL

**Department:** Organisational Services - Finance  
**Submitted by:** Simon Paul – Chief Financial Officer  
**Reference:** Item 1  
**Subject:** Cash at Bank and Investments

### OFFICER’S RECOMMENDATION:

That:

Council note the cash position as at 30 November, 2016 consisting of cash and overnight funds of \$2,415,128, term deposits of \$9,500,000 totalling \$11,915,128 of readily convertible funds.

**10.12/16 MOVED (Crs K Ward/ I Strutt) CARRIED****COUNCIL RESOLUTION:**

That:

Council note the cash position as at 30 November, 2016 consisting of cash and overnight funds of \$2,415,128, term deposits of \$9,500,000 totalling \$11,915,128 of readily convertible funds.

**Department:** Finance  
**Submitted by:** Chief Financial Officer  
**Reference:** LR - Item 8  
**Subject:** Payment of outstanding rates and charges by the Anglican Special District of Bundarra

**OFFICER'S RECOMMENDATION:**

1. That Council reverse the allocations of \$3,612.91 and \$425.94 in costs against assessment 52903 as these costs can only be recovered from the proceeds from the sale of unpaid rates;
2. That Council makes no reduction to the amount of interest charged on outstanding rates and charges payable by the owner of Lot 2 Section 31 DP 758181.

**PROCEDURAL MOTION****11.12/16 MOVED (B Crouch/M Dusting) CARRIED**

Motion to move into Committee of the Whole to discuss Item 8, Payment of outstanding rates and charges by the Anglican Special District of Bundarra.

Councillors held a discussion on the abovementioned report.

**PROCEDURAL MOTION****12.12/16 MOVED (I Strutt/M Dusting) CARRIED**

Motion to Resume Standing Orders

*Cr N Ledger left room at 1:52pm*

*Cr N Ledger returned to room at 1:53pm*

**13.12/16 MOVED (Crs K Ward/B Crouch) CARRIED****COUNCIL RESOLUTION:**

1. That Council reverse the allocations of \$3,612.91 and \$425.94 in costs against assessment 52903 as these costs can only be recovered from the proceeds from the sale of unpaid rates;
2. That Council makes no reduction to the amount of interest charged on outstanding rates and charges payable by the owner of Lot 2 Section 31 DP 758181.

**Department:** General Manager  
**Submitted by:** Andrew Hopkins  
**Reference:** Item 2  
**Subject:** Organisation Structure

**OFFICER'S RECOMMENDATION:**

That the report be received and noted.

**14.12/16 MOVED (I Strutt/B Crouch) CARRIED****COUNCIL RESOLUTION:**

That the report from the General Manager titled Organisation Structure be received and noted.

**Department:** Governance and Information | Community and Culture  
**Submitted by:** Rechelle Leahy  
**Reference:** Item 3  
**Subject:** Code of Conduct – Complaint Statistics Report

*Cr K Ward left room at 2:05pm having earlier declared an interest in this item.*

## OFFICER'S RECOMMENDATION:

That:

Council note this report in response to resolution 16.11/16 of the Ordinary Meeting of Council on 22 November 2016

**15.12/16 MOVED (Crs B Crouch/M Dusting) CARRIED**

## COUNCIL RESOLUTION:

Council note this report in response to resolution 16.11/16 of the Ordinary Meeting of Council on 22 November 2016

*Cr K Ward was absent for voting. Cr K Ward returned to room at 2:07pm*

**Department:** Infrastructure & Regulation  
**Submitted by:** Director of Infrastructure & Regulation  
**Reference:** Item 4  
**Subject:** Development Approvals and Refusals for November 2016

## OFFICER'S RECOMMENDATION:

That Council receive and note the development approvals and refusals for November 2016.

**MOVED (Crs M Dusting/L Sampson) CARRIED**

**16.12/16 COUNCIL RESOLUTION:**

That Council receive and note the development approvals and refusals for November 2016.

**Department:** Infrastructure & Regulation  
**Submitted by:** Director Infrastructure & Regulation  
**Reference:** Item 5  
**Subject:** Heritage Advisory Services Summary – December 2016

## OFFICER'S RECOMMENDATION:

That the Heritage Advisory Services Summary dated 6 December 2016 be received and noted by Council

## PROCEDURAL MOTION

**17.12/16 MOVED (B Crouch/M Dusting) CARRIED**

Motion to move into Committee of the Whole to discuss Item 5, Heritage Advisory Services Summary – December 2016

Councillors held a discussion on the abovementioned report.

## PROCEDURAL MOTION

**18.12/16 MOVED (I Strutt/K Ward) CARRIED**

Motion to Resume Standing Orders

**19.12/16 MOVED (Crs B Crouch/T Toomey) CARRIED**

**Against: M Dusting**

## COUNCIL RESOLUTION:

1. That the Heritage Advisory Services Summary dated 6 December 2016 be received and noted by Council.

2. That Council have a Strategic Planning Workshop at the next available opportunity.

**Department:** Infrastructure & Regulation  
**Submitted by:** Director Infrastructure & Regulation  
**Reference:** Item 6  
**Subject:** Works Progress Report as at 30 November 2016

## OFFICER'S RECOMMENDATION:

That the report be received and noted for the works completed or progressed during November 2016, and works programmed for December 2016.

**20.12/16 MOVED (Crs M Dusting/T Toomey) CARRIED**

## COUNCIL RESOLUTION:

That the report be received and noted for the works completed or progressed during November 2016, and works programmed for December 2016.

#### **9. MOTIONS ON NOTICE**

There were no motions on notice.

#### **10. SCHEDULE OF ACTIONS**

As at 6 December 2016.

#### **11. CONFIDENTIAL BUSINESS**

There was no confidential business presented to Council.

#### **12. AUTHORITY TO AFFIX THE COMMON SEAL**

There were no authority to affix the common seal.

#### **13. QUESTIONS FOR NEXT MEETING:**

K Ward – In DCP (p77) refers to signage – KFC and Toyota signs on New England Highway. Are these permitted under our DCP.

GM advised that the RMS has jurisdiction however, Council should also have a third party signage policy.

DIR will check on the legal status of these signs and advise Councillors.

#### **14. CLOSURE OF MEETING**

*There being no further business, the Chair declared the meeting closed at: 3:08pm*

# URALLA SHIRE COUNCIL

## Minutes for Audit & Risk Committee

### Committee Meeting: 28 November 2016

The Meeting Commenced at: 1:00pm

**Members (voting):**

Mr Michael O'Connor – Independent External Member

Mr Sean Johnston – Independent External Member

Cr Michael Pearce – Mayor

Cr Bob Crouch

**Attendees (non-voting):**

Mr Andrew Hopkins – General Manager, Uralla Shire Council

Mr Simon Paul – Chief Financial Officer

Mrs Rechelle Leahy – Acting Executive Manager Governance & Information/Community & Culture

Cr Natasha Ledger - observer

Mrs Desley Williams – Senior Executive Officer (Minutes)

**Invitees (non-voting):**

Nil

## ATTENDANCE

**Present were:**

Mr M O'Connor, Mr S Johnston, Cr M Pearce, Cr B Crouch, Mr S Paul, Mr A Hopkins, Mrs R Leahy, Cr N Ledger (observer) and D Williams

Welcome & Acknowledgement of Country

### 1. APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE

There were no apologies. S. Paul requested a leave of absence from meeting scheduled 7 February 2017.

### 2. DECLARATIONS OF INTEREST

M. O'Connor advised that he has been appointed to the Armidale Regional Council Audit & Risk Committee as from 22 November 2016. M. O'Connor advised that he did not see any potential conflicts of interest, if anything, perhaps the opportunity for mutual benefit would arise.

### 3. CONFIRMATION OF MINUTES

MOVED O'Connor/Pearce CARRIED

Minutes of previous meeting held 28 October 2016 were accepted as true and correct.

### 4. REPORTS

**Item: 4.1 FORWARD MEETING SCHEDULE**

MOVED O'Connor/Johnston CARRIED

OFFICER'S RECOMMENDATION

That the Internal Audit Committee forward meeting schedule be set as follows:

- (1pm) Monday the 28th November 2016 (Uralla Shire Council – Chambers)
- (1pm) Tuesday the 7th February 2017 (Uralla Shire Council - Chambers)
- (1pm) Tuesday the 4th April 2017 (Uralla Shire Council - Chambers)
- (1pm) Tuesday the 4th July 2017 (Uralla Shire Council - Chambers)

**Item: 4.2 AUDIT & RISK COMMITTEE CHARTER**

Discussion

B Crouch questioned key differences between the presented Audit & Risk Charter for Uralla Shire Council (USC), compared with the Office of Local Government (OLG) Audit & Risk Charter. Firstly, that key paragraphs had been omitted and secondly, questioning whether the Mayor should be on the Audit & Risk Committee.

M O'Connor responded that in his professional opinion the Mayor should not be excluded from the committee and that his presence was one of benefit to the committee, and that this was usual practice on similar boards in his experience. S Johnston concurred with this view.

A Hopkins responded that in his experience elsewhere, the Mayor had been a member of such a committee.

As a result of this discussion, the Chair moved the following motion.

**MOVED O'Connor/S Johnston CARRIED**

**That the Mayor of USC be included as part of the Audit & Risk Committee for the duration of his mayoral term, that being four years.**

A Hopkins undertook to clarify with OLG, their guidelines on this point.

**MOVED Johnston/Pearce CARRIED**

**That the independent members of the Audit & Risk Committee be elected mid term of a local government election term, that being in this instance, September 2018.**

B Crouch questioned Section 5 "Reporting" of the Audit & Risk Charter, asking why a paragraph had been omitted from the OLG Guidelines on this point.

A Hopkins advised that this had been a decision of previous management, most likely removed for simplicity.

**MOVED Crouch/O'Connor CARRIED**

**That the paragraph be included in the Audit & Risk Charter for USC.**

B Crouch requested that in Section 6 of the Charter, "Administrative Arrangements", the titles of staff members be amended to reflect current titles.

**MOVED Crouch/O'Connor CARRIED**

**That the Audit & Risk Committee charter be adopted with amendments to staff titles as described above.**

**MOVED O'Connor/Pearce**

**OFFICER'S RECOMMENDATION**

**That the Audit & Risk Committee Charter for Uralla Shire Council be received and noted.**

**Item: 4.3 INTERNAL AUDIT CHARTER**

B Crouch requested that the committee adopt the OLG guidelines for the Internal Audit Charter.

A Hopkins responded that the drafted document presented simplified the guidelines for this organisation.

R Leahy added that the charter defaults to the relevant legislation and the OLG Guidelines – therefore the OLG Guidelines is the default if needed.

M O'Connor requested that should there be the opportunity for professional development for committee members in the course of their role on the committee, that the independent committee members also be offered the opportunity to attend/participate in any such professional development.

**MOVED O'Connor/Pearce CARRIED**

**OFFICER'S RECOMMENDATION**

**That the Audit Committee note and agree to the attached Charter as part of the Internal Audit management system being developed for Council.**

**Item: 4.4 Financial Reporting Activities**

S Paul presented his recommendation on Financial Reporting Activities.

S Johnston asked if an interim management letter had been received.

S Paul advised that an interim management letter had been received however nothing of significance was noted.

S Johnston was satisfied with the response.

**MOVED O'Connor/Pearce CARRIED**

**OFFICER'S RECOMMENDATION**

**That the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules for the Year Ended 30 June 2016 are received and noted.**

**5. DISCUSSION ITEMS****5.1 External Audit – effectiveness & independence**

S Paul and S Johnston both spoke to this item.

**5.2.. Fraud & Misconduct**

S Paul advised that there was one incident of fraud which involved a staff member taking money from a clients account managed by Perpetual Trustees. The staff member is no longer employed by Council.

S Paul advised that Council is planning to tighten procurement guidelines and internal controls in the coming months.

M O'Connor questioned if USC has a Fraud Policy.

R Leahy advised that USC does have a Fraud Policy however, this is not currently supported by a Fraud Plan.

M O'Connor requested that the Fraud Policy be presented to the next committee meeting. M O'Connor also requested that a review of financial management policies be added to the Audit & Risk Calendar.

At the request of M O'Connor, S Paul provided an overview of what applications are available within the CIVICA suite of software.

**5.3 Compliance Breaches**

S Paul advised that there had been one compliance breach, which was that Council's Financial Statements were not submitted to OLG, by the due date 31 October 2016. The Financial Statements were submitted on 4 November 2016.

S Johnston questioned if there had been any repercussions from late lodgement of the Financial Statements.

S Paul advised that to this point there had not been any repercussions.

S Paul also advised that there had been two staff members receive speeding fines, both of which were the responsibility of the staff concerned.

B Crouch raised the issue of payments made to Council's former General Manager.

M O'Connor advised that discussion of this issue was not the role of this committee and should not be discussed due to legal aspects of the issue.

**5.4 Risk Management**

B Crouch advised that he had not seen any evidence of risk assessment in Council to date.

A Hopkins advised that Council had made progress under the former General Manager and the Acting Executive Manager Governance & Information and Community & Culture, and outlined the following risk management activities which have been undertaken:

- Risk Management Contextual Diagram constructed
- Working with Echelon
- Business Continuity Plan with staff

A Hopkins explained that once Council is able to address resourcing issues, risk management items can then be addressed.

S Johnston asked when the risk management framework would be prepared.

A Hopkins advised that a draft framework and risk register could be prepared for the next

committee meeting.

#### **5.5 Audit & Risk Dashboard Suggestion**

M O'Connor presented notes to the committee (see attached to minutes) suggesting the use of a dashboard for presentation with the business papers.

A Hopkins responded that Council would need to identify the types of information that can easily be incorporated into a useful dashboard for the committee. The current lack of staff resources impedes swift delivery of such a dashboard, however it is something that the Executive can consider for development.

#### **7. NEXT MEETING – 7 February 2017 at 1:00pm, Uralla.**

#### **8. CLOSURE OF MEETING**

The Meeting concluded at: 2:35pm

## **8. ANNOUNCEMENTS**

## **9. TABLING OF REPORTS & PETITIONS**

## **10. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN THE CONFIDENTIAL SECTION**

## **11. URGENT SUPPLEMENTARY & LATE ITEMS OF BUSINESS**

## **12. PRESENTATIONS**

Speaker 1:	Mr John Carlon
Subject:	1. King and Maitland Streets Intersection 2. Roadside Tree Trimming

## **13. DEPUTATIONS**

There are no deputations registered for this meeting.

## **14. WRITTEN REPORTS FROM DELEGATES**

## **15. MAYORAL MINUTE**

## 16. REPORTS TO COUNCIL



### REPORT TO COUNCIL

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

---

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.2 An effective and efficient organisation.
<b>Strategy:</b>	4.2.2 Operate in a financially responsible and sustainable manner.
<b>Action:</b>	4.2.2.9 Invest surplus funds to maximize the return to Council whilst complying with Council's Investment Policy risk parameters.

---

#### SUMMARY:

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

#### OFFICER'S RECOMMENDATION:

##### That:

**Council note the cash position as at 31 December, 2016 consisting of cash and overnight funds of \$1,909,916, term deposits of \$9,500,000 totalling \$11,409,916 of readily convertible funds.**

#### BACKGROUND:

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

#### REPORT:

Current term deposits of \$9,500,000 spread over the next six months will receive a range of interest from 2.5% to 3% with an average rate of 2.74%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 December, 2016.

**KEY ISSUES:**

Interest rates continue to remain low and future expectations are that interest rates are likely to remain in this range. These low rates will result in reduced investment returns over the coming year.

**COUNCIL IMPLICATIONS:****1. Community Engagement/ Communication (per engagement strategy)**

N/A

**2. Policy and Regulation**

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

**3. Financial (LTFP)**

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

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

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

**7. Performance Measures**

N/A

**8. Project Management**

N/A

Prepared by staff member: Simon Paul

TRIM Reference Number: U15/287

Approved/Reviewed by Manager: Chief Financial Officer

Department: Organisational Services - Finance

Attachments: A. Council's Investments as 31 December, 2016  
Diary of Investment Maturity Dates and Amounts

<b>Uralla Shire Council</b>			
<b>Investments at 31 December, 2016</b>			
<b>Cash at Bank – Operating Accounts:</b>			
Institution	Account	Bank Statement	
National Australia Bank	Main Account	\$330,003.46	
National Australia Bank	Trust Account	\$31,296.33	
Community Mutual	Bundarra RTC	\$23,911.70	
<b>Total</b>		<b>\$385,211.49</b>	
<b>Business Investment (Cash Management) Account</b>			
Institution	Interest rate	Balance	
National Australia Bank	0.01%	\$0.00	
Professional Funds	0.15% above RBA cash rate	\$1,524,704.91	
<b>Total</b>		<b>\$1,524,704.91</b>	
<b>Term Deposits:</b>			
Institution	Interest rate	Maturity	Balance
Commonwealth Bank of Australia	2.60%	4/05/2017	\$600,000.00
Westpac Banking Corporation	3.00%	18/10/2017	\$1,300,000.00
ANZ	2.60%	5/01/2017	\$500,000.00
Westpac Banking Corporation	3.00%	24/01/2017	\$600,000.00
Newcastle Permanent	2.70%	25/01/2017	\$250,000.00
ANZ	2.50%	23/02/2017	\$800,000.00
Newcastle Permanent	2.50%	24/04/2017	\$600,000.00
National Australia Bank	2.65%	26/02/2017	\$600,000.00
National Australia Bank	2.65%	7/03/2017	\$500,000.00
Regional Australia Bank	2.70%	15/09/2017	\$500,000.00
Westpac Banking Corporation	3.00%	26/07/2017	\$1,000,000.00
Commonwealth Bank of Australia	2.61%	24/04/2017	\$250,000.00
National Australia Bank	2.75%	28/11/2017	\$1,000,000.00
ANZ	2.67%	17/05/2017	\$300,000.00
Commonwealth Bank of Australia	2.64%	13/06/2017	\$700,000.00
<b>Total</b>			<b>\$9,500,000.00</b>
<b>Loans:</b>			
Loan no.	Purpose	Balance	
165	MGH Property	\$60,850.12	
167	Rear Service Lane Land	\$6,171.84	
168	Community Centre	\$50,983.26	
176	Library Extensions	\$250,226.38	
177	Grace Munro Centre	\$200,199.42	
181	Creative Village Works	\$14,342.45	
185	Public Toilets Alma Park	\$18,206.18	
186	Public Toilets Pioneer Park	\$24,183.28	
187	Undergrounding Power and Mainstreet Upgrade	\$180,001.59	
188	Paving and Power Undergrounding	\$42,836.67	
189	Bridge Construction	\$239,723.97	
190	Bridge construction & industrial land development	\$1,867,581.50	
<b>Total</b>		<b>\$2,955,306.66</b>	



## REPORT TO COUNCIL

<b>Department:</b>	<b>Organisational Services - Finance</b>
<b>Submitted by:</b>	<i>Simon Paul – Chief Financial Officer</i>
<b>Reference/Subject:</b>	Report 2 - Cash at Bank and Investments

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.2 An effective and efficient organisation.
<b>Strategy:</b>	4.2.2 Operate in a financially responsible and sustainable manner.
<b>Action:</b>	4.2.2.9 Invest surplus funds to maximize the return to Council whilst complying with Council's Investment Policy risk parameters.

---

### SUMMARY:

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

### OFFICER'S RECOMMENDATION:

**That:**

**Council note the cash position as at 31 January, 2017 consisting of cash and overnight funds of \$1,705,139, term deposits of \$9,750,000 totalling \$11,455,139 of readily convertible funds.**

### BACKGROUND:

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

### REPORT:

Current term deposits of \$9,750,000 spread over the next six months will receive a range of interest from 2.5% to 3.12% with an average rate of 2.76%. Diary of maturing dates and amounts is attached.

Council's General Fund bank balances (listed in the attachments) have been reconciled to the bank statement as at 31 January, 2017.

### KEY ISSUES:

Interest rates continue to remain low and future expectations are that interest rates are likely to remain in this range. These low rates will result in reduced investment returns over the coming year.

**COUNCIL IMPLICATIONS:****1. Community Engagement/ Communication (per engagement strategy)**

N/A

**2. Policy and Regulation**

Local Government Act 1993

Local Government (General) Regulations 2005

Order of the Minister re Investments

**3. Financial (LTFFP)**

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

**4. Asset Management (AMS)**

N/A

**5. Workforce (WMS)**

N/A

**6. Legal and Risk Management**

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

**7. Performance Measures**

N/A

**8. Project Management**

N/A

Prepared by staff member: Simon Paul

TRIM Reference Number: U15/287

Approved/Reviewed by Manager: Chief Financial Officer

Department: Organisational Services - Finance

Attachments: B. Council's Investments as 31 January, 2017  
Diary of Investment Maturity Dates and Amounts

<b>Uralla Shire Council</b>			
<b>Investments at 31 January, 2017</b>			
<b>Cash at Bank – Operating Accounts:</b>			
Institution	Account	Bank Statement	
National Australia Bank	Main Account	\$110,706.94	
National Australia Bank	Trust Account	\$31,296.33	
Community Mutual	Bundarra RTC	\$23,911.70	
<b>Total</b>		<b>\$165,914.97</b>	
<b>Business Investment (Cash Management) Account</b>			
Institution	Interest rate	Balance	
National Australia Bank	0.01%	\$0.00	
Professional Funds	0.15% above RBA cash rate	\$1,539,224.41	
<b>Total</b>		<b>\$1,539,224.41</b>	
<b>Term Deposits:</b>			
Institution	Interest rate	Maturity	Balance
ANZ	2.50%	23/02/2017	\$800,000.00
National Australia Bank	2.65%	26/02/2017	\$600,000.00
National Australia Bank	2.65%	7/03/2017	\$500,000.00
Commonwealth Bank	2.61%	24/04/2017	\$250,000.00
Newcastle Permanent	2.50%	24/04/2017	\$600,000.00
Commonwealth Bank	2.60%	4/05/2017	\$600,000.00
ANZ	2.67%	17/05/2017	\$300,000.00
Commonwealth Bank	2.64%	13/06/2017	\$700,000.00
Newcastle Permanent	2.80%	4/07/2017	\$500,000.00
Regional Australia Bank	2.70%	25/07/2017	\$250,000.00
Newcastle Permanent	2.60%	25/07/2017	\$250,000.00
Westpac Banking Corporation	3.00%	26/07/2017	\$1,000,000.00
Regional Australia Bank	2.70%	15/09/2017	\$500,000.00
Westpac Banking Corporation	3.00%	18/10/2017	\$1,300,000.00
National Australia Bank	2.75%	28/11/2017	\$1,000,000.00
Westpac Banking Corporation	3.12%	24/01/2018	\$600,000.00
<b>Total</b>			<b>\$9,750,000.00</b>
<b>Loans:</b>			
Loan no.	Purpose	Balance	
165	MGH Property	\$60,539.83	
167	Rear Service Lane Land	\$5,870.78	
168	Community Centre	\$50,530.05	
176	Library Extensions	\$244,302.36	
177	Grace Munro Centre	\$195,460.61	
181	Creative Village Works	\$14,052.97	
185	Public Toilets Alma Park	\$17,671.57	
186	Public Toilets Pioneer Park	\$23,700.39	
187	Undergrounding Power and Mainstreet Upgrade	\$178,930.47	
188	Paving and Power Undergrounding	\$42,630.66	
189	Bridge Construction	\$239,042.92	
190	Bridge construction & industrial land development	\$1,867,581.50	
<b>Total</b>		<b>\$2,940,314.11</b>	



## REPORT TO COUNCIL

<b>Department:</b>	<b>Finance</b>
<b>Submitted by:</b>	Chief Financial Officer
<b>Reference/Subject:</b>	Report 3 - 2016/17 – 2nd Quarter Budget Review Statements

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	Council is operated efficiently and effectively
<b>Strategy:</b>	Finances are managed in accordance with regulatory requirements
<b>Action:</b>	Complete budget review statements in-line with statutory requirements

### SUMMARY:

The purpose of this report is to present to Council a review of the budget for the second quarter of the 2016/17 financial year.

Attached to this report are the quarterly budget review statements for the second quarter ending 31 December 2016.

### OFFICER'S RECOMMENDATION:

1. That the second quarter budget review summary for the 2016/17 financial year be received and noted; and
2. That the adjustments to budget allocations, including transfers to and from reserves, be adopted;

### BACKGROUND:

It is a statutory requirement that council's Responsible Accounting Officer prepares and submits a budget review statement to Council on a Quarterly basis each financial year (LGGR 2005 cl.203 (1)). Also, in compliance with the Local Government (General) Regulation, Council's Responsible Accounting Officer must include with the budget review report an opinion on the financial position of Council and any recommendations for remedial action if required. As such the second quarterly review for the 2016/17 financial year has been prepared and attached for Council's review.

### REPORT:

The attached budget report document shows a revised second quarter result for 2016/17 which has seen a decrease in the operating result but an improvement in the cash result, summarised as follows:

- Council's revised Operating Result for 2016/17 (before income from grants and contributions for capital purposes) is a deficit of \$86,382, a decrease of \$331,878.
- On a cash basis, Council's result has moved from a deficit (before the sale of investment securities) of \$504,349 to a deficit of \$374,387, an improvement of \$129,962.

### **Issues**

The second quarter budget review statement reflects some of the variations that arise from normal operating changes in any given year. The variations are detailed in the *Recommended changes to revised budget for income and expenses budget and capital budget* pages of the attached report. The major changes can be summarised as follows:

#### *Income and Expenditure:*

- Increased depreciation costs as a result of adjustments to the 2016 residual values for buildings and other asset revaluations;
- Reduced costs (net of grants) for heritage as a consequence of the unsuccessful application heritage grant for the Rocky River Goldfields;

#### *Capital Expenditure:*

- Reduced cost of paper baler;
- Additional building cost at Grace Munro;
- Additional plant and equipment costs at McMaugh Gardens.

There continues to be some costs that will need to be monitored in the coming months in relation to roads construction.

### **Conclusion**

Apart from the major issues outlined above, the budget result for the year ended 30 June 2017 is still likely to meet original expectations subject to maintaining a close watch on all costs and ensuring that Council achieves budgeted income targets.

### **COUNCIL IMPLICATIONS:**

#### **1. Community Engagement/ Communication**

Not required.

#### **2. Policy and Regulation**

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

#### **3. Financial (LTFP)**

This report is a review of the annual budget up to the end of the second quarter. Changes to the budget are as outlined in the attached statements.

#### **4. Asset Management (AMS)**

N/A

#### **5. Workforce (WMS)**

N/A

#### **6. Legal and Risk Management**

N/A

**7. Performance Measures**

N/A

**8. Project Management**

N/A

**Simon Paul**  
**Chief Financial Officer**

Prepared by staff member: Simon Paul  
Approved/Reviewed by Manager: Andrew Hopkins, General Manager  
Department: Finance  
Attachments: C. 2<sup>nd</sup> Quarter Budget Review Statements

**Uralla Shire Council**  
**For the Quarter ended 31 December, 2016**

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**Uralla Shire Council**  
**Quarterly Budget Review Statement**  
**For the Quarter ended 31 December, 2016**

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Uralla Shire Council for the quarter ended 31 December, 2016 indicates that Council's projected financial position at 30 June, 2017 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

**Signed:** \_\_\_\_\_

Simon Paul  
Responsible Accounting Officer

**Uralla Council**  
**Quarterly Budget Review Statement**  
**For the period 01 July, 2016 to 30 June, 2017**

**Income & Expenses Budget Review Statement**  
**Consolidated by Fund**  
**Budget review for the quarter ended 31 December, 2016**

(\$000's)	Original Budget 2016-17	Variations		Revised Budget Sep-16	Notes	Projected Year End Result	Actual YTD Dec-16	
		Other than by a QBRS	Sep QBRS					
<b>Income</b>								
General Fund	14,970			14,970		14,930	9,442	63%
McMaugh Gardens	3,263			3,263		3,263	1,662	51%
Water Supplies	1,007			1,007		1,007	707	70%
Sewer Services	650			650		650	625	96%
<b>Total Income from Continuing Operations</b>	<b>19,889</b>	<b>-</b>	<b>-</b>	<b>19,889</b>	<b>(40)</b>	<b>19,849</b>	<b>12,436</b>	<b>63%</b>
<b>Expenses</b>								
General Fund	14,687			14,687	172	14,860	6,644	45%
McMaugh Gardens	2,997			2,997	59	3,057	1,431	47%
Water Supplies	845			845	59	904	474	52%
Sewer Services	606			606	2	608	277	46%
<b>Total Expenses from Continuing Operations</b>	<b>19,136</b>	<b>-</b>	<b>-</b>	<b>19,136</b>	<b>292</b>	<b>19,428</b>	<b>8,826</b>	<b>45%</b>
<b>Net Operating Result from Continuing Operations</b>	<b>753</b>	<b>-</b>	<b>-</b>	<b>753</b>	<b>(332)</b>	<b>421</b>	<b>3,609</b>	
Discontinued Operations				-		-		
<b>Net Operating Result from Continuing Operations</b>	<b>753</b>	<b>-</b>	<b>-</b>	<b>753</b>	<b>(332)</b>	<b>421</b>	<b>3,609</b>	
Capital grants and contributions	508			508		508		
<b>Net Operating Result before Capital Grants</b>	<b>245</b>	<b>-</b>	<b>-</b>	<b>245</b>	<b>(332)</b>	<b>(87)</b>	<b>3,609</b>	

**Uralla Council**  
**Quarterly Budget Review Statement**  
**For the period 01 July, 2016 to 30 June, 2017**

**Income & Expenses Budget Review Statement**  
**Consolidated by Activity**  
**Budget review for the quarter ended 31 December, 2016**

	Original Budget 2016-17	Variations		Revised Budget Sep-16	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD Dec-16
		Other than by a QBRs	Sep QBRs					
<b>Income</b>								
Organisational Services	5,296	-	-	5,296	10		5,307	4,545
Community & Culture	7,083	-	-	7,083	-		7,083	3,458
Infrastructure & Regulation	5,853	-	-	5,853	(50)		5,803	3,101
Water Supplies	1,007	-	-	1,007	-		1,007	707
Sewer Services	650	-	-	650	-		650	625
<b>Total Income from Continuing Operations</b>	<b>19,889</b>	-	-	<b>19,889</b>	<b>(40)</b>		<b>19,849</b>	<b>12,436</b>
<b>Expenses</b>								
Organisational Services	1,369	-	-	1,369	150		1,519	737
Community & Culture	7,560	-	-	7,560	10		7,569	3,246
Infrastructure & Regulation	8,756	-	-	8,756	72		8,828	4,092
Water Supplies	845	-	-	845	59		904	474
Sewer Services	606	-	-	606	2		608	277
<b>Total Expenses from Continuing Operations</b>	<b>19,136</b>	-	-	<b>19,136</b>	<b>292</b>		<b>19,428</b>	<b>8,826</b>
<b>Net Operating Result from Continuing Operations</b>	<b>753</b>	-	-	<b>753</b>	<b>(332)</b>		<b>421</b>	<b>3,609</b>
Discontinued Operations				-			-	
<b>Net Operating Result from Continuing Operations</b>	<b>753</b>	-	-	<b>753</b>	<b>(332)</b>		<b>421</b>	<b>3,609</b>
Capital grants and contributions	508			508			508	
<b>Net Operating Result before Capital Grants</b>	<b>245</b>	-	-	<b>245</b>	<b>(332)</b>	3	<b>(87)</b>	<b>3,609</b>

**Uralla Shire Council**  
**Quarterly Budget Review Statement**  
**For the period 01 July, 2016 to 30 June, 2017**

**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**  
**Budget review for the quarter ended 31 December, 2016**

Budget Variations include the following material items:

**Notes Details**

Notes	Details
1	\$ 334,520 Depreciation costs higher than budget. Changes to residual life and revaluation for 2016 financial year-end resulted in overall increase to annual depreciation which has then been replicated in the 2017 year. Budget prepared prior to finalisation of depreciation for 2016.
2	\$ 15,500 Cost of Revumap software & training.
3	\$ 7,402 Additional cost (above general training budget) for Respect in Workplace Training.
4	\$ 7,000 Administrative costs reallocated between departments
	-\$ 7,000 Administrative costs reallocated between departments
5	-\$ 10,400 Emergency Services Property Levy (ESPL) funding from State Government not included in budget
6	\$ 23,300 Additional IT staff costs for 5 months
7	\$ 7,313 Additional costs for code of conduct matter
8	\$ 11,988 Additional travel and accommodation costs for temporary directors of I&R
9	-\$ 65,500 Insurance costs included twice in budget
10	\$ 30,514 Consulting costs to cover until replacement planner commenced not included in original budget
11	\$ 50,000 Unsuccessful application for heritage grant re Rocky River goldfields
12	-\$ 100,000 Reduced costs as a consequence of unsuccessful application for abovementioned grant
13	\$ 27,240 External contractor for animal control not budgeted

**Uralla Shire Council**  
**Quarterly Budget Review Statement**  
**For the period 01 July, 2016 to 30 June, 2017**

**Capital Budget Review Statement**  
**Budget review for the quarter ended 31 December, 2016**  
**Capital Budget - Consolidated by Fund**

	Original Budget 2016-17	Variations		Revised Budget Sep-16	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRS	Sep QBRS					
(\$000's)								
<b>Capital Expenditure</b>								
- General	4,338	-	-	4,338	(199)		4,139	1,467
- McMaugh Gardens	30	-	-	30	72		102	72
- Water	230	-	-	230	-		230	1
- Sewer	105	-	-	105	-		105	-
<b>Total Capital Expenditure</b>	<b>4,703</b>	<b>-</b>	<b>-</b>	<b>4,703</b>	<b>(127)</b>		<b>4,576</b>	<b>1,540</b>
<b>Capital Funding</b>								
Consolidated Fund Income	3,770	-	-	3,770	(199)		3,571	1,332
Unrestricted Cash Reserves	-	-	-	-	-		-	-
Capital Grants & Contributions	508	-	-	508	-		508	207
Loan Funds	-	-	-	-	-		-	-
Receipts from Sale of Assets	60	-	-	60	-		60	-
<b>Reserves:</b>								
- Developer Contributions	-	-	-	-	-		-	-
- General Restricted Assets	-	-	-	-	-		-	-
- Water & Sewer Restricted Assets	335	-	-	335	-		335	1
- McMaugh Gardens Restricted Assets	30	-	-	30	72		102	-
<b>Total Capital Funding</b>	<b>4,703</b>	<b>-</b>	<b>-</b>	<b>4,703</b>	<b>(127)</b>		<b>4,576</b>	<b>1,540</b>
<b>Net Capital Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>		<b>0</b>	<b>-</b>

**Uralla Shire Council**  
**Quarterly Budget Review Statement**  
**For the period 01 July, 2016 to 30 June, 2017**

**Capital Budget Review Statement**  
**Budget review for the quarter ended 31 December, 2016**  
**Capital Budget - Consolidated by Activity**

	Original Budget 2016-17	Variations		Revised Budget Sep-16	Variations from this QBRS	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRS	Sep QBRS					
(\$000's)								
<b>Capital Expenditure</b>								
Organisational Services	193	-	-	193	-		193	-
Community & Culture	120	-	-	120	72		192	72
Infrastructure & Regulation	4,055	-	-	4,055	(199)		3,856	(199)
Water Supplies	230	-	-	230	-		230	-
Sewer Services	105	-	-	105	-		105	-
<b>Total Capital Expenditure</b>	<b>4,703</b>	<b>-</b>	<b>-</b>	<b>4,703</b>	<b>(127)</b>		<b>4,576</b>	<b>(127)</b>
<b>Capital Funding</b>								
Consolidated Fund Income	3,770	-	-	3,770	(199)		3,571	(199)
Unrestricted Cash Reserves	508	-	-	-	-		-	-
Capital Grants & Contributions	-	-	-	508	-		508	-
Loan Funds	-	-	-	-	-		-	-
Receipts from Sale of Assets	60	-	-	60	-		60	-
Reserves:								
- Developer Contributions	-	-	-	-	-		-	-
- General Restricted Assets	-	-	-	-	-		-	-
- Water & Sewer Restricted Assets	335	-	-	335	-		335	-
- McMaugh Gardens Restricted Assets	30	-	-	30	72		102	72
<b>Total Capital Funding</b>	<b>4,703</b>	<b>-</b>	<b>-</b>	<b>4,703</b>	<b>(127)</b>		<b>4,576</b>	<b>(127)</b>
<b>Net Capital Funding</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>		<b>0</b>	<b>0</b>

**Uralla Shire Council**  
**Quarterly Budget Review Statement**  
**For the period 01 July, 2016 to 30 June, 2017**

**Capital Budget Review Statement**  
**Recommended changes to revised budget**  
**Budget review for the quarter ended 31 December, 2016**

Budget Variations being recommended include the following material items:

<b>Notes</b>	<b>Details</b>
1	\$ 71,607 Unbudgeted costs at McMaugh Gardens for beds, chairs, lifters, flooring and backup generator
2	\$ 5,674 Courts refurbishment costs above brought forward restrictions
3	-\$ 15,000 Reduced cost of solar panels installed on Council Chambers
4	-\$ 230,200 Reduced cost of recycling centre paper baler
5	\$ 40,598 Additional costs associated with pressurised fire sprinkler system, install ramps & other capital works at Grace Munro

**Uralla Shire Council**  
**Quarterly Budget Review Statement**  
**For the period 01 July, 2016 to 30 June, 2017**

**Cash & Investments Budget Review Statement**  
**Budget review for the quarter ended 31 December, 2016**  
**Consolidated**

(\$'000's)	Original Budget 2016-17	Variations		Revised Budget 2016-17	Variations from this QBRs	Notes	Projected Year End Result	Actual YTD figures
		Other than by a QBRs	Sep QBRs					
<b>Externally Restricted</b>								
Developer Contributions - General	503	(12)		491	-		491	491
Developer Contributions - Water Fund	-			-	-		-	-
Developer Contributions - Sewer Fund	-			-	-		-	-
Specific Purpose Unexpended Grants	568	507		1,075	-		1,075	1,075
Water Supplies	1,602	204		1,806	-		1,806	1,806
Sewerage Services	1,827	(103)		1,724	-		1,724	1,724
McMaugh Gardens	2,176	(525)		1,651	-		1,651	1,651
Unexpended Loans	596	23		619	-		619	619
	-			-	-		-	-
	-			-	-		-	-
	-			-	-		-	-
<b>External Reserve Description here...</b>								
<b>External Reserve Description here...</b>								
<b>Total Externally Restricted</b>	<b>7,272</b>	<b>94</b>	<b>-</b>	<b>7,366</b>	<b>-</b>		<b>7,366</b>	<b>7,366</b>
<b>Internally Restricted</b>								
Plant & Vehicle Replacement	270	389		659	-		659	659
Employees Leave Entitlement	373	166		539	-		539	539
Accommodation Bond Guarantees	(700)	700		-	-		-	-
Community Care	176	128		304	-		304	304
Waste Management	-			-	-		-	-
Stormwater Drainage	-			-	-		-	-
Strategic Development	200	-		200	-		200	200
Carry Forward Works	95	541		636	-		636	636
<b>Total Internally Restricted</b>	<b>414</b>	<b>1,924</b>	<b>-</b>	<b>2,338</b>	<b>-</b>		<b>2,338</b>	<b>2,338</b>
<b>Unrestricted (ie. available after the above Restrictions)</b>	<b>26</b>	<b>620</b>	<b>-</b>	<b>646</b>	<b>(205)</b>		<b>441</b>	<b>1,706</b>
<b>Total Cash &amp; Investments</b>	<b>7,712</b>	<b>2,638</b>	<b>10,350</b>	<b>10,350</b>	<b>(205)</b>		<b>10,145</b>	<b>11,410</b>

**Note:** Variations other than by QBRs represent alignment of opening balances to final 2016 financial statement balances.

**Quarterly Budget Review Statement**  
**For the period 01 July, 2016 to 30 June, 2017**

**Cash & Investments Budget Review Statement**  
**Budget review for the quarter ended 31 December, 2016**

**Comment on Cash & Investments Position**

No material variations to Councils Cash and Investments have occurred in the second quarter.

**Investments**

Investments have been made in accordance with Council's Investment Policy.

**Cash**

The value of cash at bank which was included in the Cash & Investment Statement totals \$330,003.

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this reconciliation was 03 January, 2017.

**Reconciliation Status**

The YTD Cash & Investment figure reconciles to the actual balances held as follows:

		<b>\$ 000's</b>
Cash at Bank (as per bank statements)		333,112
Investments on Hand		11,079,913
less: Unpresented Cheques	(Timing Difference)	(3,108)
add: Undeposited Funds	(Timing Difference)	-
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	-
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
<b>Reconciled Cash at Bank &amp; Investments</b>		<b>11,409,916</b>
<b>Balance as per Review Statement:</b>		<b>11,409,916</b>
Difference:		-

**Uralla Shire Council**  
**Quarterly Budget Review Statement**  
**For the period 01 July, 2016 to 30 June, 2017**

**Key Performance Indicators Statement**  
**Budget review for the quarter ended 31 December, 2016**

LTFP KPI's	30/06/2017	30/06/2016	30/06/2015
Operating ratio	-0.45%	-1.45%	-1.94%
Debt service ratio	9.63	10.28	14.21
Own source operating revenue ratio	75%	68.24%	62.98%
Rates & charges outstanding %	5.29%	4.20%	4.77%
Asset renewals ratio	120%	112%	201%
<b>Target</b>	<b>&gt;0</b>		
	<b>&lt;14.3</b>		
	<b>&gt;60%</b>		
	<b>&lt;8%</b>		
	<b>&gt;100%</b>		

**Quarterly Budget Review Statement  
For the period 01 July, 2016 to 30 June, 2017**

**Contracts Budget Review Statement**

**Budget review for the quarter ended 31 December, 2016**

**Part A - Contracts Listing**

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
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**Notes:**

1. Only contracts that were entered into during the quarter and remain incomplete are included.
2. Minimum reporting level is \$50,000.
3. Contracts listed exclude contractors on Council's Preferred Supplier list.
4. Contracts for employment are not required to be included.

**Part B - Consultancy & Legal Expenses Overview**

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	\$ 174,379	Y/N*
Legal Fees	\$ 20,998	N*

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

**Comments**

Expenditure included in the above YTD figure but not budgeted includes:

**Details**

\* Respect in workplace staff training above general training budget \$7,402

\* Code of conduct costs \$7,313

\* Employment advice over budget \$1,503

\* Consulting costs for planner \$30,514



## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Culture</b>
<b>Submitted by:</b>	Manager Governance and Information   Community and Culture
<b>Reference/Subject:</b>	Report 4 - International Women's Day Event

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	1.4 – Access to and equity of services.
<b>Strategy:</b>	1.4.3 – Create a better understanding with the community of the services council provides.
<b>Action:</b>	1.3.3.1 – Lobbying government to encourage investment in Uralla culture and creative areas.

### SUMMARY:

The purpose of this report is to request Council agree to support the International Women's Day event to be held annually. This year the event will be held at the Uralla High School Hall on Tuesday, 21 March 2017.

### OFFICER'S RECOMMENDATION:

#### That:

- 1. Council note and approve the continued support of the International Women's Day event as hosted by the female Councillors of Uralla Shire Council;**

### BACKGROUND:

International Women's Day (March 8) is a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating gender parity.

International Women's Day (IWD) has been observed since in the early 1900's - a time of great expansion and turbulence in the industrialised world that saw booming population growth and the rise of radical ideologies. International Women's Day is a collective day of global celebration and a call for gender parity.

In 1910 an International Conference of Working Women was held in Copenhagen. A woman named Clara Zetkin (Leader of the 'Women's Office' for the Social Democratic Party in Germany) tabled the idea of an International Women's Day. She proposed that every year in every country there should be a celebration on the same day - a Women's Day - to press for their rights. The conference of over 100 women from 17 countries, representing unions, socialist parties, working women's clubs - and including the first three women elected to the Finnish parliament - greeted Zetkin's suggestion with unanimous approval and thus International Women's Day was the result.

International Women's Day is about unity, celebration, reflection, advocacy and action - whatever that looks like globally or at a local level.

For many years the Uralla Shire Council has hosted an International Women's Day event and wishes to formally acknowledge this through Council and agree to its continued support.

**REPORT:**

Uralla Shire Council has a strong history of engendering gender equality principles within both the Council and administrative organisation. Currently of the 167 staff of Council 52.69% are female, an equity statistic of which Uralla Shire Council should be proud.

**COUNCIL IMPLICATIONS:**

**A. Community Engagement/ Communication**

N/A

**B. Policy and Regulation**

- *Local Government Act 1993;*
- *Local Government Regulations (General) 2005;*

**C. Financial (LTFP)**

N/A

**D. Asset Management (AMS)**

N/A

**E. Workforce (WMS)**

N/A

**F. Legal and Risk Management**

N/A

**G. Performance Measures**

N/A

**H. Project Management**

N/A

**Andrew Hopkins**

**General Manager**

Prepared by staff member:

Rechelle Leahy

Approved/Reviewed by Manager:

Andrew Hopkins

Department:

Governance and Information & Community and Culture

Attachments:

Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Governance and Information</b>
<b>Submitted by:</b>	Rechelle Leahy
<b>Reference/Subject:</b>	Report 5 - Public Interest Disclosures Act 1994, Six Monthly Report - July to December 2016

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.2 – An effective and efficient organisation.
<b>Strategy:</b>	4.2.7 – Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.
<b>Action:</b>	4.2.7.7 - Ensure compliance with regulatory / statutory requirements as public officer.

### SUMMARY:

Uralla Shire Council's report for the period 1 July to 31 December 2016 has been submitted in the PID online reporting tool. Under the Public Interest Disclosures Act 1994, this report must be provided to the New South Wales Ombudsman by 14 February 2017.

The report has been submitted to the New South Wales Ombudsman as required by the Public Interest Disclosures Act 1994.

There were no Public Interest Disclosures to report in this six-monthly reporting period.

### OFFICER'S RECOMMENDATION:

**That:**

**Council notes the Public Interest Disclosures Act 1994 report has been submitted to the New South Wales Ombudsman, as required by the Calendar of Compliance and Reporting Requirements 2016/17.**

### BACKGROUND:

The Public Interest Disclosures Act 1994 requires two separate reporting mechanisms to be completed each year (although they both require the same information to be included):

- Section 31 relates to an annual report, a copy of which is to be provided to our office.
- Section 6CA relates to six-monthly reports to be provided directly to the office of the Ombudsman.

The six monthly reports are submitted through an online reporting tool for public authorities. The latest six monthly report is due and has been submitted within time via the online tool.

**REPORT:**

The Public Interest Disclosures Act 1994 encourages and facilitates the disclosure, in the public interest, of corrupt conduct, maladministration, serious and substantial waste, government information contravention and local government pecuniary interest contravention in the public sector by:

- (a) enhancing and augmenting established procedures for making disclosures concerning such matters, and
- (b) protecting persons from reprisals that might otherwise be inflicted on them because of those disclosures, and;
- (c) providing for those disclosures to be properly investigated and dealt with.

**KEY ISSUES:**

The Public Interest Disclosures Regulation 2011 (PID Regulation) outlines the information that authorities are to record and include in both the six month report to the New South Wales Ombudsman and the authority's annual report:

- a. the number of public officials who have made a PID to the authority;
- b. the number of PIDs received by the authority in total and the number relating to each of the following:
  - i. corrupt conduct
  - ii. maladministration
  - iii. serious and substantial waste of public money or local government money (as appropriate)
  - iv. government information contraventions
  - v. local government pecuniary interest contraventions;
- c. the number of PIDs finalised by the authority;
- d. whether the authority has a PID policy in place;
- e. what action the head of the authority has taken to ensure that his or her staff awareness responsibilities under section 6E(1)(b) of the Act have been met.

There were no Public Interest Disclosures to report in this six-monthly reporting period.

**CONCLUSION:**

Council continues to meet its Calendar of Compliance and Reporting Requirements for 2016/2017 submitting this six monthly report within time as required under the Public Interest Disclosures Act 1994.

**COUNCIL IMPLICATIONS:**

- A. Community Engagement/ Communication (per engagement strategy)**  
N/A
- B. Policy and Regulation**  
Governance Framework  
Calendar of Compliance and Reporting Requirements 2014/2015  
Section 31 and Section 6CA Public Interest Disclosures Act 1994

**C. Financial (LTFFP)**

N/A

**D. Asset Management (AMS)**

N/A

**E. Workforce (WMS)**

N/A

**F. Legal and Risk Management**

Section 31 and Section 6CA Public Interest Disclosures Act 1994

**G. Performance Measures**

N/A

**H. Project Management**

N/A

Rechelle Leahy

Executive Manager Governance and Information | Community and Culture

Prepared by staff member:

Rechelle Leahy

Approved/Reviewed by Manager:

Andrew Hopkins

Department:

Governance and Information

Attachments

Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>General Manager's Office</b>
<b>Submitted by:</b>	General Manager
<b>Reference/Subject:</b>	Report 6 - 2016/17 Operational Plan Performance Report – Second Quarter Progress Report

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### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4.3 Deliver the goals and strategies of the Community Strategic Plan.
<b>Strategy:</b>	4.3.2 Implement and maintain a performance management framework to enable clear reporting against milestones and key indicators in Council's strategic planning documents.
<b>Action:</b>	4.3.2.2 Report on the actions delivered and progress made in the implementation of Council's Delivery Program

---

### SUMMARY:

The purpose of this report is to present Council with a summary of the actions delivered from within the 2016/2017 Operational Plan and to reflect the progress made in achieving the goals of Council's Delivery Program.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the 2016/17 Operational Plan Second Quarter Progress Report.**

### BACKGROUND:

Section 404 (5) of the *Local Government Act 1993* requires that progress reports on Council's Delivery Program are provided to the Council at least every six months.

### REPORT:

The Delivery Program is Council's commitment to the delivery of services and implementation of strategies over a four year period (Council term) to achieve the community's goals detailed in the Community Strategic Plan. It is the key accountability mechanism for Council in the delivery of the community's goals and aspirations.

The Operational Plan is a sub-set of the Delivery Program and provides details of the individual actions that will be undertaken during a financial year to achieve the Delivery Program's strategies.

Responsibility for the delivery of Operational Plan actions is allocated to responsible business unit managers (who also provide progress information).

**SUMMARY:**

There is no legislative requirement to report progress against The Operational Plan on a quarterly basis, however it is considered to be a sound governance practice.

**COUNCIL IMPLICATIONS:****1. Community Engagement/ Communication (per engagement strategy)**

The Operational Plan report makes up a major part of Council's Annual Report. A copy of the report is displayed on Council's website for public viewing.

**2. Policy and Regulation**

- NSW Local Government Act 1993
- NSW Local Government Regulation (General) 2005

**3. Financial (LTFP)**

No change

**4. Asset Management (AMS)**

No change

**5. Workforce (WMS)**

No change

**6. Legal and Risk Management**

Nil

**7. Performance Measures**

This report outlines the achievement of key actions and performance indicators from within the Operational Plan and Delivery Program.

**8. Project Management**

N/A

**Andrew Hopkins**  
**General Manager**

Prepared by staff member: Andrew Hopkins  
Approved/Reviewed by Manager: Andrew Hopkins  
Department: General Manager's Office

Attachments D. 2016/17 Operational Plan Performance Report –  
Second Quarter Progress Report October to December  
2016

# Uralla

URALLA SHIRE COUNCIL



RESPONSIBILITY LEGEND..... 7

STATUS KEY ..... 8

**CIVIC BUSINESS – Civic Leadership** ..... 10

**CIVIC BUSINESS – Organisational Leadership** ..... 12

**ORGANISATIONAL SERVICES-FINANCIAL MANAGEMENT – Financial Management** ..... 15

**ORGANISATIONAL SERVICES-FINANCIAL MANAGEMENT – Rates & Revenue** ..... 18

**ORGANISATIONAL SERVICES-HUMAN SERVICES – Human Resources** ..... Error! Bookmark not defined.

**ORGANISATIONAL SERVICES-HUMAN SERVICES – Customer Service** ..... Error! Bookmark not defined.

**ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION – Governance** ..... 22

**ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION – Technology** ..... 24

**ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION –  
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**COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –  
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**COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –  
Library Services** ..... 30

**COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –****Community Development**

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**COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –****Ageing & Disability Services**

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**COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –****Community Transport**

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**COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –****Aged Care Facilities**

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**INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT****Infrastructure & Regulation Management**

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**INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT****Plant & Equipment**

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**INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT****Depots**

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**INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT****Private Works**

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**INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT****Emergency Services**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL****Sealed Roads**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL****Unsealed Roads**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL****Transport Facilities**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL****Bridges & Culverts**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL****Kerb & Gutter**

48

**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL****Stormwater & Drainage**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL****Footpaths & Cycleways**

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**INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL****Quarries & Pits**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE****Swimming Complex**

53

**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE****Parks, Garden & Open Space**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE****Sporting Grounds & Facilities**

55

**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE****Public Buildings and Amenities**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE****Operational Buildings**

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**INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE****Cemeteries**

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**INFRASTRUCTURE & REGULATORY SERVICES – PLANNING & REGULATION****Land-Use Planning**

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**INFRASTRUCTURE & REGULATORY SERVICES – PLANNING & REGULATION****Development Control**

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**INFRASTRUCTURE & REGULATORY SERVICES – PLANNING & REGULATION****Public Health**

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**INFRASTRUCTURE & REGULATORY SERVICES – PLANNING & REGULATION****Regulation & Enforcement**

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**INFRASTRUCTURE & REGULATORY SERVICES – ENVIRONMENT****Waste Management**

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**INFRASTRUCTURE & REGULATORY SERVICES – ENVIRONMENT****Environmental Management**

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**INFRASTRUCTURE & REGULATORY SERVICES – WATER CYCLE****Uralla Water Supply**

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**INFRASTRUCTURE & REGULATORY SERVICES – WATER CYCLE**

**Bundarra Water Supply**

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**INFRASTRUCTURE & REGULATORY SERVICES – WATER CYCLE**

**Sewerage Services**

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## RESPONSIBILITY LEGEND

<b>CIVIC BUSINESS</b>	<b>GENERAL MANAGERS OFFICE</b>	
	Civic Leadership	<b>General Manager</b>
	Organisation Leadership	
	Communication	

<b>ORGANISATIONAL SERVICES</b>	<b>FINANCIAL MANAGEMENT</b>	
	Financial Management	<b>Chief Financial Officer</b>
	Rates & Revenue	
	<b>HUMAN SERVICES</b>	
	Human Resources	<b>Manager - Human Services</b>
	Customer Service	
	<b>GOVERNANCE &amp; INFORMATION</b>	
	Governance	<b>Manager - Governance &amp; Information</b>
	Technology	
Records & Information		

<b>COMMUNITY &amp; CULTURAL SERVICES</b>	<b>COMMUNITY SERVICES</b>	
	Community & Culture Management	<b>Executive Manager - Community &amp; Culture</b>
	Tourism & Promotion	
	Library Services	
	Community Development	
	<b>COMMUNITY CARE &amp; SUPPORT</b>	
	Ageing & Disability Services	<b>Executive Manager - Community &amp; Culture</b>
	Community Transport	
Aged Care Facilities		

<b>INFRASTRUCTURE &amp; REGULATORY SERVICES</b>	<b>INFRASTRUCTURE &amp; REGULATION MANAGEMENT</b>	
	Infrastructure & Regulation Management	<b>Director - Infrastructure &amp; Regulation</b>
	Plant & Equipment	
	Depots	
	Private Works	
	Emergency Services	
	<b>WORKS &amp; CIVIL</b>	
	Sealed Roads	<b>Manager - Works &amp; Civil</b>
	Unsealed Roads	
	Transport Facilities	
	Bridges & Culverts	
	Kerb & Gutter	
	Stormwater & Drainage	
	Footpaths & Cycleways	
	Quarries & Pits	
	<b>FACILITIES &amp; OPEN SPACE</b>	
	Swimming Complex	<b>Director - Infrastructure &amp; Regulation</b>
	Parks, Gardens and Open Space	
	Sporting Grounds & Facilities	
	Public Buildings & Amenities	
	Operational Buildings	
	Cemeteries	
	<b>PLANNING &amp; REGULATION</b>	
	Land-Use Planning	<b>Manager - Planning &amp; Regulation</b>
	Development Control	
	Public Health	
	Regulation & Enforcement	
<b>ENVIRONMENT</b>		
Waste Management	<b>Manager - Waste Services</b>	
Environmental Management	<b>Coordinator - Environmental Mgt</b>	
<b>WATER-CYCLE</b>		
Uralla Water Supply	<b>Director - Infrastructure &amp; Regulation</b>	
Bundarra Water Supply		
Sewerage Services		

## STATUS KEY



Action or Program is progressing within budget, on-time, to the standard required



Program is not progressing within budget, or within timeframes or to standard required; however remedial action is within the control of the responsible manager to bring the program back 'on-track'.



Program is not progressing within budget, or within timeframes or to standard required; however remedial action is not within the control of the responsible manager to bring the program back 'on-track'.

## CIVIC BUSINESS – Civic Leadership

### Goal: 4.1 A strong, accountable and representative Council

#### Strategies:

- 4.1.2 Engage with the community effectively and use community input to inform decision making
- 4.1.3 Provide open, accountable and transparent decision making for the community
- 4.1.4 Provide strong representation for the community at the regional, state and federal levels
- 4.1.5 Undertake the civic duties of Council with the highest degree of professionalism and ethics

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.1.2.3 Deliver a Local Government Week Program.		Program to be held 31 July – 6 August 2017. Theme is yet to be announced by Office of Local Government.
2. 4.1.2.4 Conduct regular Community Consultative Panel meetings.		Consultative Panels no longer form part of Engagement Strategy. Action to be reviewed.
3. 4.1.2.5 Distribute monthly newsletter to residents.		Newsletter distributed every month.
4. 4.1.3.2 Develop and implement a Councillor training and development program.		The newly elected Council (September 2016) have completed the Hit the Ground Running Workshop offered by the Office of Local Government. Councillors also attended a strategic training program presented by Blackadder.
5. 4.1.3.3 Council and Standing Committee Meetings are conducted and open to the public.		All meetings held to calendar, Standing Committees no long apply and have been replaced with Councillor Strategic Planning Workshops held monthly.
6. 4.1.4.1 Advocate the needs of the shire to State and Federal Governments.		Ongoing advocacy to Government as required.
7. 4.1.4.5 Business papers and minutes are distributed to Councillors and uploaded onto Councils website in a timely manner.		Business Papers meet legislative requirements for circulation and Minutes distributed in a timely manner.
8. 4.1.5.1 Councillors understand and comply with the Code of Conduct.		Code of Conduct training undertaken as part of new Councillor induction.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Council meetings conducted as scheduled	Meetings advertised and held in-line with parameters	100%	100%	100%	
2. Business Papers constructed and made public	Business papers constructed and distributed within timeframe parameters	>3 full days	>5 full days, as per Code of Meeting Practice	100%	

3.	Policy review program	Ongoing policy review by Governance Manager.	>95%	100%	100%	
4.	Public interest requirements met	All PID requirements met	100%	95%	100%	

## CIVIC BUSINESS – Organisational Leadership

### Goal: 4.1 A strong, accountable and representative Council

#### Strategies:

- 4.1.1 Provide clear direction to the community through the development of the Community Strategic Plan, Delivery Program and Operational Plan
- 4.1.2 Engage with the community effectively and use community input to inform decision making
- 4.1.3 Provide open, accountable and transparent decision making for the community

### Goal: 4.2 An effective and efficient organisation

#### Strategies:

- 4.2.1 Provide a range of services that meet benchmarks determined with the community, having regard to quality and cost
- 4.2.6 Identify and manage risk associated with all Council activities and ensure a safe and healthy work environment
- 4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.

### Goal: 4.3 Deliver the goals and strategies of the Community Strategic Plan

#### Strategies:

- 4.3.1 Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in the community strategic plan
- 4.3.2 Implement and maintain a performance management framework to enable clear reporting on the progress against milestones and key indicators in Councils strategic documents

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.3.1 Lobby the State Government to delivery on the funding commitment for the Armidale Hospital		Funding achieved, build started.
2. 4.1.1.1 Review the Community Strategic Plan		Not yet commenced.
3. 4.1.1.2 Implement, monitor and review the Delivery Program		On-going – reporting to Council quarterly.
4. 4.1.1.3 Construct Councils annual Operational Plan		16/17 Operational Plan current.
5. 4.1.2.1 Develop, implement and review Council community engagement framework and community consultative panels		Ongoing engagement plan. Consultative Panels discontinued. Council to initiate breakfasts – 3x/year to engage stakeholders.
5. 4.1.2.2 Facilitate the delivery of community presentations to Council and deputations on business before them.		Deputations made to Council as requested.
7. 4.1.3.4 Council's Code of Meeting Practice and policies are maintained and reviewed.		Ongoing monitoring program.
8. 4.1.5.1 Annual pecuniary interest declarations are completed and updated as necessary.		Completed and reported.
9. 4.3.2.1 Develop and implement a Councillor training and development program.		Training completed through LGNSW and with external consultants. Further training to be identified on an as needed basis.

ACTIONS & PROGRAMS		STATUS	COMMENTARY
10.	4.2.1.1 Develop, implement and review Business Plans for all of Councils Service areas		Business Plans due for review. Software has been purchased and training completed in February 2017.
11.	4.2.7.1 Ensure that Council has in place a robust and adequate Governance framework		Conformance, controls and performance systems in place and being reviewed regularly.
12.	4.2.7.2 Resource and administer Councils Audit and Risk Committee		Audit and Risk Committee forward calendar planned and meetings continuing.
13.	4.3.1.1 Implement and review Councils strategic resourcing strategies (LTFP, AMS & WMS)		AMPs currently being prepared. Once AMPs finished they will be integrated with LTFP and WMS.
14.	4.3.1.2 Ensure Councils organisation structure is aligned to the most efficient and effective delivery of services		Current organisation structure generally meets needs of current operational plan and resourcing plans. Further review is to take place once AMPs are completed.
15.	4.3.2.1 Develop and implement Councils Performance Management framework		Many of the elements which comprise the framework are currently in place or soon to be in place. The framework continuing to be progressed.
16.	4.3.2.2 Report on actions delivered and progress made in the implementation of Councils Delivery Program		Legislative requirements met.
17.	4.3.2.3 Complete and lodge Councils Annual Report		Annual Report completed and lodged with OLG in November 2016.
18.	4.3.2.4 Develop and implement a key reporting suite for regular review by the Executive Management team		Implemented.
19.	2.4.4.1 Partner with Armidale Council and other New England Councils to lobby for funding for the upgrade of the Armidale Regional Airport		Funding for airport received. Build plans commenced..
20.	PBPR – Develop and adopt a Resourcing Strategy that complies with the IP&R Framework.		AMPs currently being prepared. WMS prepared.
21.	PBPR – Develop a Business Continuity Plan based on the worldwide CIVICA recovery plan.		Initial BCP training completed and CIVICA Recovery Plan being incorporated into IT component with IT Strategy draft.
22..	FFTF – Community education and engagement program undertaken for special rate variation application.		Not yet commenced. Completion of AMPs, updated WMS and LTFP to be integrated and interrogated first.
23.	FFTF – Examine further opportunities for resource sharing and joint tendering.		Local Government Procurement and Namoi Joint Organisation has provided forums and information sessions on Joint Procurement opportunities that will be incorporated into the procurement review.
24..	FFTF – Implement Councils organisation development strategy and action plan		Components complete but strategy and action plan still to be undertaken. Strategy and Action plan incorporated into operational plan or being further reviewed.
25..	FFTF – Implement a rolling service review program.		Revumap purchased.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Integrated Plans reviewed and constructed	IP&R documents reviewed and operational plan constructed before 30 June	All met	All met	Progressing	  
2. Successful delivery of the Operational Plan	% of Actions completed	>90%	>95%	Progressing	
3. Senior Management meet regularly	Executive meet monthly	All met	All met	100%	
4. Audit and Risk Committee operating successfully	Audit & Risk Committee administered to meet quarterly as per approved calendar.	Meeting per calendar	All met (unless cancelled by others)	On track	
5. Special Rate Variation lodged and successful	Submitted by year end.	Closing Date	1 December 2017	Progressing	
6. Opportunities for resource sharing and joint tendering identified and implemented	Number of initiatives initiated.	NIL		Progressing	
7. Organisation development strategy and action plan milestones met	Strategy & Actions transferred to Op Plan where possible or under review	NIL	Review by 30 April 2017	Progressing	
8. Rolling service review program implemented	Once Revuu Map program (IT) is implemented this will be underway.	NIL	Review by April 2017	Progressing	

## ORGANISATIONAL SERVICES-FINANCIAL MANAGEMENT – Financial Management

### Goal: 4.2: An effective and efficient organisation

#### Strategies:

- 4.2.2: Operate in a financially responsible and sustainable manner
- 4.2.3: Develop and consistently apply an asset management framework that ensures existing and future infrastructure is affordable, funded and maintained to ensure inter-generational equity and sustainability
- 4.2.7: Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.2.1 Review, revise and maintain Councils Long Term Financial Plan		LTFP updated for the ten year period ended June 2026.
2. 4.2.2.2 Complete quarterly budget review statements in-line with statutory requirements		The first quarterly budget review was presented to the November 2016 Council meeting and the second quarterly review will be presented to the February 2017 meeting.
3. 4.2.2.3 Provide financial reports to Management and staff to assist in budget control and decision making		Quarterly reports are provided to managers as part of the quarterly budget review process. A monthly departmental report is also provided for management purposes. A review of alternative reporting systems will be undertaken over the coming months with an expectation that a new system will be operating before the end of the year.
4. 4.2.2.4 Process payroll on a fortnightly basis in-line with the appropriate Awards and Council policy		Payroll processing completed fortnightly in accordance with appropriate awards and council policies.
5. 4.2.2.5 Ensure adequate and effective internal controls are in place for all financial management and purchasing functions		Internal controls are constantly monitored and improvements integrated when weaknesses or areas for improvement are identified. New policies are being drafted for procurement for implementation in the coming months.
6. 4.2.2.6 Process accounts payable in-line with Councils protocols and suppliers terms of trade		Accounts payable processed in line with terms of trade and council protocols.
7. 4.2.3.1 Develop funding models that ensure all of Councils infrastructure can be maintained and renewed as required.		LTFP updated for the ten year period ended 30 June 2026 which includes costing for the maintenance of Councils infrastructure based on prior year expenditure. This model does not yet include integration of asset management plans as these have not yet been finalised.
8. 4.2.7.3 Complete and lodge annual Financial Statements in accordance with statutory requirements		Annual financial statements completed and lodged four days after due date.
9. 4.2.7.4 Complete all taxation returns and grant acquittals as required by external bodies		All taxation and grant acquittals completed as required.
10. 4.2.7.5 Organise and manage the external audit of Council and address any management letter issues		External audit completed with no issues arising therefrom.
11. FFTF – Annual expenditure reduction dividend determined and achieved.		An annual expenditure reduction has been built into the LTFP which will be monitored throughout the financial year.
12. FFTF – Review of all fees and charges completed.		All fees and charges reviewed as part of the completion of the annual operational plan for 2016/17.
13. FFTF – Review of asset valuations and depreciation methodology completed		Assets are valued on a five year rotational basis. Land and other structures were revalued during the year ended 30

for all asset classes.		June 2016. Depreciation rates, residual values and carrying values were also reviewed as part of normal year-end procedures. Council is preparing to revalue water and sewer assets during the year ended 30 June 2017.
14. FFTF - Review Council's borrowing policy and capital expenditure guidelines.		Policy and guidelines reviewed.
15. FFTF - LTFP developed and integrated with budget management.		LTFP includes current year operational plan which is the basis for the budget loaded into the council financial reporting system.

## PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Long Term Financial Plan constructed	Long Term Financial Plan revised and modelled to meet sustainability criteria by 30 June	Pre 30 June	All met	Completed	
2. Budget Management Reporting completed	QBR and monthly budget reports completed	Within month or other guidelines	All met	Ongoing	
3. Statutory compliance	Lodgement of financial statements, tax returns and grant acquittals on time.	On time	All met	Completed	
4. Payment obligations met	All payroll processed fortnightly and suppliers paid within terms and conditions	100%	All met	Ongoing	
5.. Expenditure reduction target of \$250K achieved over a 4 year period	Achievement of expenditure reduction identified in the annual operational plan and LTFP.	100%	Meet expenditure reduction target	Ongoing	
6. All fees and charges reviewed in line with concept of full cost recovery	Annual review of fees and charges against actual costs.	Annual review	Review performed annually	Completed	
7. Accuracy of valuation, condition rating and depreciation expense validated	External valuations are performed by experts in their chosen field. No accuracy of results from these valuations is made except against reasonableness. Internal valuations are also tested on a reasonableness basis. Condition ratings are performed by infrastructure and regulation and no test of the accuracy of these conditions is performed by financial personnel. Depreciation expense is reviewed for reasonableness and useful lives, residuals and carrying values are reviewed annually on a test basis.	Check for reasonableness	All validated where possible	No valuation or condition rating validations have been undertaken	
8. Council's asset management plans, registers and financial information is aligned and integrated and meets management requirements.	When asset management plans are completed, council will integrate the outcomes into the LTFP and operation plan and ensure that outcomes are achievable.	All AMP's completed and integrated into LTFP annually	AMP's aligned to financial plans	Some draft AMP information integrated with other AMP's still under development	
9. Borrowing policy and expenditure guidelines reviewed and council making effective use of debt.	That the policy and guidelines are reviewed.	Annual review	Reviewed and checked for effectiveness		

10. LTFP and budget management integrated.	LTFP data is used in budget management.	Annual review	Integrated annually	Completed	
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## ORGANISATIONAL SERVICES-FINANCIAL MANAGEMENT – Rates & Revenue

Goal: 4.2 An effective and efficient organisation

Strategy:

Operate in a financially responsible and sustainable manner

ACTIONS & PROGRAMS	STATUS   	COMMENTARY
1. 4.2.2.9 Invest surplus funds to maximize the return to Council whilst complying with Councils Investment Policy risk parameters		Cash needs are reviewed daily and surplus funds are invested either at call or in term deposits with terms up to twelve months.
2. 4.2.2.10 Model and adopt rate structures to maximize equity across the Council area and between categories		Completed as part of the annual operational plan and LTFP updates.
3. 4.2.2.11 Levy rates and charges in compliance with all regulatory requirements		Rates levied as required.
4. 4.2.2.12 Collect all rates and charges in-line with payment requirements and undertake debt recovery action for outstanding accounts		Rates collected in accordance with current council policies. These policies are currently under review and amendments have been made to processes for the timely collection of outstanding rates.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS   
1. Rating statutory compliance	Rates levied in accordance with statutory requirements	Comply with legislative requirements	All met	All met	
2. Collection of accounts	Outstanding collections percentage	Better than 5%	<6.5%	5.1%	
3. Return on Investments	Average return on invested funds	Achieve target or better	>2.75%	Currently 2.74%	

## ORGANISATIONAL SERVICES-HUMAN SERVICES – Human Resources

### Goal: 4.2 An effective and efficient organisation

#### Strategies:

- 4.2.4 Establish Uralla Council as an employer of choice that trains, recruits and retains talented staff and facilitates a diverse workforce
- 4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment

### Goal: 4.3 Deliver the goals and strategies of the Community Strategic Plan

#### Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.4.1 Develop and implement a corporate staff induction program		Existing program under review.
2. 4.3.1.4 Develop a succession planning program		Ongoing development.
3. 4.2.4.3 Review and implement a staff appraisal program		Existing program under review.
4. 4.2.4.4 Construct an integrated training plan across all Council		Under development.
5. 4.2.4.5 Develop and implement reward and recognition protocol		In place and in accordance with Award provisions.
6. 4.2.6.5 Implement systems and procedures to manage risk associated with all Council activities and ensures a safe and healthy work environment		WHS management system under review.
7. 4.2.6.1 Oversee Return to Work and Workers Compensation processes		Program in place and current.
8. 4.3.1.3 Implement volunteer management protocol and procedures		Under development in line with WHS management system.
9. FFTF – Implementation of the Workforce Management Strategy		In progress.

## PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Staff Appraisals completed for all staff by April 2016	Appraisals completed	100%	100%	80%	
2. Regular Workplace Health and Safety Meetings held	Frequency of meetings held	100%	100%	100%	
3. Key HR policy, protocol and procedures reviewed and updated	Policies/procedures regularly reviewed	100%	100%	60%	
4. Workplace Health and Safety Management Plan completed	Plan in place and functioning in accordance with protocols	100%	100%	50%	
5. Staff induction program adopted and implemented	Inductions held in a timely manner	100%	100%	100%	
6. Workforce Management Strategy implemented and organisation capacity and management skills improved.	Strategy implemented and functioning effectively	100%	100%	80%	

## ORGANISATIONAL SERVICES-HUMAN SERVICES – Customer Service

### Goal 4.2 An effective and efficient organisation

Strategy:

4.2.5 Provide customer service excellence

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.5.1 Implementation of Customer Service Charter		In progress.
2. 4.2.5.2 Review of customer service procedures for better practice		Ongoing.
3. 4.2.5.3 Implement bi-annual Customer Service survey		Under development.
4. 4.2.5.4 Assist service areas to improve customer service practices.		In place and functioning.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Customer service procedures reviewed and finalised	Effective customer service	100%	100%	90%	
2. Customer service survey completed	Survey completed and results tabulated	100%	100%	70%	
3. Customer Service Charter benchmarks met	Level of service provided	100%	100%	75%	

## ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION – Governance

### Goal: 4.2 An effective and efficient organisation

Strategies:

- 4.2.6 Identify and manage risk associated with all Council activities and ensures a safe and healthy work environment.
- 4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.
- 4.2.2 Operate in a financially responsible and sustainable manner

ACTIONS & PROGRAMS	STATUS			COMMENTARY
				
1. 4.2.2.7 Undertake review of procurement				Review restarted with preliminary drafting of USC procurement guidelines. Consultation across organisation required to develop IT systems that work alongside the Procurement Guidelines and Delegations matrix.
2. 4.2.6.2 Implement Council's Audit and Risk Committee and facilitate regular meetings				Restarted the calendar of Audit and Risk Committee Meetings scheduled for 2017.
3. 4.2.6.3 Undertake Internal Audit program				To be planned with CFO Internal Audit Charter completed and approved by A&R Committee
4. 4.2.6.4 Further develop Council's risk practices and risk register				Ongoing development – Business Continuity Planning training has been completed, draft BCP in place. Further work required on business unit sub-plans.
5. 4.2.7.7 Ensure compliance with regulatory / statutory requirements as public officer				Statutory reporting calendar met as required.
6. FFTF – Major review of procurement completed				As above: Review restarted with preliminary drafting of USC procurement guidelines. Consultation across organisation required to develop IT systems that work alongside the Procurement Guidelines and Delegations matrix.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS		
							
1. Governance framework implemented	Framework implementation: (Using the lighthouse model / three tier approach framework being implemented across organisation planning including BCP and IP&R).  2017 Review started.	100%	100%	80%			
2. Central risk register implemented and populated	Risk Register drafted	100%	100%	50%			
3. Procurement review completed.	Procurement Policy drafted.  (Develop IT systems that implement purchasing procedures and delegations matrix).	100%	100%	50%			
4. Audit and Risk Committee met quarterly.	Restarted the calendar of Audit and Risk Committee Meetings for 2017 scheduled.	100%	100%	100%			

## ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION – Technology

**Goal:** 4.3 – Deliver the goals and strategies of the Community Strategic Plan.

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.3.1.5 Delivery of Council's IT rolling replacement program		New PC's replaced all older versions including operating licences (docking stations/laptops). New phones and printers sourced on as needs basis.
2. 4.3.1.6 Develop Technology Strategic Plan		Asset management register drafted and will be used to inform the IT Strategy Plan that is being developed currently.
3. 4.3.1.7 Solidify managed service arrangements to ensure Business Continuity		Managed service contracts reviewed and changes made as required. Business Continuity training completed and draft BCP in place.
4. 4.3.1.8 Provide helpdesk support to all customers		IT Support email and hot ticket system implemented. IT assistance has become more settled and more strategic focus on forward IT needs of the business being planned.
5. 4.3.1.9 Implement wireless network over Administration building		Wireless network installed and operating.
6. 4.3.1.10 Implement monitors and cabling in Council Chambers		Monitors installed and cabling complete. Also provide with a tele-conferencing facility from Namoi Joint Organisation.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Technology Strategic Plan completed	In draft	100%	100%	75%	
2. Replacement program completed	Ongoing	100%	100%	100%	
3. Capital works completed/implemented successfully	Ongoing	100%	100%	100%	

## ORGANISATIONAL SERVICES-GOVERNANCE & INFORMATION –

### Records & Information

**Goal: Goal: 4.2 An effective and efficient organization.**

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.7.8 Review Councils GIPA/PID requirements – and associated plans and procedures		Statutory reporting completed. All policies and procedures up to date.
2. 4.2.7.9 Review Councils complaints management protocol and procedures		Service review of customer service in place. Draft of new customer service charter completed.
3. 4.2.7.10 Ensure records are kept in-line with the State Records Act, the PIPPA and GIPA Acts		Review completed and regulatory compliance ongoing.
4. 4.2.7.11 Provide GIPA reports as required		Reports provided as required.
5. 4.2.7.12 Provide correspondence management reports		Reports provided as required.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Compliance with State Records Act, PIPPA & GIPA	All reporting completed.	100%	100%	100%	
2. Complaints Management procedures reviewed and implemented	Complaints Management Policy implemented and Customer Service Review underway.	100%	100%	70%	
3. Records Management reports to Executive monthly	Report draft in place – yet to regularly report.	100%	100%	20%	

## COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

### Community & Culture Management

#### Goal: 4.2 An effective and efficient organisation

##### Strategies:

- 4.2.1 Provide a range of services that meet benchmarks determined by the community, having regard to quality and cost
- 4.2.2 Operate in a Financially responsible and sustainable manner
- 4.2.7 Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.1.9 Implement and maintain the Services Plans for Tourism and Promotion, Libraries, Aged & Disability Services, Community Transport, Community Development and Aged Care Facilities.		Majority completed, others in progress.
2. 4.2.1.2 Develop an asset management plan for the McMaugh Gardens aged care facility.		Quotes obtained for facility upgrades. Infrastructure and Regulation have completed Asset Management Plans that McMaugh's Asset fall under.
3. 4.2.2.8 Oversee management of the Community & Culture budgets in line with Councils Long Term Financial Plan.		Budget review program in place with CFO.
4. 4.2.7.7 Ensure compliance with the regulatory requirements of Councils grant agreements from State and Federal Government for all Community Care and Aged Care Facilities.		Financial, reporting, accreditation and client regulation requirements met consistently.
5. PBPR: Develop and implement a business plan for McMaugh Gardens		Business Plan for 2016 completed.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Services plans reviewed annually	All plans reviewed	100% reviewed	100%	100%	
2. McMaugh Gardens asset management plan – completed	Asset plan completed	100% completed	100%	70%	
3. Community & Culture operational plan actions completed	All actions completed as per plans	85%	100%	100%	
4. Contracted obligations of grant funds met	All contractual obligations met	100%	100%	100%	
5. Community & Culture finances contained within budgets	All programs managed as per budgets	100%	100%	100%	

6.	McMaugh Gardens Business Plan completed and adopted	Completed and implemented	100%	100%	100%	
7.	Accreditation of services	Accreditation compliance achieved.	100%	100%	100%	
8.	Full recovery of corporate overheads obtained and revenue levels maximised.	Achieved for 2016: (replacement of old equipment may see a slight increase in overheads costs).	100%	100%	100%	

## COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

### Tourism & Promotion

**Goal: 1.1 A proud, unique and inviting community**

Strategy:

1.1.4 Support, encourage and celebrate community participation and volunteerism

**Goal: 1.3 A diverse and creative culture**

Strategy:

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

**Goal: 1.4 Access to and equity of services**

Strategy:

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

**Goal: 2.1 An attractive environment for business, tourism and industry**

Strategy:

2.1.1 Promote the New England region as a wonderful place to live, work, visit and invest

**Goal: 2.2 Growing and diversified employment, education and tourism opportunities**

Strategies:

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

2.2.5 Facilitate major social and cultural events being staged in our shire and our region

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.1.4.1 Develop a volunteer strategy including an induction and support program		Completed through consultation by HR.
2. 1.3.2.1 Work with Councils consultative panels and other partners to encourage events in the Shire		Council resolved to discontinue panels.
3. 1.4.4.1 Promote community events through Councils Visitor Information Centre, digital and social media platforms		Achieved, various media campaigns for Uralla Tourism entered, a number of editorials completed and the Uralla Shire Council Facebook page is live and in use.
4. 2.1.1.1 Operate Councils Visitor Information Centre		Open 7 days a week.
5. 2.2.4.1 Work with members of the New England Councils group and the New England high country to effectively market the entire region		Touring (motorcycle campaign) 2016-17 in development currently.
6. 2.2.5.1 Link events organisers with opportunities for grant funding		Community Grants Program in place.
7. FFTF – Undertake tourism services level review		Once Revuu Map program (IT) is implemented this will be underway.

## PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Volunteer program completed and adopted	Program completed and adopted	Completed	100%	100%	   
2. Tourism & Promotion panel meeting	Panel meets quarterly. (Panel requires review once the Economic Development and Tourism Co-Ordinator Role is recruited).	Meetings held	100%	20%	
3. VIC Visitor numbers quarterly	Visitor statistics reported against last year's quarter	Stats reported	100%	100%	
4. Review of service levels undertaken and recommendations implemented.	Survey completed.	Review completed	100%	100%	

## COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

### Library Services

#### Goal: 1.3 A diverse and creative culture

##### Strategy:

1.3.1 Provide enhanced and innovative library service that support and encourage lifelong learning

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.3.1.1 Operate the Uralla Library 7 days a week and Bundarra Library		Open 7 days.
2. 1.3.1.2 Host the Uralla History Hub		History Hub operational.
3. 1.3.1.3 Apply for grants to increase the range of services offered at Uralla Library		Grant opportunities apply as they arise.
4. 1.3.1.4 Participate in the Central Northern Regional Libraries to deliver new and innovative services		Signatory to CNRL
5. FFTF – Undertake library service level reviews		Once Revuu Map program (IT) is implemented this will be underway.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of books circulated annually	Increase on 2015/16	100%	100%	17,342	
2. Number of DVDs circulated annually	Increase on 2015/16	100%	100%	2892	
3. Number of library members	Increase on 2015/16	100%	100%	2905	
4. Service level review undertaken and recommendations implemented	Implementation of recommendations from Review of services.	100%	25%	25%	

## COMMUNITY & CULTURAL SERVICES-COMMUNITY SERVICES –

### Community Development

#### Goal 1.2 A safe, active and healthy shire

Strategies:

- 1.2.4 Work with key partners and the community to lobby for adequate health services in our region  
 1.2.5 Provide, maintain and develop children's play and recreational facilities that encourage active participation

#### Goal 1.3 A diverse and creative culture

Strategy:

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

#### Goal 1.4 Access to and equity of services

Strategies:

- 1.4.3 Create a better understanding with the community of the services council provides  
 1.4.6 Work towards achieving the status of a Disability Friendly community through the provision of accessible facilities and services

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.4.1 Lobby for health services to meet the needs of our community		Funding allocated for hospital.
2. 1.2.5.1 Develop grant applications for facilities to enable active participation in sport and other recreational activities		Ongoing opportunity where possible.
3. 1.3.3.1 Lobbying government to encourage investment in Uralla Culture and creative areas		Ongoing Grant application procedures in place.
4. 1.3.3.2 Development of a cultural/community grant application assistance program to support events and community projects		Community Grants Program now in second year of activity.
5. 1.4.3.1 Development of website content to promote understanding of the Council services available		Community Services website launched.
6. 1.4.6.1 Develop Access & Disability Plan		Scoping has started for the project.
7. 1.4.6.2 Deliver Main Street Access Project		Completed and delivered.
8. 2.1.2.1 Develop a New England business development prospectus in collaboration with New England Councils and Regional Development Australia.		Yet to start. A new Economic Development and Tourism Co-Ordinator is being recruited and will start this work.
9. 2.1.5.1 Liaise with local businesses and government agencies to organise information workshops on New Technologies.		To be arranged when NBN is connected in Uralla.
10. 2.2.6.1 Develop a Cultural Plan for		Funding applied for – no plan scoped as yet.

Uralla Shire and submit funding application to deliver on the identified events hosting infrastructure needs.		
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## PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
					
1. Access & Disability Plan completed	Endorsed by Council and meets guidelines	Completed	100%	40%	
2. Number of funding applications submitted	% of successful applications	50% funded	50%	100%	
3. Community Development Strategy Completed	Scope completed.	Completed	100%	50%	

## COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

### Ageing & Disability Services

#### Goal: 1.4 Access to and Equity of Services

Strategy:

1.4.2 Provide Quality Community Support. Ageing and Disability Services

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.4.2.1 Develop and implement a plan for the provision of Consumer Direct Care services through Direct Support Workers		Direct Support Workers.
2. 1.4.2.2 Implement a new consumer focused database		Upgrading database to meet contractual requirements.
3. 1.4.2.3 Explore new opportunities to gain contracts for the provision of funded community support services		Transition to National Disability Insurance Scheme (NDIS).
4. 1.4.2.4 Strategy and Business Plan review of Community Support Department		Once Revuu Map program (IT) is implemented this will be underway. Training in February.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of clients receiving consumer direct care packages	Packages 92 filled .	105 HCP	90%	95%	
2. Number of direct support worker services	Direct service to our clients	75% clients receiving USC services	75%	80%	
3. New database incorporated across Community Support Services	New database implemented that is client focused	Implemented by June 2016	100% of clients on DB	100%	
4. Accreditation and NDIS requirements are met	NDIS Verification and Accreditation successfully completed.	Meeting funding bodies standards	Completed	Completed	
5. Strategy and Business Plan review of Community Support Department	Review complete and recommendations implemented	Completed	Completed	25%  Await Revue Map	

## COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

### Community Transport

#### Goal 1.1 A proud, unique and inviting community

Strategies:

1.1.4 Support, encourage and celebrate community participation and volunteerism

#### Goal 1.4 Access to and equity of services

Strategies:

1.4.2 Provide quality Community Care, Ageing and Disability services

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

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

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.1.4.3 Develop a program to attract more volunteer drivers for community transport		More volunteers used. Training provided.
2. 1.4.3.2 Promote community transport services to community members and other service providers		Promotion of service ongoing.
3. 1.4.6.3 Contribute to the development of Councils Access and Disability Plan		Scoping of DIAP started. Consultation strategy in draft and consultant to assist being considered currently.
4. 1.4.2.4 Allocate Community Transport resources in an efficient and effective manner		Transport outputs meeting contractual arrangements.
5. 1.4.5.1 Lobby Government to maintain community transport funding levels		CTO (peak Community Transport body in NSW) continues to lobby government on behalf of CT providers in NSW. Additional funding received.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of volunteer hours	Recorded volunteer hours	100%	100%	100%	
2. Number of transport trips provided	Have met contractual obligations (number of trips) for the quarter.	100%	100%	100%	
3. National Disability Scheme requirements met	Third Party Verification completed	100%	100%	100%	
4. Access and Disability Plan completed	Access and Disability Plan	100%	100%	40%	

## COMMUNITY & CULTURAL SERVICES-COMMUNITY CARE & SUPPORT –

### Aged Care Facilities

**Goal:**

Strategy:

**Goal: 1.4 Access to and equity of services**

Strategy:

1.4.1 provide and maintain McMaugh Gardens Aged Care Facility to allow older residents to remain closer to their families

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.4.1.1 Operate the McMaugh Gardens facility in a financially sustainable manner		ACFI funding review and revision of services completed. On track with regular ACFI funding reviews on a monthly basis. Significant improvement in funding levels.
2. 1.4.1.2 Develop an asset management plan for Aged Care Facilities		Included in 2016-17 budget.
3. 1.4.1.3 Maintain aged care facilities to a standard that meets all accreditation requirements		Accreditation met.
4. 1.4.1.4 . Strategy and Business Plan review of McMaugh Gardens Aged Care Facility		Once Revuu Map program (IT) is implemented this will be underway. Training in February.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Operating result of McMaugh Gardens	Financially self sufficient	100%	100%	100%	
2. Accreditation requirements met	Met	100%	100%	100%	
3. Asset management plan completed	Plan approved by Executive	100%	100%	100%	
4. Resident satisfaction score	Annual survey completed	85%	80%	80%	

## INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

### Infrastructure & Regulation Management

#### Goal 2.4: Communities that are well serviced with essential infrastructure

##### Strategy:

2.4.2 Implement Council's strategic asset management plans and continuing to develop asset systems, plans and practises for infrastructure assets to minimise whole of life costs.

#### Goal 4.2: An effective and efficient organisation

##### Strategies:

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

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.4.2.1 Complete all asset plans to update Councils Asset Management Strategy		Transport & Plant and Equipment final draft completed. Buildings, Water and Sewer AMPs progressing well. Waste, Caravan Parks, and Parks and Cemeteries yet to commence.
2. 2.4.2.2 Develop and implement an electronic asset management system for all Council assets		To be completed once asset management plans finalised.
3. 4.2.1.3 Implement and maintain all Service Plans for the Infrastructure & Regulation Department		Ongoing.
4. 4.2.1.4 Develop a training plan in consultation with Human Resources for all Infrastructure & Regulation staff		Draft plan to be reviewed and updated.
5. 4.2.3.2 Participate in Regional and Local transport planning meetings		Ongoing
6. 4.2.3.3 Undertake the Council asset revaluation program		Water and sewer to be completed before June 2017. Asset lists collated and draft brief prepared.
7. 2.1.3.2 Continue to lobby State & Federal Governments for funding for transport infrastructure.		Submissions made for a number of state and federal funded programs.
8. PBPR – Develop and adopt Asset Management Plans for Caravan Parks		Not yet commenced pending finalisation of land tenure issues with Council's Uralla Caravan Park
9. FFTF – Review of asset valuations and depreciation methodology completed for all asset classes		To be undertaken for water and sewer in conjunction with the assessment of submissions to prepare the Asset revaluations.
10. FFTF – Backlog is documented in the AMS and is evidence based		To be incorporated into each discrete Asset management Plan.
11. FFTF – A catalogue of assets not to be replaced at the end of their useful life is constructed and adopted.		To be incorporated into each discrete Asset management Plan.

## PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. Asset management Plans developed and adopted.	Asset Management Plans for all classes of assets developed and adopted	N/A	Transport, Plant and equipment, Buildings, Water, Sewer and Waste AMPs completed.	Underway	
2. Compliant Asset registers.	Asset registers comply with standards and produce financial information required by Council	N/A	Compliant Asset registers	Underway	
3. Integrated asset and financial management system	Council's asset management plans, registers and financial information is aligned and integrated and meets management requirements.	N/A	Integrated asset/finance system	Software update pending	
4. Compliant revaluations.	Accuracy of valuation, condition rating and depreciation expense validated	N/A	Water and sewer asset revaluations completed	Asset information collated	
5. Review and update of backlog.	Backlog figures are accurate and Council has adopted a schedule to eliminate	N/A	Backlog agreed and documented	Bundarra Sewerage funding deed drafted	
6. Assets to not be replaced are identified and catalogued.	Catalogue of assets not to be replaced is adopted and the community advised.	N/A	Redundant assets identified	No progress to date.	

## INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

### Plant & Equipment

**Goal:** 4.2 An effective and efficient organisation

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.1.5 All plant and equipment maintained to requirements		As per maintenance program
2. 4.2.1.6 Undertake the plant replacement program		Backhoe and water truck delivered, light truck tenders accepted.
3. 4.2.1.7 Plant Asset Management Plan completed and implemented		Needs to be updated. Current years programmed determined and budgeted
4. FFTF – Review of plant fleet completed		Commenced

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Budgeted plant replacement program reviewed and procured.	Plant replacement program completed	N/A	Complete	40%	
2. Plant Asset Management plan reviewed and updated.	Review of plant fleet completed and recommendations implemented	N/A	Complete	30%	

## INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

### Depots

**Goal:** 4.3 Deliver the goals and strategies of the Community Strategic Plan

**Strategy:**

4.3.1 Resource the organisation and Council adequately to provide the services and support functions required.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.3.1.11 Develop a Depot Asset Management Plan.		Not yet commenced. Depot Building included in Buildings Management Plan.
2. 4.3.1.12 Control stock effectively to enable service delivery		6 monthly review completed in December 2016
3. 4.3.1.13 Provide secure storage and garaging facilities for plant and equipment		Ongoing

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Stock write off	Stock write ups and write downs.	N/A	< \$1,500 per annum	<\$300.00 Write up	
2. Depot Assets listed and assessed.	Depot Asset Management Plan completed.	N/A	Complete	0%	

## INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

### Private Works

**Goal:** 4.3 Deliver the goals and strategies of the Community Strategic Plan

Strategy

4.3.1.

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.3.1.14 Offer profit making services for private works to help off-set council cost when plant and staffing capacity exists.		Ongoing

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Average profit on private works	Income/ Expenditure +20%	N/A	+20%	Within current budget	

## INFRASTRUCTURE & REGULATORY SERVICES – INFRASTRUCTURE & REGULATION MANAGEMENT

### Emergency Services

**Goal:** 3.2 Maintain a healthy balance between development and the environment

Strategy

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.2.3.1 Provide annual contribution to the RFS, SES and NSW Fire and Rescue in-line with budget allocations.		Ongoing. Review has been announced for emergency service funding to commence within 18 months.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Annual contributions within budget allocations	Contributions paid as due	N/A	100%	100%	

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Sealed Roads

**Goal: 2.1 An attractive environment for business, tourism and industry**

Strategy:

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

**Goal: 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained**

Strategies:

- 2.3.1 Provide an effective road network that balances asset conditions with available resources and asset utilisation.
- 2.3.3 Ensure road network supporting assets (signs, posts, lighting, guardrails etc) are maintained adequately and renewed as scheduled.
- 2.3.4 Provide a network of town and village streets that balances asset conditions with available resources and asset utilisation.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.3.1.1 Undertake bitumen maintenance program in line with established service levels and intervention points.		Ongoing
2. 2.3.1.2 Undertake sealed roads capital renewal program		Works program on track
3. 2.3.4.1 Undertake town streets maintenance and resealing programs		Maintenance ongoing, reseal program February 2017.
4. 2.3.3.1 Undertake sealed road network supporting infrastructure replacement program		Ongoing
5. 2.1.3.3 Apply for funding for transport infrastructure expansion projects		Applications completed as per government timetables

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Sealed Road satisfactorily maintained	4 yearly roughness and rutting survey of all bitumen roads	N/A	Survey completed every 4 years	Scheduled	
2. Bitumen Reseal Program completed	Annual length of roads resealed		20 kms /annum resealed	Reseal program not commenced	

3. Capital works completed within budget	Expenditure less than budget		Work completed within budget.	On track	
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## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Unsealed Roads

**Goal:**           **2.3**    **A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained.**

Strategies:

- 2.3.1           Provide an effective road network that balances asset conditions with available resources and asset utilisation.
- 2.3.3           Ensure road network supporting assets (signs, posts, lighting, guardrails etc) are maintained adequately and renewed as scheduled.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.3.1.5 Undertake maintenance grading program in line with established service levels and intervention points		Ongoing
2. 2.3.1.6 Undertake gravel resheeting program in line with established service levels.		Ongoing
3. 2.3.3.1 Undertake unsealed road network supporting infrastructure replacement program		Ongoing

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Unsealed roads satisfactorily maintained	Number of road condition complaints	<6/ month	<6/month	TBD	
2. Gravel resheeting program completed	Resheeting program completed	10 kms/annum	10km/ annum	TBD	

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Transport Facilities

**Goal: 1.4 Access to and equity of services**

Strategy:

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

**Goal: 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained.**

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.4.5.2 Lobby government for new or improved community and public transport infrastructure in Uralla and Bundarra		Ongoing
2. 2.3.3.2 Renew and maintain Councils transport facilities in-line with the Asset Management Plan		Replacement list being prepared
3. 2.3.8.1 Undertake the renewal and maintenance program for Public Transport facilities.		Ongoing
4. PBPR – Develop and adopt the Transport Asset Management Plan		Prepared to final draft status

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of complaints received	Transport Facilities satisfactorily maintained.	<2/ month	<2/ month	0 received	
2. Transport assets managed	Transport Management Plan adopted by Council	N/A	100%	80%	

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Bridges & Culverts

**Goal:** 2.1 An attractive environment for business, tourism and industry.

Strategy:

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

**Goal:** 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained.

Strategy:

2.3.2 Maintain, renew and replace Council bridges and culverts as required.

**Goal:** 2.4 Communities that are well-served with essential infrastructure.

Strategy:

1.4.2 Implement Council's strategic asset management plans and continuing to develop asset systems, plans and practices for infrastructure assets to minimize whole of life costs.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.3.2.1 Inspect all bridges and carry out the required maintenance programs		Timber bridge inspections completed
2. 2.3.2.2 Replace Abington Creek Bridge		Completed
3. 2.1.3.1 Lobby government for the funding of timber bridge replacement on local roads.		Successful funding from State Government for Mihi Bridge.
4. 2.4.2.3 Implement and maintain Councils Bridges Asset Management Plan		Ongoing

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Inspections completed	Timber bridges condition assessment completed	2	2	100%	
2. Inspections completed	Concrete bridge and culvert inspections completed	% completed	50%	50%	
3. Construction completed	Abington Creek Bridge and approaches completed on time and on budget	N/A	100%	100%	

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Kerb & Gutter

**Goal:** 2.4 Communities that are well serviced with essential infrastructure

**Strategy:**

2.4.5 Ensure adequate public car-parking and kerb and guttering infrastructure is provided, maintained and renewed.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.4.5.1 Inspect all kerb and gutter and undertake the required repair and replacement program.		Inspections being carried out. Some repairs have been programmed
2. 2.3.7.1 Implement and maintain developer contribution plan for kerb and guttering expansion projects.		Developer work in Fitzroy and Wilkens Streets completed.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of repairs identified and repaired	Kerb and gutter inspection and repair program completed	>2/month	>2/month	TBD	

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Stormwater & Drainage

**Goal:** 3.1 To preserve, protect and renew our beautiful natural environment

Strategy:

3.1.4 Protect and maintain a healthy catchment and waterways.

**Goal:** 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure services

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.3.1 Maintain and renew stormwater and drainage infrastructure		Ongoing
2. 3.1.4.1 Maintain and renew gross pollution traps		Cleaned twice this year
3. 3.4.3.2 Stormwater Drainage Management Plan to be completed		Not yet commenced
4. 3.4.3.3 Implement and maintain a Stormwater Asset Management Plan		To be implemented.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of times Gross Pollutant serviced	Traps cleaned out.	2/ annum	2/ annum	1	
2. Stormwater Asset Management Plan implemented	Plan completed.	N/A	Completed	Not yet commenced	

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Footpaths & Cycleways

**Goal:** 1.2 A safe, active and healthy shire

Strategy:

1.2.1 Provide and maintain accessible quality sport and recreation facilities that encourage participation.

**Goal:** 2.3 A safe and efficient network of arterial roads and supporting infrastructure; and towns streets, footpaths and cycleways that are adequate, interconnected and maintained.

Strategy:

2.3.5 Maintain existing walking and cycling networks across the region.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.3.5.1 Undertake annual inspections of all footpaths and the required maintenance and repair program		Inspection and revaluation completed
2. 2.3.5.2 Construction of the next stage of the Bundarra CBD footpath		Not funded for 2016/17
3. 1.2.1.1 Apply for funding for the extension of Councils cycle-way network		Applications submitted for funding in 2017/18
4. 2.3.6.1. Submit funding applications to the RMS for extension of the cycleway network.		Applications submitted for funding in 2017/18

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of footpaths / cycleways complaints received - per month	CRM	<1 /month	<1/month	0	
2. Construction of Bundarra CBD footpath completed	Footpath completed.	N/A		Not funded 2016/17	
3. Annual cycleway / footpath inspections completed.	Inspection has been carried out	100%	100%		

## INFRASTRUCTURE & REGULATORY SERVICES – WORKS & CIVIL

### Quarries & Pits

**Goal:** 4.2 An effective and efficient organisation

**Strategy:**

4.2.1 Provide a range of services

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.2.1.8 Manage Councils gravel pit in order to supply sand and gravel in a consistent and cost effective manner.		Ongoing

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. \$/m3	Extracted cost of gravel per tonne	<\$2.00/ m3	<\$2.00/m3	\$1.50/ m3	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Swimming Complex

**Goal:** 1.2 A safe, active and healthy shire

Strategies:

- 1.2.1 Provide and maintain accessible quality sport and recreation facilities that encourage participation.
- 1.2.2 Partner with health agencies and community organisations in promoting healthy lifestyles and better health outcomes.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.1.2 Maintain the Swimming Complex and surrounds in accordance with established service levels.		Pool to open 22/10/2016
2. 1.2.1.3 Test and maintain pool water quality in compliance with Department of Health guidelines.		
3. 1.2.1.4 Implement and maintain a Swimming Complex Asset Management Plan.		Asset summary completed. Asset Management Plan to be prepared.
4. 1.2.2.1 Promote the Uralla Swimming complex and encourage participation in aquatic recreation.		Utilising Newsletter and encouraging school and learn to swim groups.
5. 2.4.3.1 Undertake the maintenance and renewal program for Council's parks, gardens & open space facilities.		Ongoing
6. PBPR – Develop and adopt parks services, sporting facilities and open space Asset Management Plan		Not yet commenced.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of compliant results	Water testing meets Department of Health standards.	100%	100%	100%	
2. Completed plans	Asset Management Planning development	N/A	100%	0%	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Parks, Garden & Open Space

**Goal:** 1.2 A safe, active and healthy shire

Strategies:

- 1.2.5 Provide, develop and maintain childrens play and recreational facilities that encourage active participation.
- 1.2.6 Provide, maintain and develop passive recreational facilities and parklands to encourage greater utilisation and participation.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.6.1 Maintain and renew all parks, gardens and public open spaces in accordance with established service levels.		Ongoing
2. 1.1.2.1 Develop an overarching Open Spaces Strategy for the Uralla Shire guided by consultation with the community and key stakeholders.		Strategy development not yet commenced
3. 1.1.1.1 Liaise with volunteers and other community groups to assist in the maintenance of parks, gardens and open spaces.		Council working with a number of individuals and groups
4. 1.2.5.1 Seek external funding partnerships for the renewal and upgrade of parks, play equipment and public spaces as identified in the Open Spaces Strategy.		Strategy development not yet commenced
5. 3.1.2.1 Develop an Open Space Strategy for the ongoing improvement of Councils parks, gardens, town entrances, street scapes and open spaces.		Strategy development not yet commenced
6. FFTF – Review of open space and recreation services		Draft Services Plan developed.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. % Open Space Strategy completed	Strategy completed	N/A	100%	0%	
2. Number of complaints received	Parks, gardens and open spaces satisfactorily maintained	N/A	<2 / month	Nil to date	
3. % asset Management Plan completed.	Plan developed and adopted.	N/A	100%	0%	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Sporting Grounds & Facilities

**Goal:** 1.2 A safe, active and healthy shire

Strategies:

- 1.2.1 Provide and maintain accessible quality sport and recreation facilities that encourage participation.  
 1.2.5 Provide, maintain and develop children's play and recreational facilities that encourage active participation.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.5.3 Construct a changeroom and canteen facility at the Uralla Sporting Complex.		Final plans completed. Tenders not within available funding.
2. 1.2.5.4 Construction of all weather court for basketball / netball at the Uralla Sporting Complex.		Goal posts and linemarking to be completed.
3. 1.2.1.5 Seek external funding partnerships for the renewal and upgrade of sporting fields and facilities of identified in the Open Space Strategy.		Open Space Strategy not commenced
4. 1.2.1.6 Engage with the community and key stakeholders in order to guide the development of an overarching Open Space Strategy.		Open Space Strategy not commenced
5. 1.2.1.7 Maintain and renew all sporting fields and facilities in accordance with established service levels.		Maintenance ongoing to previous service levels

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. \$ Cost	Change rooms / canteen completed within budget	N/A	March 2016	Tender not accepted	
2. < 1 complaint / month.	Sporting fields and facilities maintained in accordance with established service levels	N/A	<1 /month	0	
3. % completed	Open Space Strategy completed.	N/A	100%	0%	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Public Buildings and Amenities

**Goal:** 1.4 Access to and equity of services

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.4.4.2 Implement and maintain a Buildings Asset Management Plan.		Asset Management Plan in Final Draft
2. 1.4.4.3 Undertake the Buildings Maintenance and Renewal Program.		Ongoing
3. 2.4.1.1 Undertake the maintenance and renewal program for Councils public amenities.		Ongoing

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. To be determined.	Public buildings and amenities maintained in line with established service plans.	N/A	Under development	N/A	
2. % Completion	Public Buildings renewal program completed.	N/A	Under development	N/A	
3. % completion	Public & Operational Buildings Asset Management plan completed and adopted.	N/A	Under development	N/A	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Operational Buildings

**Goal:** Deliver the goals and strategies of the Community Strategic Plan

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 4.3.1.15 Undertake the Operational Buildings maintenance and renewal program.		Ongoing
2. 4.3.1.16 Maintain Councils Buildings Asset Management Plan.		Asset summary completed, Asset management Plan to be prepared. Consultant to be engaged .

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. % Annual budget expended	Maintenance and renewal program completed.	N/A	100%	To be determined	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Cemeteries

**Goal:** 1.1 A proud, unique and inviting community

**Strategy:**

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.1.3.1 Undertake maintenance of all cemeteries in accordance with established service levels		Cemetery grounds are maintained as per seasonal needs. Additional concerns raised by community are addressed as they arise.
2. 1.1.3.2 Seek heritage funding to carry out restoration work at Uralla's Old Cemetery		Application prepared if suitable funding opportunity arises.
3. 1.1.3.3 Provide family history information		Information and other potential contacts are supplied on request. A dedicated History Hub area has been created in Uralla's Library that collects and holds local history records accessible by members of the public.
4. 1.1.3.4 Undertake grave digging and interment services		Interment and grave digging were carried out as required in both Uralla and Bundarra Council controlled cemeteries. Reservations of plots and niches continue to be available for purchase. Records maintained to support legal requirements and future family record needs.
5. PBPR – Develop and adopt a Cemetery's Asset Management Plan		Cemeteries Asset Management Plan to be developed. Rescheduled for 2017/18

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Cemeteries satisfactorily maintained	Number of complaints	2 / annum	0	Nil received this quarter	
2. Number of interments	There were 13 interments of human remains in two council cemeteries in the first 6 months of 2016/2017. 5 reservations were also made.	N/A	N/A	In total 13 Interments, 10 Burials, 3 Ashes placement	
3. % completed	Plan completed and adopted by Council	N/A	100%	0%	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Land-Use Planning

**Goal:** 2.2 Growing and diversified employment, education and tourism opportunities

Strategy:

2.2.1 Provide land use planning that facilitates employment creation.

**Goal:** 3.2 Maintain a healthy balance between development and the environment

Strategy:

3.2.1 Retain open space and greenbelts.

**Goal:** 3.1 To preserve, protect and renew our beautiful natural environment

Strategies:

3.1.1 Record and promote the region's heritage in partnership with the community.

3.1.3 Protect the Shire's historic buildings and sites, recognizing their value to the community.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.2.1.1 Monitor and review Council's Local Environment Plan and other strategic and supporting planning documents.		Uralla's DCP has also been amended to include Chapter 17 Barleyfields
2. 2.2.2.1 Assess and maintain a sufficient supply of residential, lifestyle, agricultural, commercial and industrial zoned land.		The NSW Department of Planning & Infrastructure Land Monitoring Report has been undertaken as per their requirements. This monitors the land needs.
3. 3.2.1.1 Review and monitor environmental protection measures for sensitive land.		A biodiversity study has been undertaken with regime classifications being placed against recognised areas of environmentally sensitive and critically endangered vegetation.
4. 3.1.1.1 Continue to implement the recommendations of Council's Heritage Strategy within budget allocations.		A Heritage Officer continues to be employed to provide advice inline with strategy.
5. 3.1.3.1 Administer a Heritage Advisory Service and Local Heritage Assistance Fund.		Heritage Advisory Service operates the first Tuesday of each month. Local Heritage Fund program for 2016/17 to commence in November 2016.
6. 2.2.3.1 Provide consultation with potential new business operators and pre-development application assistance.		Potential developers and business operators continue to be encouraged to discuss development ideas with qualified staff. New Electronic Housing Code (EHC) program allows potential developers and general public to investigate ideas on line, in a simple, private and non-confronting manner.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Completed	Heritage funding reports lodged by due date	Reports returned in July	Completion and	Monthly reports	

		2017	submission	completed with information to be incorporated into annual report in July 2017	
2. Number of changes	LEP maintained satisfactorily	N/A	As required	No amendments required during quarter.	
3. Number of Changes	DCP current and maintained	N/A	As required	1 Uralla's DCP has also been amended to include Chapter 17 Barleyfields	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Development Control

**Goal:** 2.2 Growing and diversified employment, education and tourism opportunities

Strategy:

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

**Goal:** 3.2 Maintain a healthy balance between development and the environment

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 2.1.4.1 Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates, Bushfire Attack Level (BAL) Certificates, and Conveyancing Certificates.		Council officers continue to assess applications as required.
2. 3.2.2.1 Promote and provide pre-lodgement advice on all aspects of development.		Council officers continue to provide assistance. The public can also access development advice through the Electronic Housing Code (EHC).
3. 2.1.4.2 Ensure that building certification and inspection is carried out as per National Construction and the requirements of the Building Professionals Board.		Council officers continue to provide appropriate certification and compliance.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Control plans and policies for local development and regulatory functions are reviewed.	Planning Proposals completed and LEP amendments reflected in DCP along with associated and non associated legislative changes	As Required	Reactive to issue or legislative change	100%	
2. Approvals and inspections completed within statutory time frames	Average application assessment time is 40 days.	Net < 40 days	Net < 40 days	To be confirmed.	
3. NSW Department of Planning annual benchmarking reports	Performance Monitoring, Clause 4.6 Reporting, Affordable Housing and Political Gifts and Donation reporting all completed and lodged as required.	Regulatory Due Dates	30 July	100%	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Public Health

**Goal:** 1.2 A safe, active and healthy shire

Strategy

1.2.8 Provide effective regulatory, compliance and enforcement service for the community

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.8.1 Carry out food premises inspections to ensure compliance with the Food Act.		Minimum of one inspection per premises to be undertaken during financial year. Inspections to occur at time of complaint received.
2. 1.2.8.2 Orders to be issued or served where necessary as per the Local Government Act, EP&A Act and POEO Act and Associated Regulations		Nil orders issued during quarter.
3. 1.2.8.3 Register, license and inspect on site sewerage treatment systems.		Inspections to occur as per program of inspections with high risk systems inspected every year, medium risk systems inspected every three years and low risk systems inspected every five years.
4. PBPR – Establish a Regulation and compliance register		Register to be developed and maintained.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Food premises inspected annually	All required premises inspected annually. Existing 29 businesses and 4 childcare centres to be inspected.	100%	100%	Two inspections during quarter	
2. Annual food premises return submitted to Food Authority	Annual Food Authority Return submitted on time.	Reports returned in July 2017	100%	Inspections results are recorded for inclusion in Annual report	
3. Number of registrations and inspections of sewerage treatment services	<ul style="list-style-type: none"> <li>• 1661 systems recorded as of 30 June 2016.</li> <li>• 985 inspections carried out as of 30 June 2016.</li> <li>• 468 Medium systems, and 312 Low systems to be inspected in future by 2019/20</li> </ul>	100%	100%	Inspections: 0 high risk systems 20 medium risk systems 0 low risk systems.  5 property sale inspections.	
4. Risk compliance strategy developed and adopted by Council	Strategy adopted and implemented	100%	0%	Not commenced	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Regulation & Enforcement

**Goal**                    **1.2 A safe active and healthy Shire**

Strategy:

1.2.8                    Provide effective regulatory compliance and enforcement services for the community.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 1.2.8.4 Undertake animal registrations		Council continues to provide assistance for those wanting Council to help them register their companion animals.
2. 1.2.8.5 Undertake remedial action for animal noise complaints		Council continues to provide ranger services. All complaints are investigated with a variety of solutions undertaken for individual situations. Shared service provisions with Walcha Council.
3. 1.2.8.6 Undertake impounding of animals and stray stock		All animals impounded when owners can not be identified.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Number of animals registered	All registration requests actioned	As required	As required	59 companion animals registered during quarter	
2. Number of animals impounded	All animals impounded when owners can not be identified.	As required	As required	20 companion animals and 1 sheep impounded during quarter	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Waste Management

**Goal:** 3.3 Reuse, recycle and reduce wastage.

Strategies:

- 3.3.1 Promoting recycling, reusing and providing regular and efficient waste and recycling services
- 3.3.2 Providing education to the community on ways to minimize the waste produced by households
- 3.3.3 Implementing initiatives to reduce illegal dumping and providing community education to prevent litter

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.3.1.1 Provide waste collection services in an efficient and effective manner		<p>Services continue to be provided to the community. Individual collection of waste, recycling and optional greenwaste occur in the major centres of the shire.</p> <p>Fees and operating hours of the public landfill sites have been re-aligned to improve operational efficiency.</p> <p>Uralla Shire is contracted by Walcha Council to provided waste collection services to Walcha Shire. Waste collected in Walcha Shire is deposited into Walcha's landfill. Recycling is taken to Uralla's recycling centre.</p>
2. 3.3.1.2 Manage Councils Waste Management facility, landfill sites and transfer station		<p>Management focussed on providing services to the community. Annual licencing landfill reports completed and lodged as required. Annual testing of PRIMP underway.</p> <p>Council has received an Environmental Improvement Grant in 2016 to improve Uralla's landfill with secure fencing and site environmental controls.</p>
3. 3.3.2.1 Undertake the Waste avoidance, waste reduction and recycling program		The Uralla Landfill OpShop took part in the Garage Sale Trail on 22 October 2016.
4. 3.3.2.2 Operate Councils community recycling centre		Recycling services continue to be provided to the community.
5. 3.3.3.1 Develop and implement a waste education program		Waste education messages undertaken on regular basis and recycling contamination program commenced. On average, 200 recycling bins inspected each month.
6. PBPR – Develop and adopt the Waste Asset Management Plan		<b>Not yet commenced.</b>
7. FFTF – Develop and implement a waste business plan		<b>Not yet commenced.</b>

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Litter and illegal dumping compliance program approved by	Completion of report and submission to Executive	Completion and submission	Completion and submission	Actions taken and litter and illegal dumping	

Executive Dec 2015				has reduced the number of reports received on average to one a month. Action taken quickly to clean up has aided the reduction of issues.	
2. Implement waste asset management plan	Implementation	Completion and implementation	Completion and implementation	Delayed.	
3. Kerbside service review	Undertake and complete	Completion	Completion	Action not yet progressed. Review in early stage.	
4. Waste diversion rates and targets	Data recorded , rates and targets identified	Report to executive	Targets identified	Targets identified, report to executive in progress	
5. Revenue increased and real expenditure reduced.	Budget review.			Budget review underway	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Environmental Management

**Goal:** 3.1 To preserve, protect and renew our beautiful natural environment

Strategies:

3.1.4 Protect and maintain a healthy catchment and waterways.

3.1.5 Raise community awareness of environmental and biodiversity issues.

**Goal:** 3.2 Maintain a healthy balance between development and the environment

Strategy:

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

**Goal:** 3.3 Reuse, recycle and reduce wastage

Strategy:

3.3.5 Identifying technologies in Council's facilities, infrastructure and service delivery to reduce our ecological footprint.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.1.5.1 Create a Bush Regeneration Strategy and Action Plan		The Bush Regeneration program has been in place from 2011. Initially a part-time and grant funded activity, the program has established the need for continuing bush regeneration projects and is now funded as part of the Environmental Levy. Bush Regeneration 'Action Plans' are given by individual site Management Plans; a Bush Regeneration policy is however needed to outline the philosophy and future direction of the program. A Draft version of this policy has been prepared.
2. 3.1.5.2 Complete the Management Plan for Roadside Vegetation. 2015/16		Council has 20 high conservation value road side vegetation sites (on both sealed and unsealed roads) that require special, or modified, practices either during maintenance or construction work. As the expert practitioners in road maintenance it is vital that all road maintenance crews are involved in the management of vegetation on these sites. Internal consultation continues as improved management requires a long term behavioural change approach. The Roadside Management approach is a blend of bush regeneration and engineering practice. The Draft Management Plan requires continual reappraisal for its suitability and usefulness. The Bush Regeneration staff network with other road side vegetation practitioners around the state.
3. 3.1.5.3 Redevelop website information on Environmental Management in line with planned website development. 2016/17		A website redevelopment timeline has not been advised. The Environmental Management Coordinator and Senior Bush Regenerator continue to add new material to the website and revise old material as project and management needs require. Material is posted to the Uralla Shire Council Facebook page from its initiation.
4. 3.1.5.4 Implement priority strategies as identified by the Sustainability Action Plan.		A 14.64 kWh PV system for the Council Administration Building was completed in November 2016.
5. 3.1.4.2 Develop a Management Plan for Wooldridge Fossicking Area. 2015/16		The Plan was developed to outline how best to accommodate the increasing number of visitors with out need to protect the site and to address some long standing

		issues around vandalism. The Plan was adopted by Council after a period of community consultation in June 2016.
6. 3.2.2.2 Engage and collaborate with the Uralla ZNET project through participation on the Community reference panel.		The Z-NET Uralla implementation phase began in earnest in March 2016 with the election and establishment of the project Executive. From March the project has been awarded funds with which two part time staff have been hired, the project office is now housed in the Uralla Community Centre on Hill Street. Z-NET Uralla has launched two major project streams with a series of activities focused on the energy efficiency of our local business and householders. 34 home energy reviews were completed to the end of reporting period, 12 business reviews; 36 education and engagement events; 5, 614 people were 'reached' through Facebook, and outreach activities with 7 communities had taken place. Partnerships have also developed to promote uptake of solar PV and solar hot water systems; while projects are continually in development for funding.
7. 3.3.5.1 Develop grants and projects in partnership with the Uralla ZNET project.		Ongoing: Projects are continuously in development and lodged as funding opportunities allow. Projects are normally based on partnerships with other agencies or groups (for example Southern New England Landcare, Z-NET Uralla). Example grant sources include the Environmental Trust and Crown Lands.
8. 3.3.5.2 Develop sound criteria to assess Environmental Management in infrastructure projects.		This is ongoing and that involves working with engineers and works crews. Use and application of Review of Environmental Factors as part of due diligence and best practice management of certain projects, along with the development of sensitive grading techniques on high conservation value road sides has advanced. Rehabilitation planning and practice is also advancing well.
9. 3.2.2.3 Develop appropriate Environmental Management Policy, protocols and procedures.		On-going.

## PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS
1. % complete	Bush Regeneration Strategy completed.	N/A	100%	In process.	
2. % complete	Management Plans for the Wooldridge Fossicking Area and Roadside Vegetation Reserves completed.	N/A	100%	100%	
3. Number of grants and projects developed	ZNET: Northern Tablelands Local Lands Services (August 2015). ZNET: Northern Tablelands Local Lands Services	None prescribed.	2 per quarter as funding opportunities allow	Await notification of award.	

	(September 2015). ZNET: Community services Biodiversity management: Save our Species partnership with Northern Tablelands Local Lands Services (September 2015).				
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## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Uralla Water Supply

**Goal:** 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure services  
**Strategy:** 3.4.1 Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies.

**Goal:** 3.1 To preserve, protect and renew our beautiful natural environment  
**Strategy:** 3.1.4 Protect and maintain a healthy catchment and waterways.

**Goal:** 3.3 Reuse, recycle and reduce waste  
**Strategy:** 3.3.4 Identifying and implementing water conservation and sustainable water usage practices in Council operations.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.1.1 Uralla Water supply is provided and maintained in compliance with the Drinking Water Quality Management Plan.		Ongoing compliance
2. 3.4.1.2 Review Councils Service Yield Study and Demand Management Plan.		Yield study adopted.
3. 3.4.1.3 Complete annual water main replacement program.		
4. 3.1.4.3 Review Dam Safety Plan.		Awaiting new guidelines.
5. 3.3.4.1 Inspect Councils water network to minimise water loss		
6. PBPR – Develop and implement Water Supply Asset Management Plan		AMP developed In October 2015.
7. PBPR – Develop and implement Water Supply business plans		Progressing.

### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Department of Health standards met.	Meet current standards	100%	100%	100%	
2. Main Replacement Program completed.	Replacement completed	100 metres	100 metres	0 metres	
3. Number	Water main breaks	<2/month	<2/month	<2/ month	
4. % Complete	Strategic Business Plans	N/A	100%	45%	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Bundarra Water Supply

**Goal:** 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure services

Strategies:

- 3.4.1 Maintain and renew water network infrastructure to ensure the provision of secure, quality and reliable drinking water supplies.
- 3.1.4 Protect and maintain a healthy catchment and waterways.

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.1.4 Bundarra water supply is provided and maintained in compliance with the Drinking Water Quality Management Plan.		Ongoing compliance
2. 3.4.1.5 Complete annual water main replacement program for Bundarra water.		Need to identify any replacement needed
3. 3.1.4.4 Review Councils Service Yield Study and Demand Management Plan for Bundarra water.		Yield Study adopted. Demand management plan being prepared.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. Department of Health standards met.	Meet current standards	100%	100%	100%	
2. Main Replacement Program completed.	Replacement completed	Mains replaced as required	20 metres	0	
3. Water main breaks	Number of breaks	<1/ month	<1/month	<1/month	

## INFRASTRUCTURE & REGULATORY SERVICES – FACILITIES & OPEN SPACE

### Sewerage Services

**Goal:** 3.1 To preserve, protect and renew our beautiful natural environment

Strategy:

3.1.4 Protect and maintain a healthy catchment and waterways.

**Goal:** 3.4 Secure, sustainable and environmentally sound water-cycle infrastructure services

Strategy:

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

ACTIONS & PROGRAMS	STATUS 	COMMENTARY
1. 3.4.2.1 Operate the sewer treatment plant in an efficient and effective manner		Ongoing
2. 3.4.2.2 Maintain and renew the sewer infrastructure network in-line with established programs		Sewer main maintenance in progress
3. 3.1.4.5 Undertake environment and health testing of treated effluent.		Meeting current standards
4. Develop and adopt a Sewer Asset Management Plan		
5. Develop and implement Sewer Asset Business Plan		Progressing.

#### PERFORMANCE MEASURES

INDICATOR	MEASURE	BENCHMARK	TARGET	RESULT	STATUS 
1. 100%	EPA Licence conditions met	100%	100%	100%	
2. Number/month	blockages per km of main	<4/month	<4/month	<4/month	
3. % completed.	Business plan adopted by Council	N/A	100%	45%	

***END OF REPORT***



## REPORT TO COUNCIL

<b>Department:</b>	<b>General Manager</b>
<b>Submitted by:</b>	Andrew Hopkins
<b>Reference/Subject:</b>	Report 7 - Community Engagement

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	4.1	A strong, accountable and representative Council.
<b>Strategy:</b>	4.1.2	Engage with the community effectively and use community input to inform decision making
<b>Action:</b>	4.1.2.1	Develop, implement and review Council community engagement framework and community consultative panels.

### SUMMARY:

At its meeting of September 2016, Council determined to not continue with, the 'Strategic Community Consultative Panels' which formed part of the 'Stakeholder' element to the Community Engagement Strategy 2015.

On 13<sup>th</sup> December 2016 a Strategic Planning Workshop was convened to discuss opportunities to replace the Strategic Community Consultative Panels.

At the workshop it was proposed that an opportunity for engaging (listening and communicating) with the community would be via Council initiated breakfasts. These could be with specific segments or sectors such as the town business communities (eg traders), the tourism and hospitality sector, farmers, volunteer groups and others.

Subsequent to the workshop Council staff reviewed the Community Engagement Strategy and found it to be consistent with the discussion at the Strategic Planning Workshop – noting references within the strategy to the Strategic Community Consultative Panels should be removed.

### OFFICER'S RECOMMENDATION:

**That Council:**

- a) **Continue with the existing Community Engagement Strategy (2015) but remove reference to Strategic Community Consultative Panels.**
- b) **Host a minimum of three (3) Engagement Breakfasts in the 2017 calendar year.**
- c) **Approve funds of \$1,500 to be allocated for each Engagement Breakfast.**
- d) **Approve the scope and schedule of dates outlined within the 'Report' (below).**

**REPORT:**

At its meeting of September 2016, Council determined to not continue with the 'Strategic Community Consultative Panels' which formed part of the 'Stakeholder' element to the Community Engagement Strategy 2015. The reason for this discontinuation was due to those panels failing to deliver effective consultation. At that meeting, Council expressed a desire to further consider its engagement and consultation strategy at a future Strategic Planning Workshop.

On 13<sup>th</sup> December 2016 a Strategic Planning Workshop was convened to discuss opportunities to replace the Strategic Community Consultative Panels.

Councillors present (7) engaged in detailed and robust conversation about a range of matters pertaining to community engagement and community consultation, topics included:

- What is the role of Council?
- Engagement vs consultation (what is the difference)?
- Why do we consult?
- Why do we engage?
- Engagement – What? With whom? Why?
- What triggers consultation / engagement?
  - *Outcomes (ie sought)*
  - *What didn't work in the past?*
  - *What did work in the past?*
- How to consult/engage into the future?
  - *Framework for consultation/engagement?*
  - *Focus for consultation/engagement?*

Certain discussion themes were raised throughout the workshop, they included:

- Councillors are representatives of the community.
- Councillors are decision makers.
- Council should engage with the community for information dissemination (both ways – ie from Council and to Council).
- Council should consult with the community where big or sensitive issues arise or may potentially arise – such as large projects, key policy changes, key changes to budget etc. Some of this is required by legislation.
- Where consultation is required it is important to get it right and stick to basics. Keep the messages clear to obtain clear input from the community.

There was unanimous agreement with the Mayor's suggestion that an opportunity for engaging (listening and communicating) with the community would be via Council initiated breakfasts. These could be with specific segments or sectors such as the town business communities (eg traders), the tourism and hospitality sector, farmers and volunteer groups/not for profit.

Subsequent to the workshop Council staff reviewed the Community Engagement Strategy and found it to be consistent with the discussion at the Strategic Planning Workshop – noting references within the strategy to the Strategic Community Consultative Panels should be removed.

In context with the aforementioned the following scope and dates are recommended for consideration.

**Scope**

For the purpose of this report, the breakfasts referred to at the Strategic Planning Workshop will be referred to as Engagement Breakfasts.

Engagement Breakfasts are intended to be active listening events. They will be targeted to specific sectors or groups within the Uralla Shire community which the Council considers require specific sector or group based conversations. The breakfast format, with or without a guest speaker, provides the opportunity for Council to listen to the issues which are current and important for these sectors or groups. The Engagement Breakfasts are not intended to be an event for the community 'at large' as the Community Engagement Strategy already provides sufficient scope for community wide engagement and consultation.

**Dates**

There is an opportunity to conduct an initial breakfast in late February as part of the Back to Business Week program initiated by the NSW Department of Industry, however the timing for this is very tight.

The following dates are suggested:

- Tuesday 21<sup>th</sup> March (if the Back to Business Week breakfast does not proceed).
- Tuesday 13<sup>th</sup> June.
- Tuesday 24<sup>th</sup> October.

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Managers Office
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>General Managers Office</b>
<b>Submitted by:</b>	<i>Andrew Hopkins</i>
<b>Reference/Subject:</b>	Report 8 - Trade Delegation to China

### SUMMARY:

Councillor Dusting:

- Has received an invitation from Australian International Trade Association and Associates to participate in one or more trade missions to China.
- Is seeking endorsement to represent the Uralla Shire Council on one or more trade missions.
- Intends to meet all his costs associated with the trade mission(s) – ie there will be no cost to council.

### OFFICER'S RECOMMENDATION:

**That Council:**

**Authorise Councillor Dusting to represent Uralla Shire Council on trade missions to China, conditional upon Councillor Dusting providing written acknowledgement of the following:**

**Whilst a member of a trade delegation or mission:**

- **Council will not be held liable for any loss suffered by or caused by Councillor Dusting, either to himself or to his property or to others or to their property.**
- **Council will not be held liable for any costs or commitments associated with any trade missions to which Councillor Dusting is a party.**

### REPORT:

Councillor Dusting has received an invitation from Australian International Trade Association and Associates (AITA) to attend a trade mission(s) to China.

From web based research AITA appear to be a private sector entity specialising in international exchange – ie facilitating introductions. They also provide facilitated visas for persons wanting to work in foreign countries.

It would appear from the invitation received by Councillor Dusting that he has been invited to participate in unofficial or unsanctioned trade missions. These are common but participants are not official government trade delegates.

Councillor Dusting has expressed a desire to participate and feels he could promote the shire and the region as a party to the mission. He has advised he expects to fund his place on the mission from his own resources.

**KEY ISSUES:**

- Whether there are any benefits to Council for Councillor Dusting representing Council in an official capacity.
- Whether there is risk to Council in Councillor Dusting attending in an official capacity.
- Whether Councillor Dusting should participate as a private citizen.
- Councillor Dusting expects to fund his place on the mission from his own resources.

**COUNCIL IMPLICATIONS:**

**A. Community Engagement/ Communication (per engagement strategy)**

*nil*

**B. Policy and Regulation**

*Nil if Clr Dusting funds the trip himself*

**C. Financial (LTFFP)**

*Nil if Clr Dusting funds the trip himself*

**D. Asset Management (AMS)**

*nil*

**E. Workforce (WMS)**

*nil*

**F. Legal and Risk Management**

*Potential risk if Councillor Dusting attends in official capacity. Nil risk if Councillor Dusting attends as a private citizen.*

**G. Performance Measures**

*nil*

**H. Project Management**

*Nil*

**Andrew Hopkins**  
**General Manager**

Prepared by staff member: Andrew Hopkins  
 TRIM Reference Number:  
 Approved/Reviewed by Manager: Andrew Hopkins  
 Department: General Manager's Office  
 Attachments: Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director of Infrastructure & Regulation
<b>Reference/Subject:</b>	Report 9 - Development Approvals and Refusals for December 2016

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
<b>Action:</b>	2.1.4.1	Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates, Bushfire Attack Level (BAL) Certificates, and Conveyancing Certificates

### SUMMARY:

The following details the development approvals issued by Council and by private certification for December 2016 for the entire local government area. A listing of development applications outstanding with a status as at the end of December 2016 has also been provided.

For information purposes a summary of the development values is provided from January 2006 until the end of December 2016. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2001 until the end of December 2016 is provided.

The number of applications possibly lapsing in June 2017 is also listed for information purposes.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the development approvals and refusals for December 2016.**

**REPORT:****Development Applications****Approvals:**

Development Application Number	Applicant	Property	Development
DA-46-2016	Mr G & Mrs E Gates	1577 Bundarra Road, Invergowrie	Dwelling Additions
DA-58-2016	Mrs J Byrne	1 Bligh Avenue, Uralla	Staged – Conversion of Shed to Dwelling, Shed & Strata Title
DA-62-2016	Ms R Ellem	80A Bridge Street, Uralla	Change of Use from Café to Retail Gallery
DA-63-2016	Mrs E Pollard	7 Phillip Avenue, Uralla	2 Lot Subdivision
DA-64-2016	Uniplan Group Pty Ltd	3 McMahan Street, Uralla	Manufactured Home & Garage
DA-65-2016	Mr A Goode	431 Goodes Road, Arding	Patio Cover
DA-66-2016	Mr L & Mrs S Betts	10-12 Bowline Street, Bundarra	3 Bay Garage
<b>Monthly Estimated Value of Approvals: \$509,000.00</b>			

**Refusals:** Nil

**DAs Withdrawn:** DA-54-2016 & DA-61-2016

**Comparison to December 2015:**

December 2015:	\$513,670.00	December 2016:	\$509,000.00
Year to date: (Calendar Year)	\$6,980,198.00	Year to date: (Calendar Year)	\$3,997,389.00

**Development Applications Outstanding**

Application Number	Applicant	Property	Development	Status
DA-55-2016	New England Architectural Studio	40 Bridge Street, Uralla	Staged – Commercial Building and 4 Short Term Accommodation Units	Awaiting Applicant
DA-67-2016	Croft Surveying & Mapping	31 John Street, Uralla	4 Lot Subdivision	Under Notification
DA-68-2016	Mr G & Mrs J Fletcher	5 Plane Avenue, Uralla	3 Lot Subdivision	Under Notification
<b>Total: 3</b>				

### Construction Certificates

Approved: Nil

Application Number	Applicant	Property	Construction
CC-64-2016	Uniplan Group Pty Ltd	3 McMahon Street, Uralla	Manufactured Home Footings & Verandahs
CC-65-2016	Mr A Goode	431 Goodes Road, Arding	Patio Cover
CC-66-2016	Mr L & Mrs S Betts	10-12 Bowline Street, Bundarra	3 Bay Garage

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-41-2015	Mr E Ness	47 John Street, Uralla	Bathroom Addition
CC-58-2016	Mrs J Byrne	1 Bligh Avenue, Uralla	Garage

**Total Monthly Estimated Value of Construction Certificate Approvals: \$54,300.00**

### Complying Development Certificate Applications

Approvals: Nil

Refusals: Nil

Withdrawal: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-30-2016	Mr J Scanlon & Ms M Ryan	13 Phillip Avenue, Uralla	Dwelling & Garage

**Total Monthly Estimated Value of Complying Development Certificate Approvals: \$350,000.00**

### Comparison to December 2015:

December 2015:	\$65,000.00	December 2016:	\$350,000.00
Year to date: (Calendar Year)	\$2,156,867.00	Year to date: (Calendar Year)	\$1,961,327.00

### Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2006	6,310,059	42,349	6,310,059	-
2007	7,211,361	44,515	7,211,361	-
2008	9,155,533	50,030	7,393,239	1,762,294
2009	9,290,046	72,016	5,749,162	3,540,884
2010	10,586,972	86,073	5,958,887	4,628,085
2011	6,584,483	53,101	3,449,607	3,134,876
2012	11,390,780	102,620	6,158,718	5,232,062
2013	9,259,318	91,676	4,678,720	4,580,598
2014	8,246,689	70,485	5,657,845	2,588,844
2015	9,137,065	92,294	6,980,198	2,156,867
2016	5,958,716	94,583	3,997,389	1,961,327

2016 to date

### Financial Year Development Values

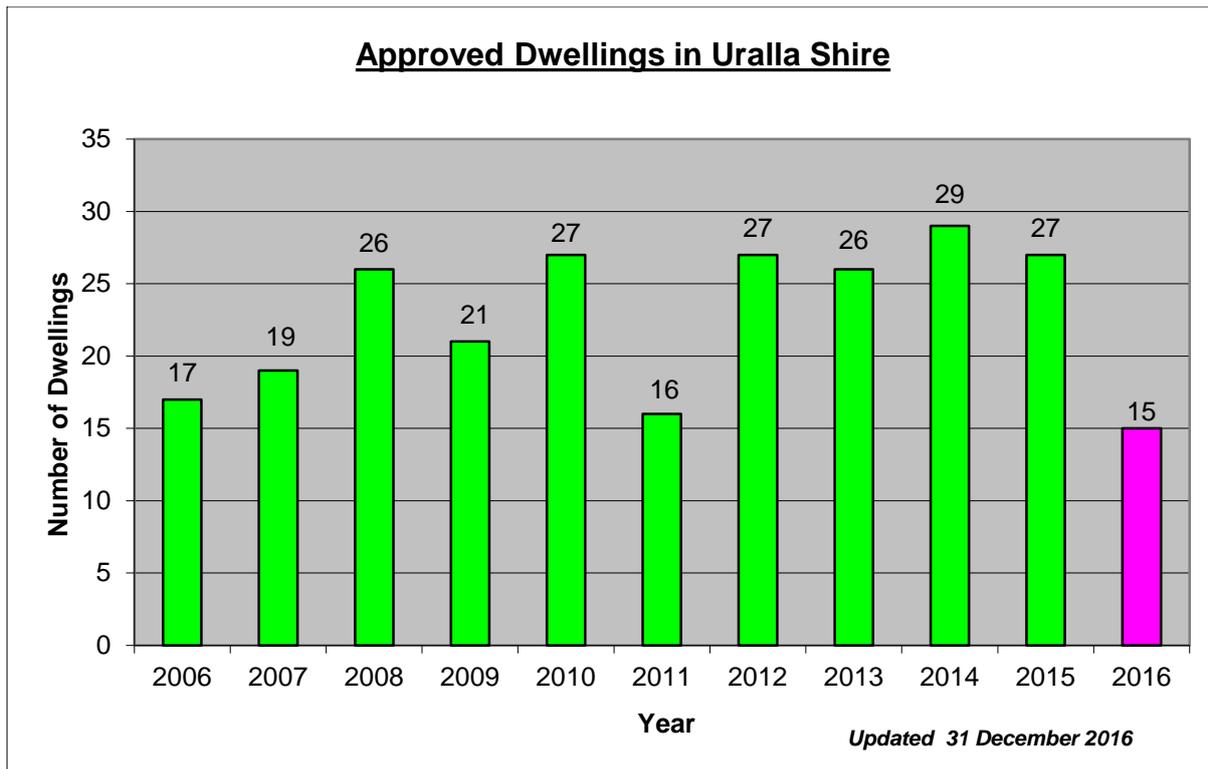
Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2005-2006	6,090,640	39,808	6,090,640	-
2006-2007	6,302,833	38,668	6,302,833	-
2007-2008	8,128,806	52,444	8,128,806	-
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	3,142,780	62,856	1,733,216	1,409,564

2016-2017 to date

### Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during June 2017. In June 2012 eight (8) applications were approved, with two (2) applications identified as possibly not commencing as at the end of December 2016.

### Approved Dwellings 2006-2016



#### KEY ISSUES:

- *Development Applications approved by Council for December 2016 – 7*
- *Development Applications refused by Council for December 2016 – 0*
- *Development Applications withdrawn by Applicant for December 2016 – 2*
- *Outstanding Development Applications as at 31 December 2016 – 3*
- *Construction Certificates approved by Council for December 2016 – 3*
- *Construction Certificates refused by Council for December 2016 – 0*
- *Construction Certificates issued by private certification for December 2016 – 2*
- *Complying Development Applications approved by Council for December 2016 – 0*
- *Complying Development Applications refused by Council for December 2016 – 0*
- *Complying Development Applications issued by private certification – 1*
- *Total Development Value for 2016 as at 31 December 2016 – \$5,958,716*
- *Average Development Value for 2016 as at 31 December 2016 – \$94,583*
- *Development Application Value for 2016 as at 31 December 2016 – \$3,997,389*
- *Complying Development Application Value for 2016 as at 31 December 2016 – \$1,961,327*
- *Applications lapsing in June 2017 that may not have commenced – 2*
- *Approved dwellings as at 31 December 2016 – 15*

#### COUNCIL IMPLICATIONS:

##### A. Community Engagement/ Communication (per engagement strategy)

The Development Approvals and Refusals for December will be placed in the next available newsletter and uploaded to the Uralla Shire Council website.

##### B. Policy and Regulation

*Environmental Planning & Assessment Act, 1979.*

*Environmental Planning & Assessment Regulations, 2000.*

**C. Financial (LTFP)**

Nil

**D. Asset Management (AMS)**

Nil

**E. Workforce (WMS)**

Nil

**F. Legal and Risk Management**

Nil

**G. Performance Measures**

Nil

**H. Project Management**

Nil

Prepared by staff member:	Administration Officer
TRIM Reference Number:	U12/168
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director of Infrastructure & Regulation
<b>Reference/Subject:</b>	Report 10 - Development Approvals and Refusals for January 2017

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development
<b>Action:</b>	2.1.4.1	Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, Section 68 certificates, Bushfire Attack Level (BAL) Certificates, and Conveyancing Certificates

### SUMMARY:

The following details the development approvals issued by Council and by private certification for January 2017 for the entire local government area. A listing of development applications outstanding with a status as at the end of January 2017 has also been provided.

For information purposes a summary of the development values is provided from January 2006 until the end of January 2017. Similarly, a summary of the number of dwellings approved within the local government area from 1 January 2006 until the end of January 2017 is provided.

The number of applications possibly lapsing in July 2017 is also listed for information purposes.

### OFFICER'S RECOMMENDATION:

**That Council receive and note the development approvals and refusals for January 2017.**

**REPORT:****Development Applications****Approvals:**

<b>Development Application Number</b>	<b>Applicant</b>	<b>Property</b>	<b>Development</b>
DA-45-2014-2	Mr I MacKintosh	Lot 266 Bakers Lane, Kentucky	Modification – Dwelling & Carport
DA-3-2017	Mr N & Mrs M Craven	191 Ferris Lane, Saumarez Ponds	Rebuilding Detached Studio / Granny Flat
DA-4-2017	Mr R Sieber	1 Marsh Street, Uralla	Replace Verandah & Add Roof
DA-5-2017	Mr N Goode	181 Northeys Road, Arding	Enclosed Verandah
<b>Monthly Estimated Value of Approvals: \$27,100.00</b>			

**Refusals:** Nil

**DAs Withdrawn:** Nil

**Comparison to January 2016:**

January 2016:	\$14,664	January 2017:	\$27,100.00
Year to date: (Calendar Year)	\$14,664.00	Year to date: (Calendar Year)	\$27,100.00

**Development Applications Outstanding**

<b>Application Number</b>	<b>Applicant</b>	<b>Property</b>	<b>Development</b>	<b>Status</b>
DA-55-2016	New England Architectural Studio	40 Bridge Street, Uralla	Staged – Commercial Building and 4 Short Term Accommodation Units	Awaiting Applicant
DA-67-2016	Croft Surveying & Mapping	31 John Street, Uralla	4 Lot Subdivision	Under Assessment
DA-68-2016	Mr G & Mrs J Fletcher	5 Plane Avenue, Uralla	3 Lot Subdivision	Under Assessment
DA-1-2017	New England Surveying & Engineering	87 Dumaresq Road, Saumarez Ponds	4 Lot Subdivision	Under Assessment
DA-2-2017	Mr S Lovick	168 Kalinda Road, Invergowrie	Relocated Secondary Dwelling	Awaiting Applicant
DA-6-2017	Mr R South	192 Dumaresq Road, Saumarez Ponds	Secondary Dwelling	Under Assessment
<b>Total: 6</b>				

### Construction Certificates

Approved: Nil

Application Number	Applicant	Property	Construction
CC-3-2017	Mr N & Mrs M Craven	191 Ferris Lane, Saumarez Ponds	Rebuilding Detached Studio / Granny Flat
CC-4-2017	Mr R Sieber	1 Marsh Street, Uralla	Replace Verandah & Add Roof

Refused: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Construction
CC-26-2016	Mr R Jones	185 Balala Road, Balala	Dwelling (Caretaker's)

**Total Monthly Estimated Value of Construction Certificate Approvals: \$165,200.00**

### Complying Development Certificate Applications

Approvals:

Application Number	Applicant	Property	Development
CDC-1-2017	Mr M Minter	1424 Bundarra Road, Invergowrie	Additions & Alterations to Dwelling

Refusals: Nil

Withdrawal: Nil

Issued by Private Certifier:

Application Number	Applicant	Property	Development
CDC-2-2017	Mr A Strudwick	17 Lawson Road, Saumarez Ponds	Shed

**Total Monthly Estimated Value of Complying Development Certificate Approvals: \$54,500.00**

### Comparison to January 2016:

January 2016:	\$10,500.00	January 2017:	\$54,500.00
Year to date:	\$10,500.00	Year to date:	\$54,500.00
(Calendar Year)		(Calendar Year)	

### Calendar Year Development Values

Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2006	6,310,059	42,349	6,310,059	-
2007	7,211,361	44,515	7,211,361	-
2008	9,155,533	50,030	7,393,239	1,762,294
2009	9,290,046	72,016	5,749,162	3,540,884
2010	10,586,972	86,073	5,958,887	4,628,085
2011	6,584,483	53,101	3,449,607	3,134,876
2012	11,390,780	102,620	6,158,718	5,232,062
2013	9,259,318	91,676	4,678,720	4,580,598
2014	8,246,689	70,485	5,657,845	2,588,844
2015	9,137,065	92,294	6,980,198	2,156,867
2016	5,958,716	94,583	3,997,389	1,961,327
2017	81,600	16,320	27,100	54,500

2017 to date

### Financial Year Development Values

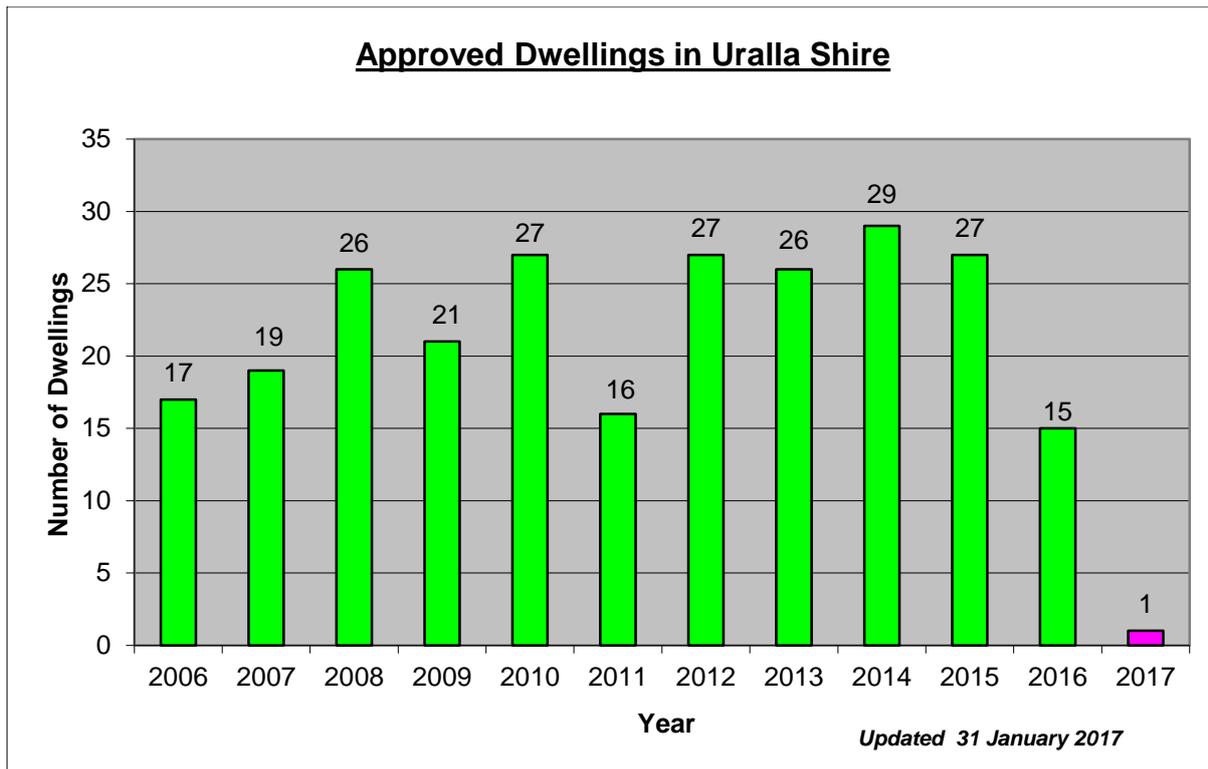
Year	Total Development Value \$	Average Development Value \$	Development Application Value \$	Complying Development Value \$
2005-2006	6,090,640	39,808	6,090,640	-
2006-2007	6,302,833	38,668	6,302,833	-
2007-2008	8,128,806	52,444	8,128,806	-
2008-2009	8,095,812	61,332	4,588,050	3,507,762
2009-2010	12,395,113	77,469	7,121,590	5,273,523
2010-2011	8,212,500	73,986	5,023,347	3,189,153
2011-2012	5,986,330	53,449	3,667,764	2,318,566
2012-2013	12,339,996	101,983	6,100,857	6,239,139
2013-2014	8,296,829	76,118	4,653,404	3,643,425
2014-2015	9,779,535	109,917	6,392,261	3,387,274
2015-2016	7,560,263	76,366	6,393,433	1,166,830
2016-2017	3,224,380	58,625	1,760,316	1,464,064

2016-2017 to date

### Lapsing Applications

The review on expiring development and complying development applications has been carried out for those applications lapsing during July 2017. In July 2012 twelve (12) applications were approved, with zero (0) applications identified as possibly not commencing as at the end of January 2017.

### Approved Dwellings 2006-2017

**KEY ISSUES:**

- *Development Applications approved by Council for January 2017 – 4*
- *Development Applications refused by Council for January 2017 – 0*
- *Development Applications withdrawn by Applicant for January 2017 – 0*
- *Outstanding Development Applications as at 31 January 2017 – 6*
- *Construction Certificates approved by Council for January 2017 – 2*
- *Construction Certificates refused by Council for January 2017 – 0*
- *Construction Certificates issued by private certification for January 2017 – 1*
- *Complying Development Applications approved by Council for January 2017 – 1*
- *Complying Development Applications refused by Council for January 2017 – 0*
- *Complying Development Applications issued by private certification – 1*
- *Total Development Value for 2017 as at 31 January 2017 – \$81,600*
- *Average Development Value for 2017 as at 31 January 2017 – \$16,320*
- *Development Application Value for 2017 as at 31 January 2017 – \$27,100*
- *Complying Development Application Value for 2017 as at 31 January 2017 – \$54,500*
- *Applications lapsing in July 2017 that may not have commenced – 0*
- *Approved dwellings as at 31 January 2017 – 1*

**COUNCIL IMPLICATIONS:****A. Community Engagement/ Communication (per engagement strategy)**

The Development Approvals and Refusals for January will be placed in the next available newsletter and uploaded to the Uralla Shire Council website.

**B. Policy and Regulation**

*Environmental Planning & Assessment Act, 1979.*

*Environmental Planning & Assessment Regulations, 2000.*

**C. Financial (LTFP)**

Nil

**D. Asset Management (AMS)**

Nil

**E. Workforce (WMS)**

Nil

**F. Legal and Risk Management**

Nil

**G. Performance Measures**

Nil

**H. Project Management**

Nil

Prepared by staff member:	Administration Officer
TRIM Reference Number:	U12/168
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Acting Director Infrastructure & Regulation
<b>Reference/Subject:</b>	Report 11 - Regulatory Statistics Ending 31 December 2016

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	2.1	An attractive environment for business, tourism and industry.
<b>Strategy:</b>	2.1.4	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development.
<b>Action:</b>	2.1.4.1	Assess and determine regulatory applications, including development applications, complying development certificates, construction certificates, section 68 certificates, Bushfire Attack Level (BAL) certificates, and conveyancing certificates.

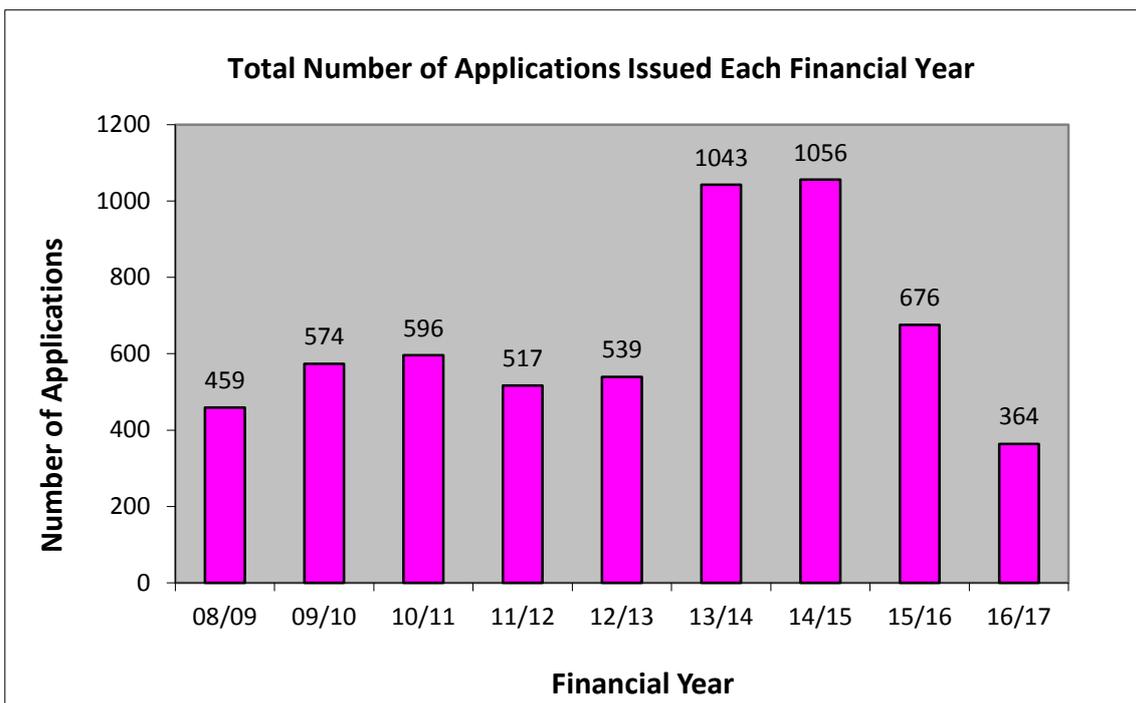
### SUMMARY:

The following contains the Statistical Reporting on the Processed Regulatory Applications for Uralla Shire Council ending 31 December 2016. It also provides a six-monthly check on the financial year figures.

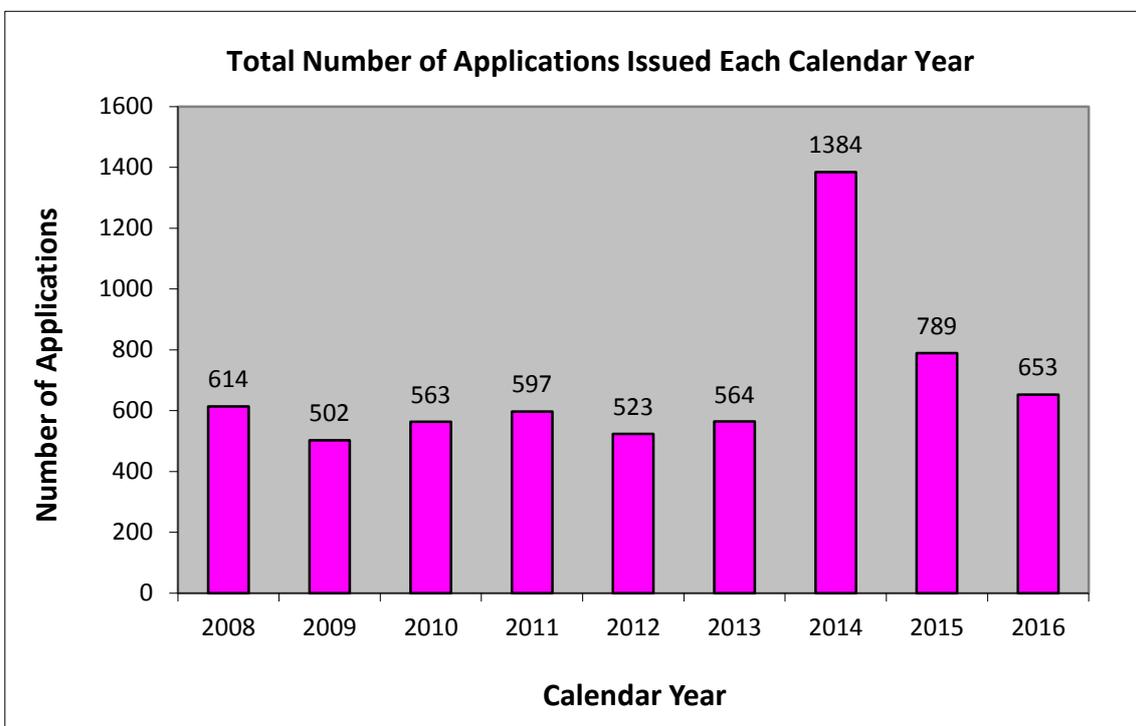
### OFFICER'S RECOMMENDATION:

That the Regulatory Function Statistics ending 31 December 2016 be received and noted.

**REPORT:**



Please note, the current financial year details only contain six months of records.



### Comparison of Applications Issued by Calendar Year

	Development Applications	Complying Development Applications	Section 96 Applications	Construction Certificates	Occupation Certificates	Section 68 Applications	Subdivision Certificates	Section 149(2) & (5) Certificates	Drainage Diagrams	Bushfire Attack Level Certificates	OSSM Licences	Totals
2008	124	39	11	82	-	35	15	209	99	-	-	614
2009	69	59	5	33	10	34	8	210	74	-	-	502
2010	71	60	6	30	45	37	17	221	76	-	-	563
2011	75	52	0	40	39	42	13	244	92	-	-	597
2012	60	49	4	28	69	33	8	192	71	9	-	523
2013	70	51	9	50	82	26	11	180	69	4	12	564
2014	88	31	3	40	78	46	8	208	101	3	778	1384
2015	78	29	19	53	83	51	13	195	88	5	175	789
2016	66	29	11	45	43	31	13	213	109	3	90	653

## Uralla Shire Total Development Value

Note: Total Development Value includes Complying Development

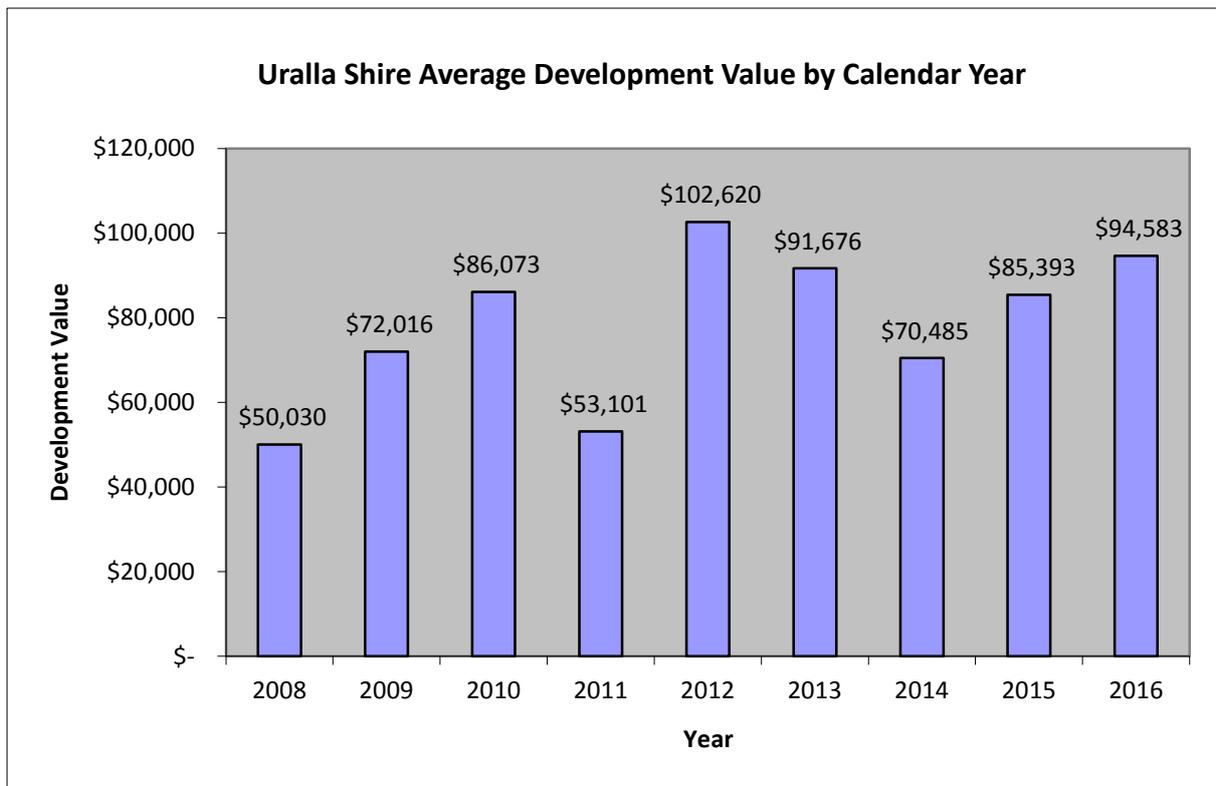
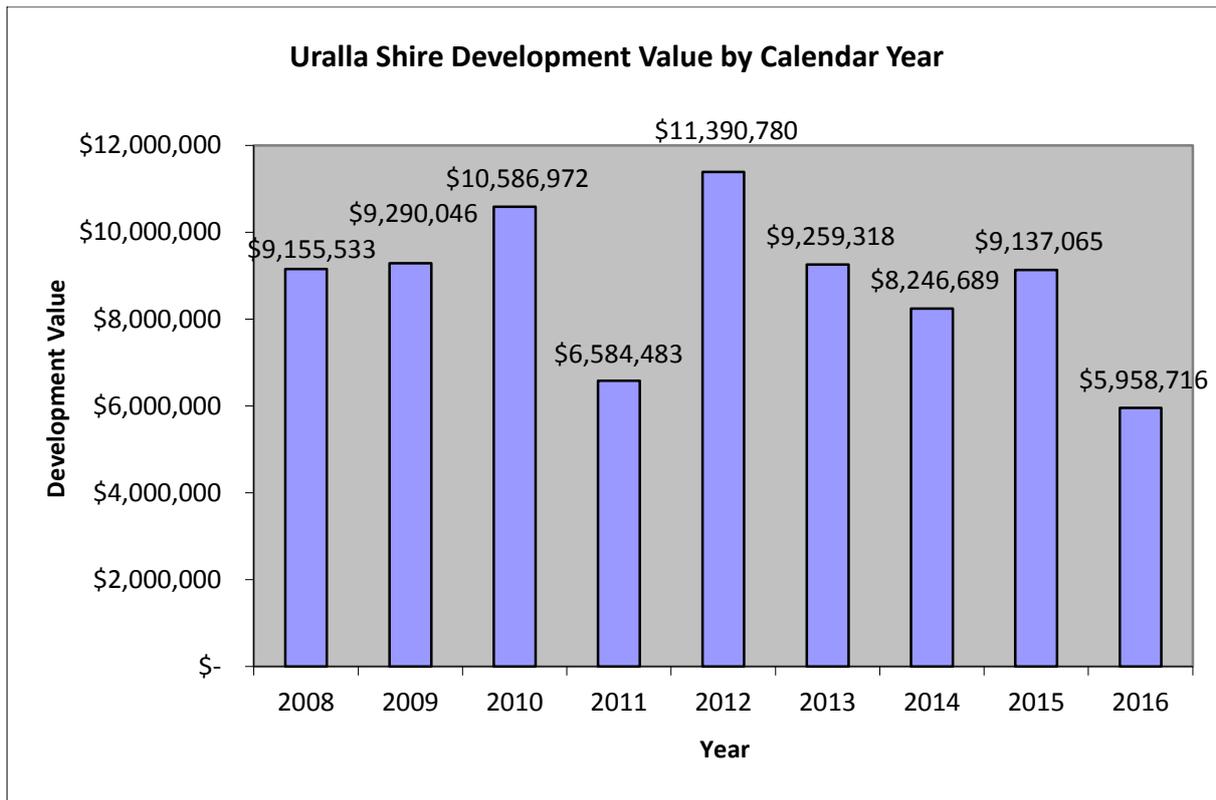
### Calendar Year Totals

	Total Development Value	Average Development Value	Development Application Value	Complying Development Value
2008	\$ 9,155,533	\$ 50,030	\$ 7,393,239	\$ 1,762,294
2009	\$ 9,290,046	\$ 72,016	\$ 5,749,162	\$ 3,540,884
2010	\$ 10,586,972	\$ 86,073	\$ 5,958,887	\$ 4,628,085
2011	\$ 6,584,483	\$ 53,101	\$ 3,449,607	\$ 3,134,876
2012	\$ 11,390,780	\$ 102,620	\$ 6,158,718	\$ 5,232,062
2013	\$ 9,259,318	\$ 91,676	\$ 4,678,720	\$ 4,580,598
2014	\$ 8,246,689	\$ 61,542	\$ 5,657,845	\$ 2,588,844
2015	\$ 9,137,065	\$ 85,393	\$ 6,980,198	\$ 2,156,867
2016	\$ 5,958,716	\$ 94,583	\$ 3,997,389	\$ 1,961,327

### Financial Year Totals

	Total Development Value	Average Development Value	Development Application Value	Complying Development Value
2007/2008	\$ 8,128,806	\$ 52,444	\$ 8,128,806	\$ -
2008/2009	\$ 8,095,812	\$ 61,332	\$ 4,588,050	\$ 3,507,762
2009/2010	\$ 12,395,113	\$ 77,469	\$ 7,121,590	\$ 5,273,523
2010/2011	\$ 8,212,500	\$ 73,986	\$ 5,023,347	\$ 3,189,153
2011/2012	\$ 5,986,330	\$ 53,449	\$ 3,667,764	\$ 2,318,566
2012/2013	\$ 12,339,996	\$ 101,983	\$ 6,100,857	\$ 6,239,139
2013/2014	\$ 7,791,911	\$ 71,485	\$ 4,697,885	\$ 3,094,026
2014/2015	\$ 9,779,535	\$ 109,917	\$ 6,392,261	\$ 3,387,274
2015/2016	\$ 7,560,263	\$ 76,366	\$ 6,393,433	\$ 1,166,830
2016/2017	\$ 3,142,780	\$ 62,856	\$ 1,733,216	\$ 1,409,564

Please note, the current financial year details only contain six months of records.



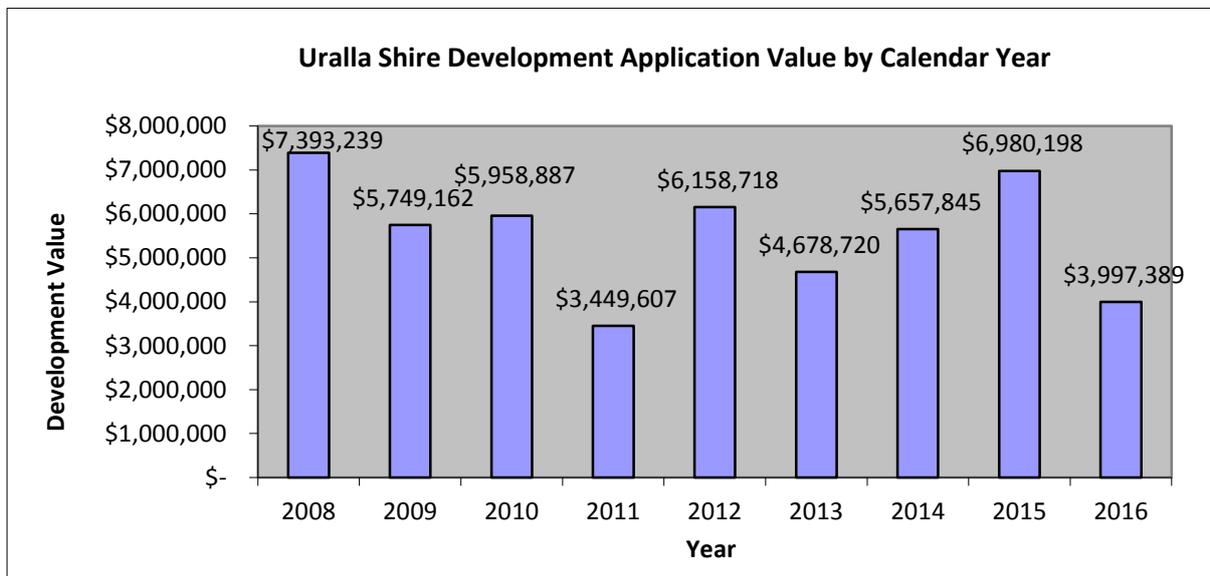
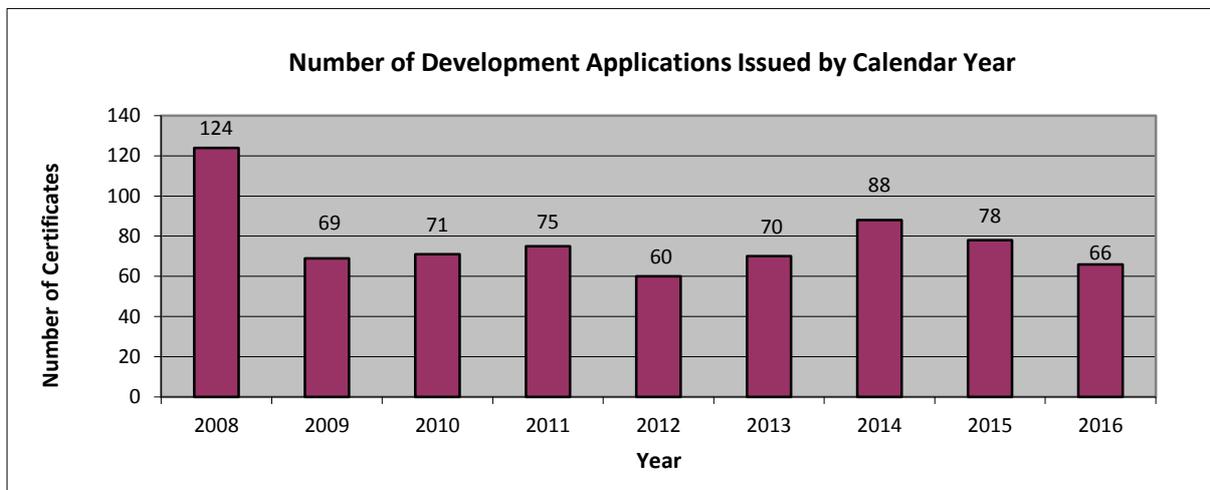
**Development Applications**

**Calendar Year**

**Financial Year**

	Number of Applications	Value of Application		Number of Applications	Value of Application
<b>2008</b>	124	\$ 7,393,239	<b>2008/2009</b>	69	\$ 4,588,050
<b>2009</b>	69	\$ 5,749,162	<b>2009/2010</b>	81	\$ 7,121,590
<b>2010</b>	71	\$ 5,958,887	<b>2010/2011</b>	67	\$ 5,023,347
<b>2011</b>	75	\$ 3,449,607	<b>2011/2012</b>	68	\$ 3,667,764
<b>2012</b>	60	\$ 6,158,718	<b>2012/2013</b>	67	\$ 6,100,857
<b>2013</b>	70	\$ 4,678,720	<b>2013/2014</b>	71	\$ 4,697,885
<b>2014</b>	88	\$ 5,657,845	<b>2014/2015</b>	89	\$ 6,392,260
<b>2015</b>	78	\$ 6,980,198	<b>2015/2016</b>	73	\$ 6,393,433
<b>2016</b>	66	\$ 3,997,389	<b>2016/2017</b>	34	\$ 1,733,216

Please note, the current financial year details only contain six months of records.

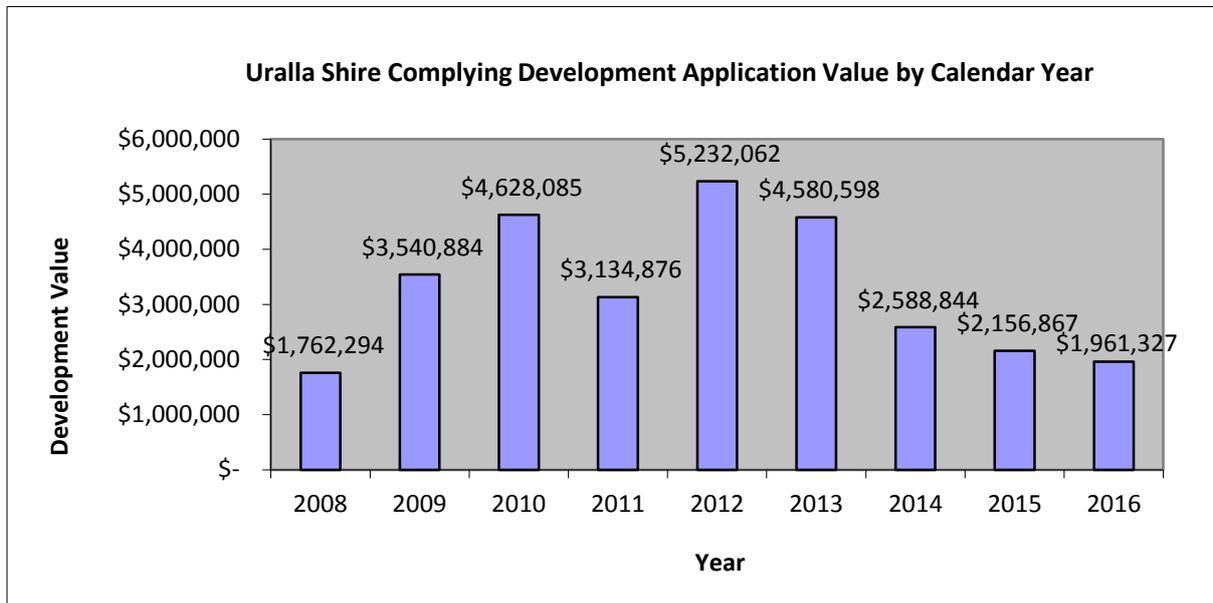
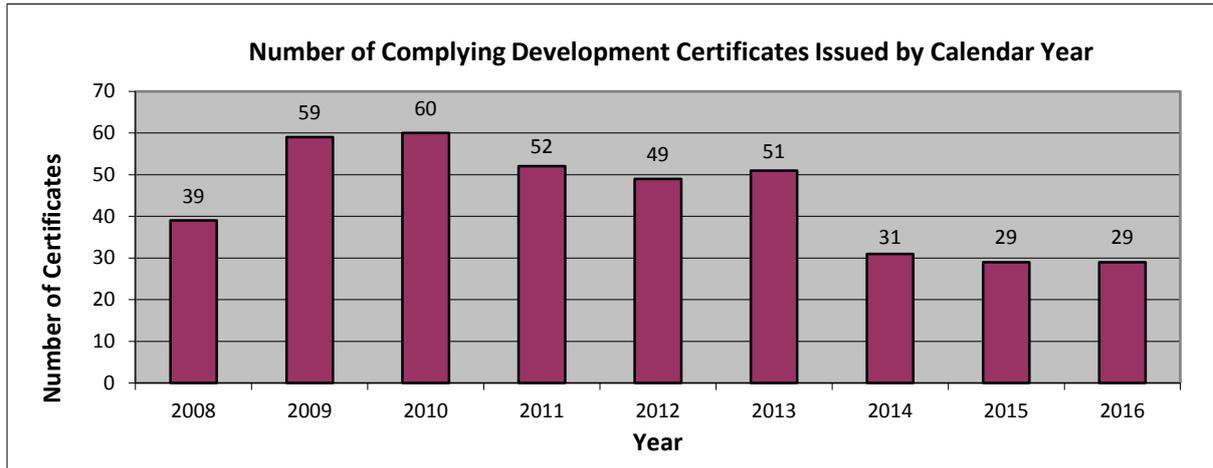


**Complying Development Applications**

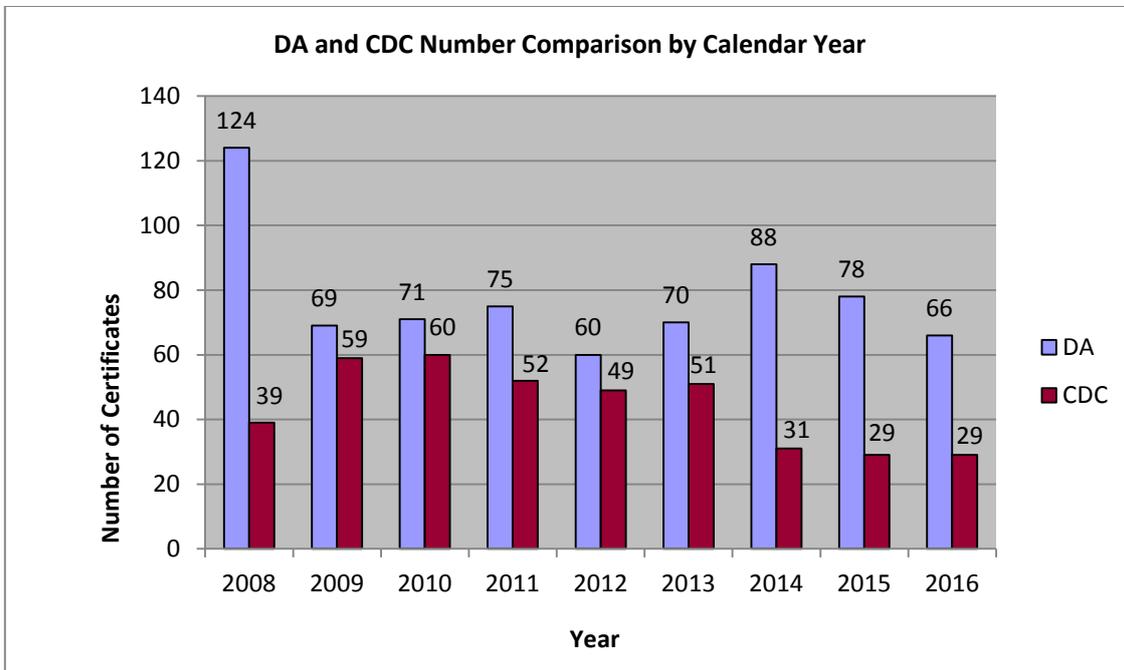
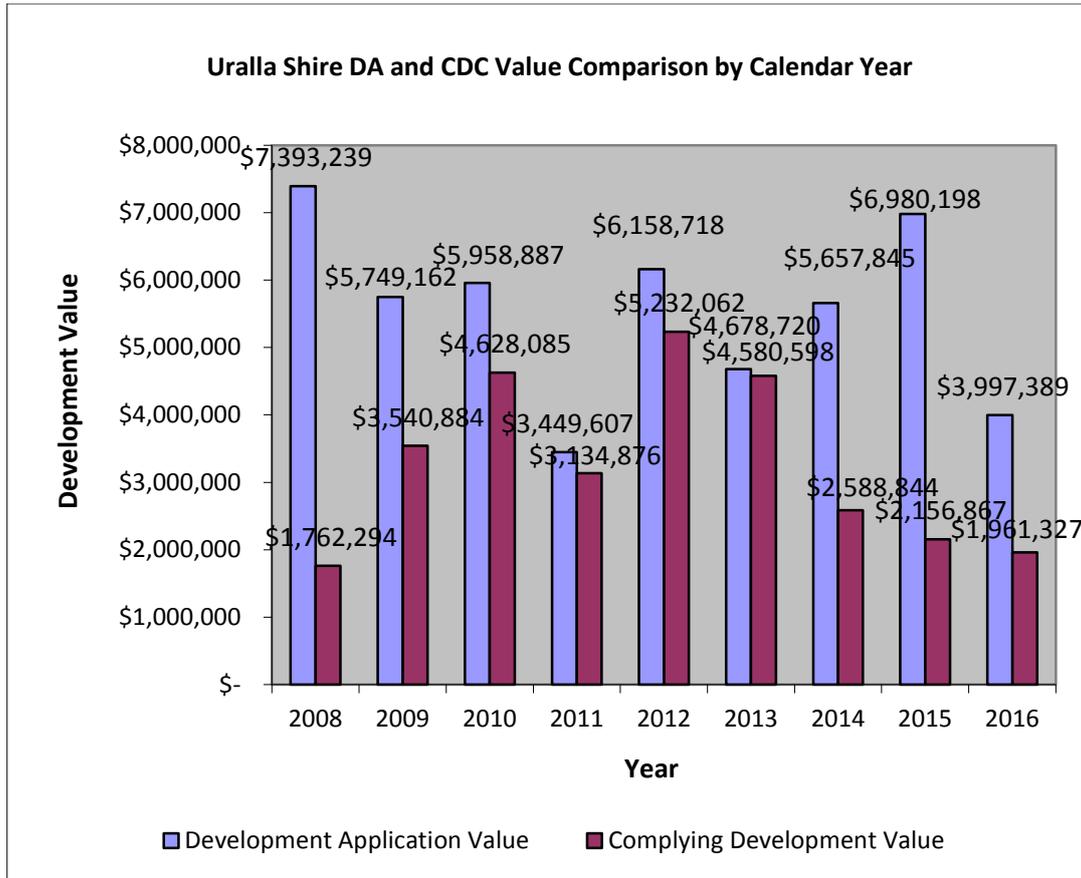
Calendar Year			Financial Year		
	Number of Applications	Value of Application		Number of Applications	Value of Application
<b>2008</b>	39	\$ 1,762,294	<b>2008/2009</b>	63	\$ 3,507,762

<b>2009</b>	59	\$ 3,540,884	<b>2009/2010</b>	79	\$ 5,273,523
<b>2010</b>	60	\$ 4,628,085	<b>2010/2011</b>	44	\$ 3,189,153
<b>2011</b>	52	\$ 3,134,876	<b>2011/2012</b>	44	\$ 2,318,566
<b>2012</b>	49	\$ 5,232,062	<b>2012/2013</b>	54	\$ 6,239,139
<b>2013</b>	51	\$ 4,580,598	<b>2013/2014</b>	38	\$ 3,094,026
<b>2014</b>	31	\$ 2,588,844	<b>2014/2015</b>	35	\$ 3,387,274
<b>2015</b>	29	\$ 2,156,867	<b>2015/2016</b>	26	\$ 1,166,830
<b>2016</b>	29	\$ 1,961,327	<b>2016/2017</b>	16	\$ 1,409,564

Please note, the current financial year details only contain six months of records.



**Comparison of Development and Complying Development Applications**

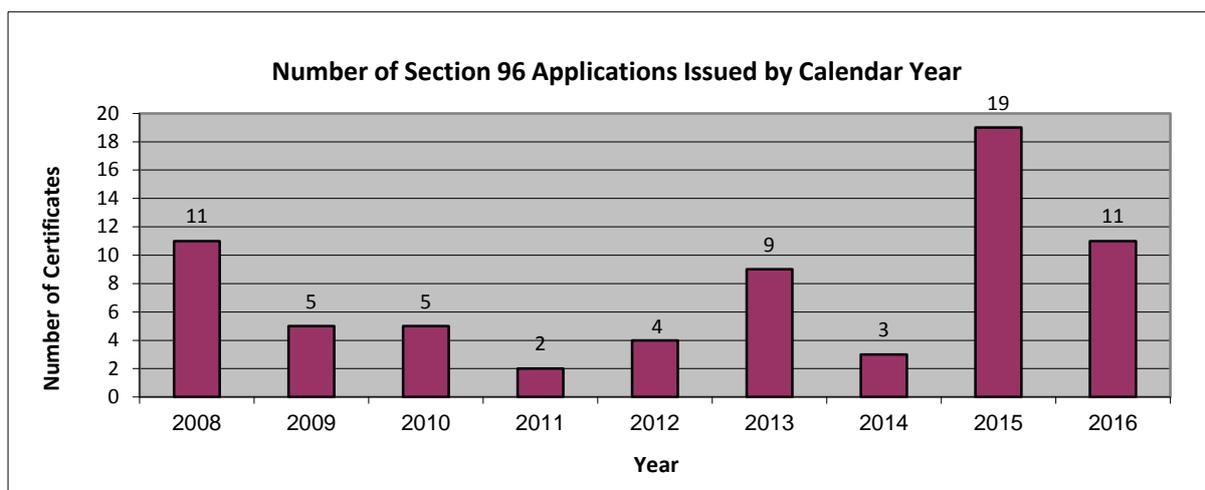


## Section 96 Applications

Note: Being Development Application Amendments

Financial Year Totals		Calendar Year Totals	
	Number of Applications		Number of Applications
2008/2009	7	2008	11
2009/2010	4	2009	5
2010/2011	4	2010	5
2011/2012	0	2011	2
2012/2013	8	2012	4
2013/2014	7	2013	9
2014/2015	4	2014	3
2015/2016	21	2015	19
2016/2017	6	2016	11

Please note, the current financial year details only contain six months of records.



## Construction Certificates

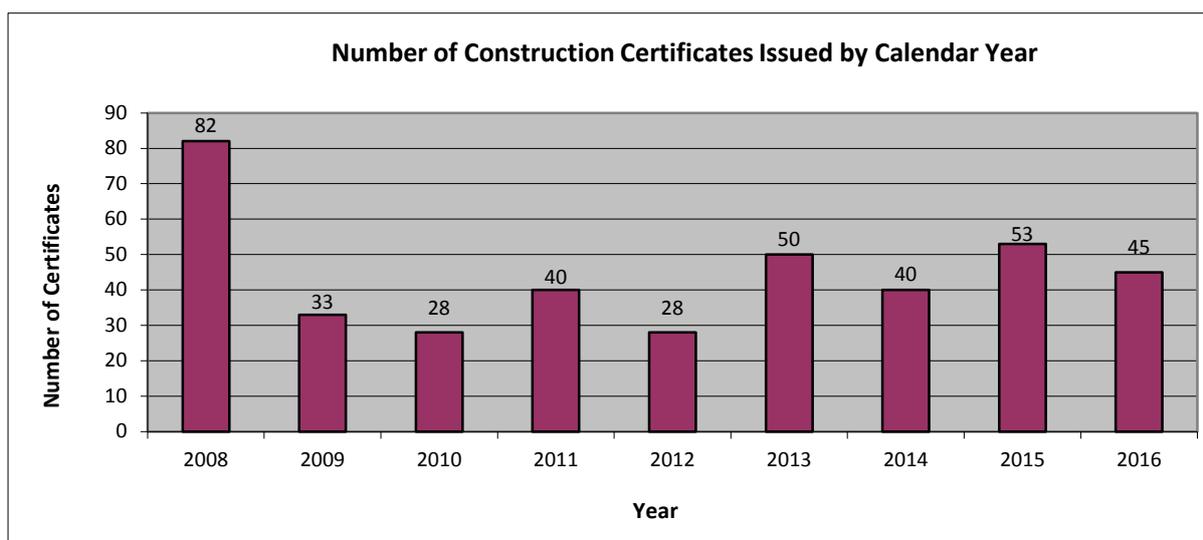
### Financial Year Totals

	Number of Applications
2008/2009	35
2009/2010	38
2010/2011	41
2011/2012	27
2012/2013	38
2013/2014	42
2014/2015	44
2015/2016	53
2016/2017	26

### Calendar Year Totals

	Number of Applications
2008	82
2009	33
2010	28
2011	40
2012	28
2013	50
2014	40
2015	53
2016	45

Please note, the current financial year details only contain six months of records.



## Occupation Certificates

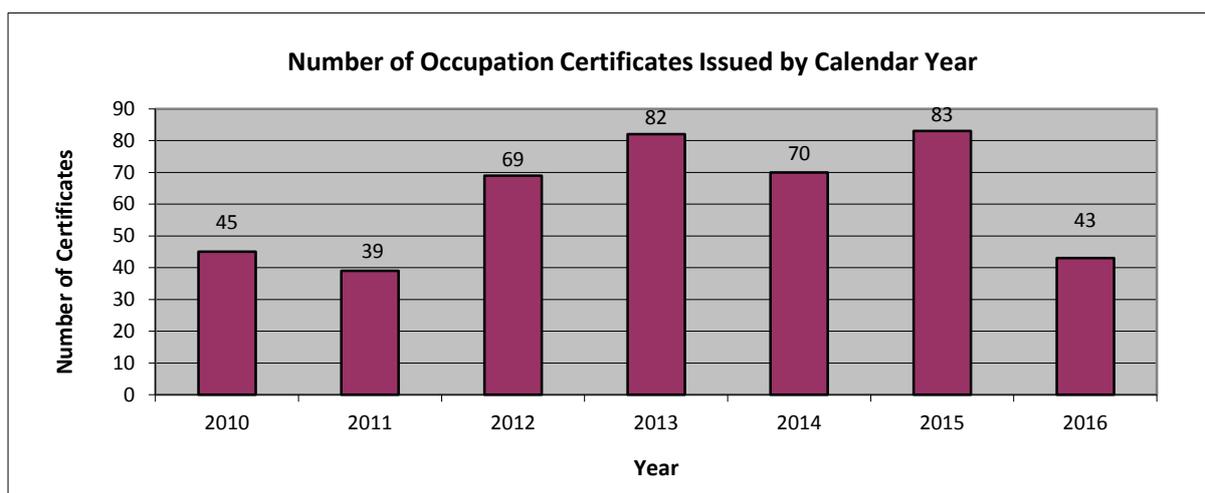
### Financial Year Totals

	Number of Applications
2009/2010	27
2010/2011	48
2011/2012	57
2012/2013	63
2013/2014	86
2014/2015	96
2015/2016	50
2016/2017	22

### Calendar Year Totals

	Number of Applications
2009	10
2010	45
2011	39
2012	69
2013	82
2014	70
2015	83
2016	43

Please note, the current financial year details only contain six months of records.



## Section 68 Certificates

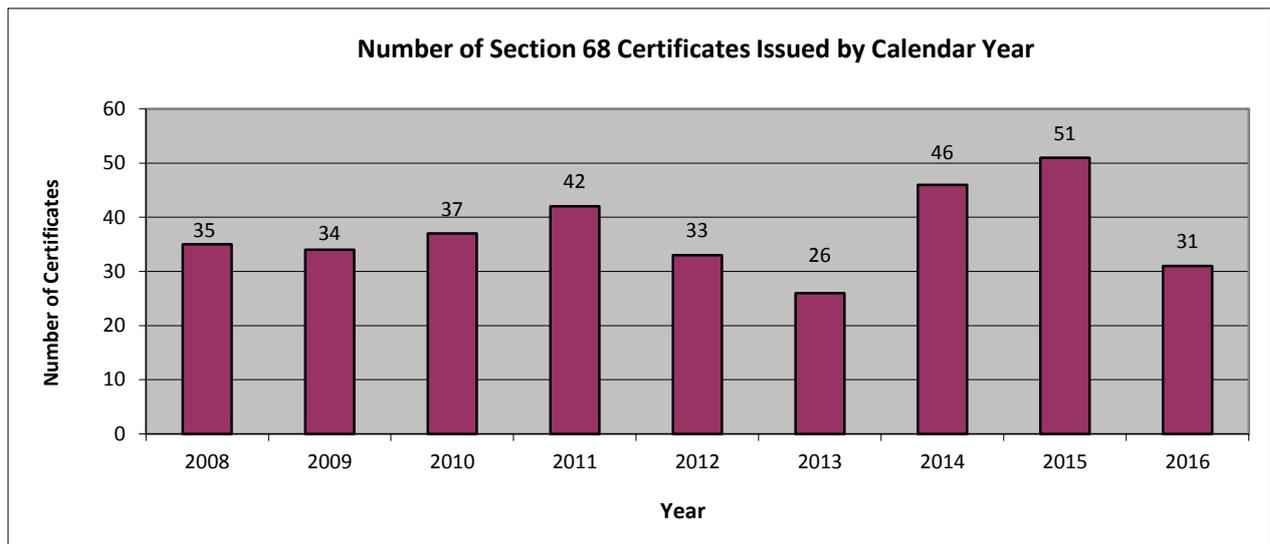
**Financial Year Totals**

	Number of Applications
2008/2009	18
2009/2010	45
2010/2011	42
2011/2012	25
2012/2013	39
2013/2014	24
2014/2015	51
2015/2016	43
2016/2017	18

**Calendar Year Totals**

	Number of Applications
2008	35
2009	34
2020	37
2011	42
2012	33
2013	26
2014	46
2015	51
2016	31

Please note, the current financial year details only contain six months of records.



## Subdivision Certificates

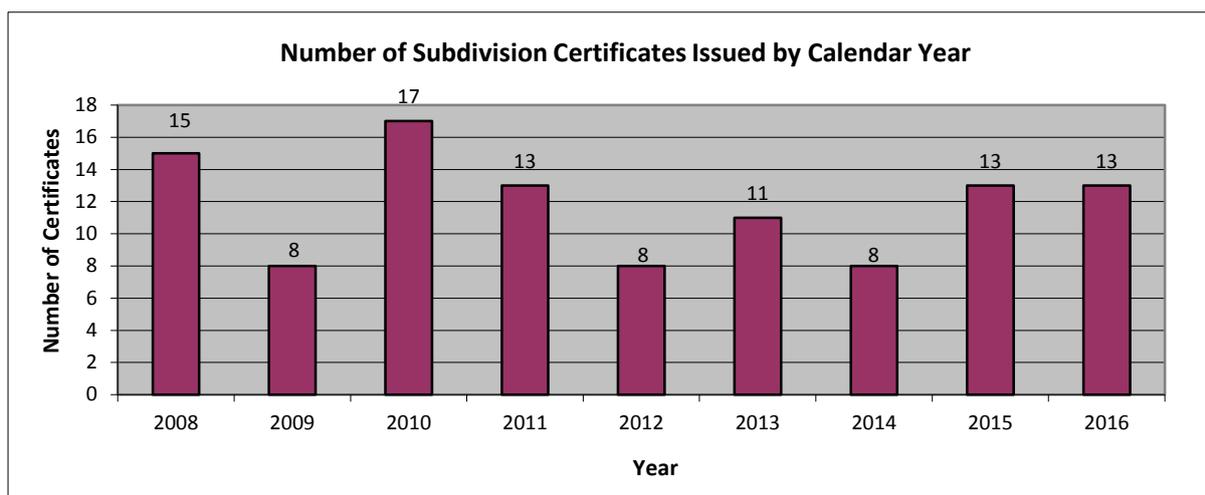
### Financial Year Totals

	Number of Applications
2008/2009	13
2009/2010	11
2010/2011	18
2011/2012	10
2012/2013	8
2013/2014	9
2014/2015	10
2015/2016	14
2016/2017	7

### Calendar Year Totals

	Number of Applications
2008	15
2009	8
2010	17
2011	13
2012	8
2013	11
2014	8
2015	13
2016	13

Please note, the current financial year details only contain six months of records.



## Section 149 Certificates

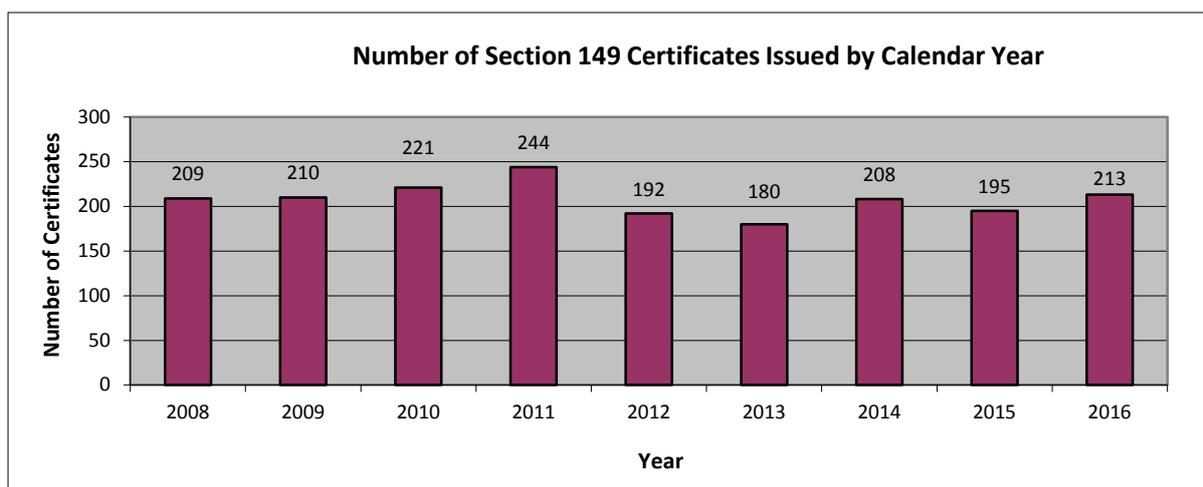
### Financial Year Totals

	Number of Applications
2008/2009	176
2009/2010	219
2010/2011	244
2011/2012	204
2012/2013	193
2013/2014	208
2014/2015	189
2015/2016	207
2016/2017	110

### Calendar Year Totals

	Number of Applications
2008	209
2009	210
2010	221
2011	244
2012	192
2013	180
2014	208
2015	195
2016	213

Please note, the current financial year details only contain six months of records.



## Drainage Diagrams

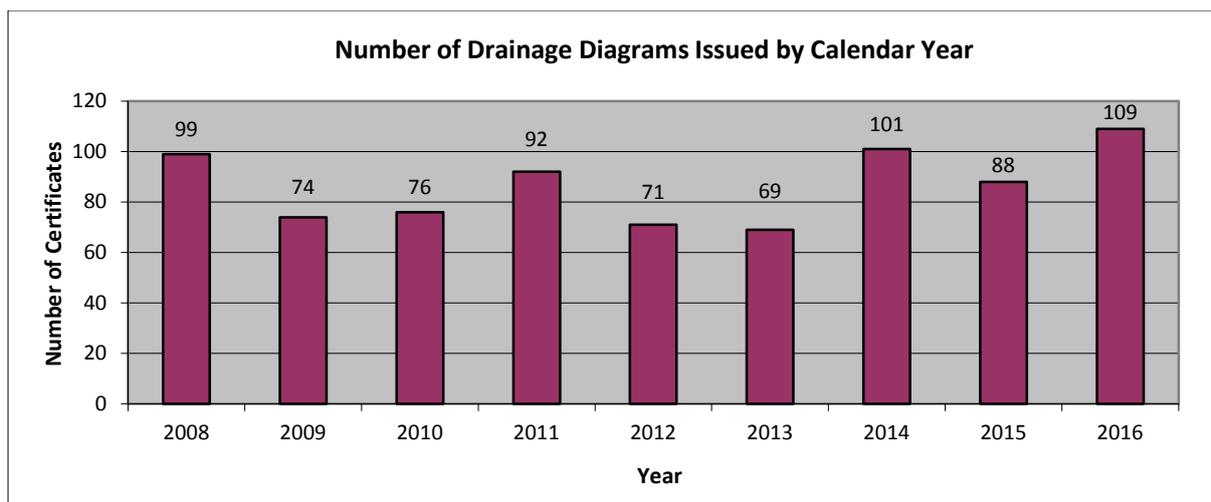
**Financial Year Totals**

	<b>Number of Applications</b>
<b>2008/2009</b>	<b>78</b>
<b>2009/2010</b>	<b>70</b>
<b>2010/2011</b>	<b>88</b>
<b>2011/2012</b>	<b>82</b>
<b>2012/2013</b>	<b>70</b>
<b>2013/2014</b>	<b>81</b>
<b>2014/2015</b>	<b>90</b>
<b>2015/2016</b>	<b>96</b>
<b>2016/2017</b>	<b>55</b>

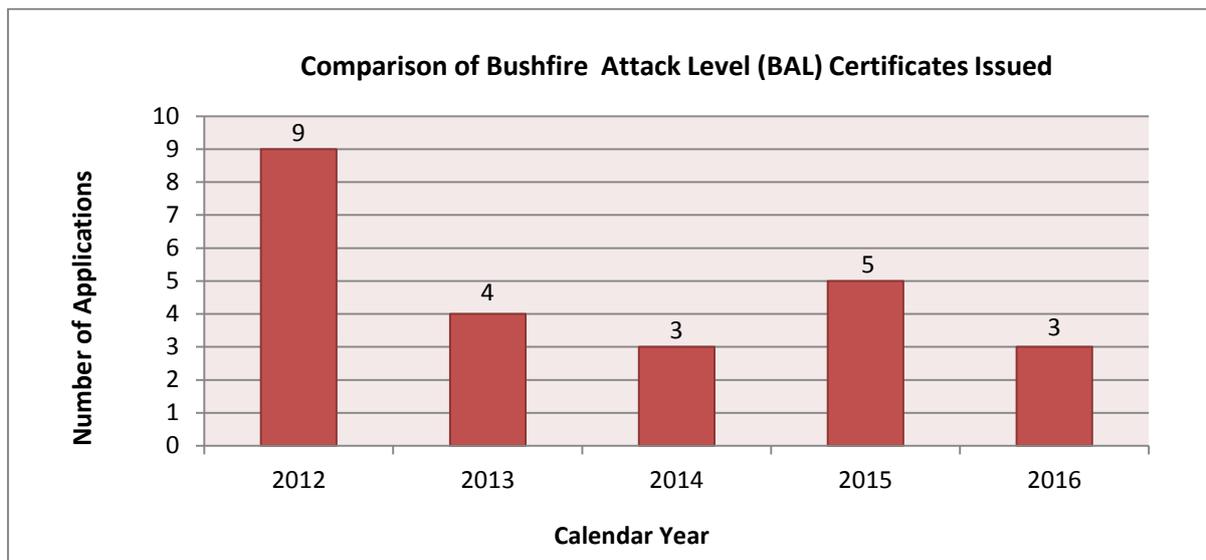
**Calendar Year Totals**

	<b>Number of Applications</b>
<b>2008</b>	<b>99</b>
<b>2009</b>	<b>74</b>
<b>2010</b>	<b>76</b>
<b>2011</b>	<b>92</b>
<b>2012</b>	<b>71</b>
<b>2013</b>	<b>69</b>
<b>2014</b>	<b>101</b>
<b>2015</b>	<b>88</b>
<b>2016</b>	<b>109</b>

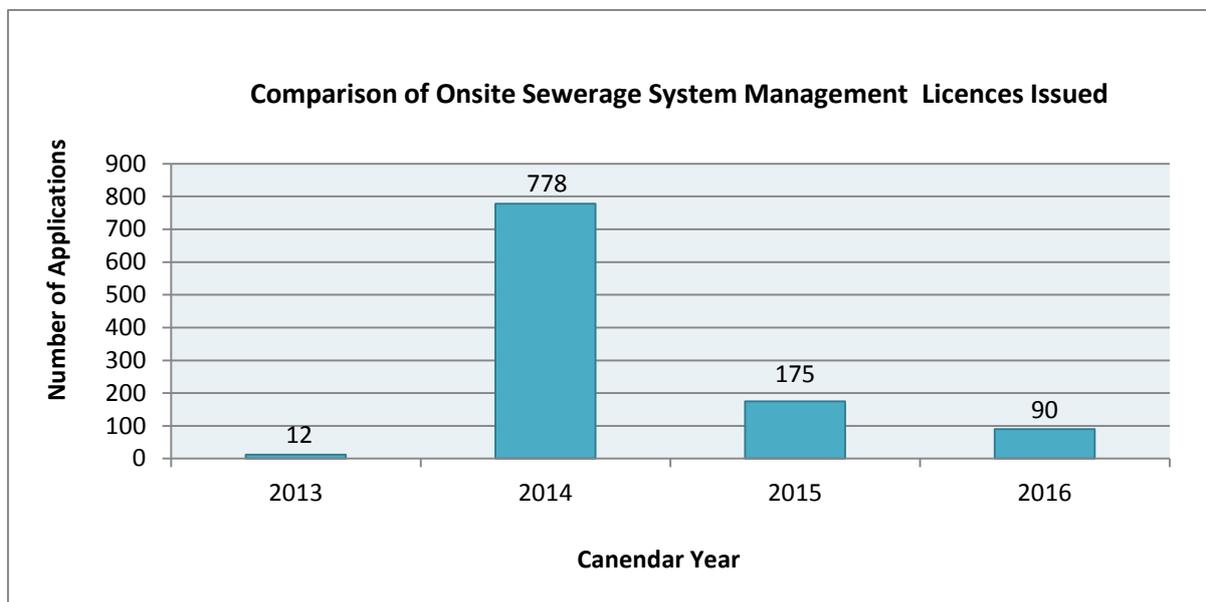
Please note, the current financial year details only contain six months of records.



### Bushfire Attack Level (BAL) Certificates



### Onsite Sewerage Management Licences Issued



**KEY ISSUES:**

Please note: These figures are calendar year 2016 only. Any increases or decreases relate to the 2015 year. The term processed means either approved or refused. Applications not determined have not been accounted for.

- Total Number of Applications Issued – 653 – a 17.23% decrease
- Total Development Value – \$5,958,716 – a 34.78% decrease
- Average Total Development Value – \$94,583 – a 10.76% increase
- Number of Development Applications Processed – 66 – a 15.38% decrease
- Total Development Application Value – \$3,997,389 – a 42.73% decrease
- Number of Complying Development Applications Processed – 29 – no change
- Total Complying Development Application Value – \$1,961,327 – a 9.06% decrease
- Number of Section 96 Applications Processed – 11 – a 42.10% decrease
- Number of Construction Certificates Processed – 45 – a 15.09% decrease
- Number of Occupation Certificates Processed – 43 – a 48.19% decrease
- Number of Section 68 Certificates Processed – 31 – a 39.21% decrease
- Number of Subdivision Certificates Processed – 13 – no change
- Number of Section 149 Certificates Processed – 213 – a 9.23% increase
- Number of Drainage Diagrams Processed – 109 – a 23.86% increase
- Number of Bushfire Attack Level Certificates Processed – 3 – a 40.00% decrease
- Number of Onsite Sewerage Management System Licences Processed – 90 – a 48.57% decrease

Prepared by staff member:	Administration Officer
TRIM Reference Number:	U12/168
Approved/Reviewed by Manager:	Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director Infrastructure & Regulation
<b>Reference/Subject:</b>	Report 12 - Works Progress Report as at 31 January 2017

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

Goal:	2.3	A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained
Strategy:	2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation
Action:	2.3.1.1	Undertake bitumen maintenance program in line with established service levels and intervention points
	2.3.1.5	Undertake maintenance grading program in line with established service levels and intervention points

### SUMMARY:

The purpose of this report is to inform Council of the works that have been completed or progressed for the previous month and works being undertaken in the current month, together with the year's Capital Works Program.

### OFFICER'S RECOMMENDATION:

**That the report be received and noted for the works completed or progressed during December 2016 and January 2017, and works programmed for February 2017.**

### BACKGROUND:

Council is kept informed on the progress of maintenance and construction works within the Shire.

### REPORT:

#### A. Works Undertaken in December 2016 and January 2017

1. **Main Road Maintenance**

MR73 Thunderbolts Way North and South	Patching, mowing
MR124 Bundarra Road	Patching, mowing
MR132 Barraba Road	Maintenance, mowing
  
2. **Sealed Roads Maintenance**

Uralla Streets	Patching, line marking
Bundarra Town Area	Patching, line marking
Kentucky/Wollun Area	Patching, line marking
Sealed Rural Roads	Patching, mowing, line marking

- |           |                                   |   |
|-----------|-----------------------------------|---|
| <b>3.</b> | <b>Unsealed Roads Maintenance</b> |   |
|           | <b>Grading</b>                    |   |
|           | Colomendy Road                    | Graded  |
|           | Bindawalla Road                   | Graded, regravelled 2.1km   |
|           | Johnsons Road                     | Grading   |
|           | Trida Road                        | Graded  |
|           | Baldersleigh Road                 | Grading   |
|           | Blue Mountain Road                | Graded  |
|           | Hillview Road                     | Graded,   |
|           | Gills Road                        | Graded, regravelled 0.57km  |
|           | Green Gully Road                  | Graded  |
|           | Water Works Road                  | Graded  |
|           | Yarrowyck Crossing Road           | Graded  |
|           | Reids Road                        | Graded  |
|           | Gwydir Park Road                  | Graded  |
|           | Woodlands Road                    | Graded  |
|           | Quartz Gully Road                 | Graded  |
|           | Rose Hill Road                    | Graded  |
| <b>4.</b> | <b>Construction Crew</b>          |   |
|           | MR73 Thunderbolts Way             | MR73 Thunderbolts Way Uralla, completed reconstruction near Lookout Road.   |
|           | Bingara Road                      | Commence reconstruction and bitumen sealing of 2km section.   |
| <b>5.</b> | <b>Bridge / Sign Crew</b>         |   |
|           | Uralla                            | Completed footpath reconstruction in Hill Street at Post Office.<br>Commence installation of Liberty swing in Alma Park.<br>Line marking. |
| <b>6.</b> | <b>Town Area</b>                  |   |
|           | Uralla                            | Maintenance and signs, mowing and weed spraying as necessary.   |

## **B. Works to be continued/undertaken in February 2017**

- |           |                                   |   |
|-----------|-----------------------------------|---|
| <b>1.</b> | <b>Main Road Maintenance</b>      |   |
|           | Bitumen patching                  |   |
|           | Guide posting                     |   |
|           | Sign maintenance                  |   |
| <b>2.</b> | <b>Sealed Roads Maintenance</b>   |   |
|           | Bitumen patching                  |   |
|           | Guide posting                     |   |
| <b>3.</b> | <b>Unsealed Roads Maintenance</b> |   |
|           | Enmore and Gostwyck Areas         | Grade   |
|           | Baldersleigh Road                 | Grade   |
|           | Kingstown and Retreat Areas       | Commence grading  |
| <b>4.</b> | <b>Bridge/Sign Crew</b>           |   |
|           | Uralla                            | Complete Liberty swing.<br>Sporting complex install basketball and net ball goal posts. |

	Bridges	Line marking Maintenance
<b>5.</b>	<b>Construction</b> Bingara Road	Continue reconstruction and bitumen sealing of 2km section.
<b>6.</b>	<b>Town Area</b> Routine maintenance	

**KEY ISSUES:**

NIL

**COUNCIL IMPLICATIONS:****A. Community Engagement/ Communication (per engagement strategy)**

Nil

**B. Policy and Regulation**

Nil

**C. Financial (LTFP)**

In accordance with budget

**D. Asset Management (AMS)**

In accordance with draft Asset Management Plan

**E. Workforce (WMS)**

Council staff and contractors

**F. Legal and Risk Management**

Maintaining Council assets to minimise legal and risk exposure.

**G. Performance Measures**

Works completed to appropriate standards

**H. Project Management**

Works Manager and Overseer

Prepared by staff member:

Works Manager

Approved/Reviewed by Manager:

Director Infrastructure &amp; Regulation

Department:

Infrastructure &amp; Regulation

Attachments:

Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	Director Infrastructure and Regulation
<b>Reference/Subject:</b>	Report 13 - Uralla Local Traffic Committee

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	<b>2.3</b>	<b>A safe and efficient network of arterial roads and supporting infrastructure; and town streets, footpaths and cycleways that are adequate, interconnected and maintained</b>
<b>Strategy:</b>	<b>2.3.1</b>	<b>Provide an efficient network that balances asset conditions with available resources and asset utilisation</b>
<b>Action:</b>	<b>2.3.1.4</b>	<b>Apply for funding for transport infrastructure expansion projects</b>

### SUMMARY:

The purpose of this report is to inform Council of the Minutes of the Uralla Local Traffic Committee meeting held Tuesday, 6 December 2016 and have the Council consider the recommendations from this meeting. The Local Traffic Committee includes the Mayor, an Armidale Police representative, a Roads and Maritime Services (RMS) Officer and the Local Member or his representative.

### OFFICER'S RECOMMENDATION:

#### That:

1. **The minutes of the Uralla Local Traffic Committee held on 6 December 2016 be noted by Council.**
2. **For the King St and Maitland St intersection, Council prepare a couple of intersection layouts incorporating traffic calming and considering pedestrian continuity for the consideration of the Traffic Committee in response to the recorded accident history.**
3. **Council drafts a Road Closure policy for review by the LTC.**

### BACKGROUND:

The Committee considered the King Street, Maitland Street intersection configuration and the accident history due to a recent accident at the intersection.

The lack of a policy dealing with requests for Road closures was also discussed.

### REPORT:

#### **King Street Maitland Street Intersection.**

The recorded accident history at this intersection indicates that since 2012 there were three accidents in addition to the accident in late 2016. All of the accidents resulted from the vehicle

travelling west on King Street failing to obey the Give way sign and impacting a vehicle travelling west along Maitland Street.

Council has arranged to install t larger Give way signs at the intersection and locate a Give Way ahead sign in King Street prior to the intersection.

The LTC recommended that Council prepare a couple of designs for the intersection for the LTC's consideration.

### **Road Closures**

Road Closure requests have been received by Council for Xmas parties and a Hot Rod gathering. Additionally, the main street is closed annually for parades for Australia Day and the Thunderbolt Festival.

Such requests need considerations by the LTC, and should be accompanied by a Traffic Management Plan and appropriate insurances. Additionally for the closures involving Bridge Street a Road Occupancy Licence is required from the RMS.

A copy of a policy from another Local Authority was presented for consideration detailing the requirements from the road closure applicants. The Committee agreed that a Road Closure policy would be of assistance in responding to road closure requests.

### **CONCLUSION:**

That Council note the minutes of the Uralla Local traffic Committee meeting held Tuesday, 06 December 2016 and adopt the recommendations from the meeting.

### **COUNCIL IMPLICATIONS:**

#### **A. Community Engagement/ Communication (per engagement strategy)**

Nil

#### **B. Policy and Regulation**

Nil

#### **C. Financial (LTFP)**

Minor internal costs associated with the provision of the design layouts and the development of the road closure policy.

#### **D. Asset Management (AMS)**

Nil

#### **E. Workforce (WMS)**

Design Engineer input to prepare designs.

#### **F. Legal and Risk Management**

Additional signage will reduce the risk.

#### **G. Performance Measures**

Reduction in accidents and increased compliance with regulatory signage at the Maitland Street King Street intersection.

Process determined for receiving and assessing road closure requests.

#### **H. Project Management**

Works Manager / Director I&R

Prepared by staff member: Terry Seymour, Director Infrastructure & Regulation  
Approved/Reviewed by Director: Terry Seymour, Director Infrastructure & Regulation  
Department: Infrastructure and Regulation  
Attachments: E. Minutes of Uralla Local Traffic Committee, 6 December 2016

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**Minutes of Uralla Local Traffic Committee**  
**Held at 2.00pm on Tuesday, 06 December 2016**  
**in Mayor's Office**

**In Attendance:** Mr Terry Orvad (TO)– Roads and Maritime Services  
 Snr Const. Paul Caldwell (PC) – Armidale Police  
 Mr John Carlon (JC) – Bus Driver/Local Representative for Local  
 Parliamentary Member  
 Clr Michael Pearce (MP) – Mayor, Uralla Shire Council  
 Clr Tara Toomey - Observer  
 Mr Terry Seymour – Minutes

**Business Arising from the Minutes not otherwise covered in the Agenda**

- (i) **Traffic Calming in Uralla CBD**  
 Application for funds for the preliminary concept plans lodged in September.
- (ii) **Thunderbolt's Way / Lookout Road Intersection**  
 Construction ongoing. 1.5 m has been cut off the crest. Sight distance is suitable for 80km zone.
- (iii) **Blackspot Funding – MR132**  
 USC to confirm status of Blackspot funding for Bundarra Road (MR124) near the Rocklea Road intersection.
- (iv) **Bundarra Road** – Request to review warrant for “Trucks Use Low Gear” signs on both sides of Pinnacle. RMS to confirm warrant conditions

**Agenda Items:**

1. **Clarification of the form and function of the Traffic Committee.**  
 RMS presented on the form, role and function of the Local Traffic Committee.

**Recommendation:**

For notation.

2. **Delay in minutes from the previous meeting.**

Agreed that draft minutes would be circulated for review as soon as possible after the meeting for confirmation and comments be the Committee members.

**Recommendation:**

For notation.

**Minutes of Uralla Local Traffic Committee  
Held at 2.00pm on Tuesday, 06 December 2016 in Mayor's Office**

**3. Car crashes King St and Maitland St. intersection. The need for a round about, to slow traffic and make this intersection safer.**

JC spoke to this item recommending that a roundabout be installed for this intersection.

TO advised that the accident history and intersection layout did not warrant a roundabout but confirmed that some minor improvements could be made to improve the intersection safety.

The following recommendation was carried 3:1. JC requested it be recorded that he would like roundabout plans.

**Recommendation:**

That:

Council prepare a couple of intersection layouts incorporating traffic calming and pedestrian continuity and safety for review by the LTC.

**4. Did Council apply for bus stop funding from the State Government?**

Council advised that no bus stop funding application was lodged by Council

**Recommendation:**

For notation.

**5. Temporary road closure procedure.**

In response to some recent requests on short notice for temporary road closures, it was proposed that a road closure policy be developed.

**Recommendation:**

That:

Council prepare a draft Road Closure policy for review by the LTC.

**6. Speed reduction signage request to alleviate a dust hazard – 264 The Gap Road.**

The LTC agreed that it does not support the request for speed reduction signage.

**Recommendation:**

For notation.

**7. Barleyfields Road Speed review. Refer Council minutes. Currently 100km. Review undertaken by RMS.**

The RMS agreed to undertake a review in conjunction with support from Council for investigation including usage data.

**Recommendation:**

For notation.

**8. Bargibal single white line and bus stop works requests.**

**Minutes of Uralla Local Traffic Committee  
Held at 2.00pm on Tuesday, 06 December 2016 in Mayor's Office**

The LTC agreed that it does not support the request for a solid white line to prevent overtaking.

Council and RMS will inspect to see if support for funding approval for remedial works at bus stop can be lodged.

**Recommendation:**

For notation.

**Other Business**

**9. Bus Stop Improvement at Terrible Vale on Terrible Vale Road**

The LTC supported the construction of the proposed bus stop improvement

**Recommendation:**

For notation.

**10. Bus stop Improvements at Tea Tree Gully on Bundarra Road.**

The LTC supported the construction of the proposed bus stop improvement

**Recommendation:**

For notation.

**Meeting Closed at 3.45 pm**



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure &amp; Regulation</b>
<b>Submitted by:</b>	Director Infrastructure & Regulation
<b>Reference/Subject:</b>	Report 14 - Heritage Advisory Services Summary – January and February 2017

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	3.1	To preserve, protect and renew our beautiful natural environment
<b>Strategy:</b>	3.1.3	Protect the shires historic buildings and sites, recognising their value to the community
<b>Action:</b>	3.1.3.1	Administer a Heritage Advisory Service and Local Heritage Assistance Fund

### SUMMARY:

This report summarises the consultations undertaken by Council's Heritage Advisor, Mr Mitch McKay, of his monthly visits undertaken for January and February 2017. His next visit will be 7 March 2017.

### OFFICER'S RECOMMENDATION:

1. That the Heritage Advisory Services Summary for January and February 2017 be received and noted by Council.

### BACKGROUND:

The Heritage Advisory Services Summary is provided to Council for information purposes each month. The Heritage Advisor's services are offered free to all residents of Uralla Shire so as to facilitate discussion of heritage conservation within the Shire.

### REPORT:

A summary of the Heritage Advisor's January and February 2016 visit is as follows:

- Item 1:* Thunderbolt Inn – 31 Bridge Street, Uralla  
 Inspected the Thunderbolt Inn at the owners request to seek advice regarding the repainting of sections of the building. Colour options have been identified and advice will be sent to the owner.

*Item 2: Heritage Assistance Fund 2016-2017*

Took before photographs of proposed works at properties where offers of financial assistance have been made under Council's Heritage Assistance Fund and met, where possible, with the owners.

*Item 3: Rumble grave – Bundarra Cemetery, Dawkins Road, Bundarra*

Meet with Dianne Tutt who is concerned with the condition of the lettering on the marble plaque on her great great grandmother's grave.

Poorly executed lead lettering can be saved, if an expert mason re-fixes the lead before extensive failure. Another option may be to do nothing to the lead lettered marble and lay a plaque in either granite or brass or other acceptable material approximately 300mm x 250mm of simple design could at the foot of the grave on the grass. The plaque could be set on a gently sloping plinth and include the information that appears on the existing plaque.

**COUNCIL IMPLICATIONS:**

- A. **Community Engagement/ Communication (per engagement strategy):** Nil
- B. **Policy and Regulation:** Nil
- C. **Financial (LTFP):** Nil
- D. **Asset Management (AMS):** Nil
- E. **Workforce (WMS):** Nil
- F. **Legal and Risk Management:** Nil
- G. **Performance Measures:** Nil
- H. **Project Management:** Nil

Prepared by staff member:	Manager of Town Planning & Regulation
TRIM Reference Number:	U12/6279
Approved/Reviewed by Manager:	Acting Director Infrastructure & Regulation
Department:	Infrastructure & Regulation
Attachments:	Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	Manager Waste Water Sewer Services
<b>Reference/Subject:</b>	Report 15 - Water and Sewer Charges Refund Policy

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	4-2	An effective and efficient organisation
<b>Strategy:</b>	4.2.7	Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.
<b>Action:</b>	4.2.7.6	Ensure compliance with regulatory/ statutory requirements as public officer

### SUMMARY:

The Water and Sewer Charges Refund Policy provides a mechanism to facilitate claims for refunds to customers resulting from a leak in a private water service. This policy will apply to water consumption charges for all customer types, along with sewer charges based on water consumption where these apply.

Adoption of the policy will allow Council to resolve two currently active claims and in doing so will ensure that Council is compliant with Section 607 of the Local Government Act 1993 and Section 131 of the Local Government Regulation.

### OFFICER'S RECOMMENDATION:

That:

- 1 Council adopt the Water and Sewer Charges Refund Policy.
- 2 Council resolve to write off 85% of water charges for a claim as per the provisions of Clause 3 given the financial burden imposed by repaying the debt to Council.

### BACKGROUND:

Council has two claims for water charge refunds requiring resolution, valued as follows:

- a) Claim #1: valued at \$709.87 and is due to a leak on a private residential water service that has been repaired.
- b) Claim #2: valued at \$5, 363.26 and is due to a persistent undetected leak in a private residential water service.

The combined value of these claims is \$6, 073.13.

In order to determine whether the charges can be written-off, and in order to issue a refund to customers in respect to these claims, Council must have a Water and Sewer Charges Refund Policy with supporting procedural arrangements in place. This will ensure compliance with Section 607 of the Local Government Act 1993 and Section 131 of the Local Government Regulation 2005.

**REPORT:**

This Water and Sewer Charges Refund Policy is based on a review of similar policies from other Local Governments in NSW with amendments to suit Uralla Shire Council's circumstances.

Clause 1 of the Policy outlines the eligibility criteria and limits on claims for refunds. Clause 2 outlines how to make a claim. Clause 3 allows property owners to apply for a refund for a residential property on the basis of Exceptional Financial Circumstances. The policy will be reviewed annually following the preparation of an Annual Report detailing the amount of water/sewer charges refunded during the Financial Year.

Adoption of the Policy will result in Council writing-off charges of \$709.87 in respect to Claim #1 as this Claim meets the eligibility criteria and limits given in Clause 1.

In the case of Claim #2 the property owner has applied for consideration for a bill that exceeds the general conditions of Clause 1. This resident can be assessed as experiencing Exceptional Financial Circumstances due to the burden of paying the debt given their economic circumstances.

As per the conditions of Clause 3, it is recommended that Council resolve to write-off 85% of the debt owed by Claimant #2, equivalent to \$4, 558.77, and negotiate a payment plan for the remaining balance.

**KEY ISSUES:**

The Policy provides the means for Council to offer refunds on water and sewer charges to property owners only under the circumstances given by the Policy. The Policy can not be interpreted as applying to other fees or charges. Council has sufficient staff resources and capacity to implement the Policy.

**CONCLUSION:**

That Council adopt the Water and Sewer Charges Refund Policy and resolve the outstanding requests for relief from water/sewer charges.

**COUNCIL IMPLICATIONS:****A. Community Engagement/ Communication (per engagement strategy)**

Nil

**B. Policy and Regulation**

The Water and Sewer Charges Refund Policy is a new policy.

**C. Financial (LTFP)**

The Policy facilitates refunds for water and sewer charges to all property types. Its LTFP is inherently negative.

**D. Asset Management (AMS)**

N/A

**E. Workforce (WMS)**

The Policy requires no additional staffing.

**F. Legal and Risk Management**

The Policy aligns water and sewer charge refund mechanisms with Section 607 of the Local Government Act 1993 and S131 of the Local Government Regulation 2005.

**G. Performance Measures**

Nil

**H. Project Management**

Annual reports on the number and value of water and sewer charge refunds will be prepared by the Manager Waste, Water and Sewer Services.

Prepared by staff member:	Manager Waste, Water and Sewer Services
Approved/Reviewed by Manager:	Director Infrastructure and Regulation
Department:	Infrastructure and Regulation
Attachments:	F. Water Charges Refund Policy

	<b>Water and Sewer Charges Refund Policy</b>		

Policy Number	
Document Version	V1.0
Adoption Date	
Endorsed By	
Approved By	
Minute Number	
Consultation Period	
Review Due Date	February 2017
Policy Custodian	Water and Sewer Charges Refund Policy
Superseded Documents	NA
Related Documents	
Delegations of Authority	

### Purpose and Scope

This policy provides the means for Council to grant relief from water, and sewer charges for non residential urban customers, resulting from a leak in the private water service of a property. This policy will apply to all metered customer types which are provided with a Council water service. The Policy allows for one claim per property every ten years.

This policy at all times must be applied in line with S607 of the Local Government Act 1993 and S131 of the Local Government Regulation 2005.

### Legislation, Standards and Guidelines

- *NSW Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Uralla Shire Community Strategic Plan*
- *Uralla Shire Council Operating Policies*

## Definitions

Leak: water leaking from a private water service.

Reasonable period of time: the amount of time which is considered necessary to notice and fix a leak.

Sewer Charge: A sewer charge is levied on commercial/industrial properties that have a water meter; in addition these properties are liable for a volumetric charge based on the volume of water discharged into the sewerage system. The applicable fee is listed in the Fees and Charges of the relevant Operational Plan.

Water Consumption Charge: A charge for the consumption of water. Charged per kL and specified in the Fees and Charges of the relevant Operational Plan.

Water Service: all pipes, fixtures and fittings on the customers side of the meter (outlet side).

## Policy Statement

- 1 Eligibility criteria and limits
  - a) The allowance applies to all customer types and is property based.
  - b) Responsibility for plumbing on the customer side of the water meter rests with the owner of each property.
  - c) Council will grant an allowance on water consumption charges for water lost through leak in the private water service of a customer provided:
    - i. The property owner notifies Council as soon as they become aware of the leak.
    - ii. The property owner demonstrates repairs of the leak within a reasonable period of time.
    - iii. The leak was not due to the neglect or obvious defects in the customer's water service.
    - iv. The service has been repaired to Council's satisfaction.
    - v. A new water meter reading has been taken within a reasonable period of time following repair of the leak.
  - d) The allowance will be determined by calculating the difference between the leak billing period and the average of the same period in the previous three (3) years.
  - e) A maximum claim of 300 kL for each property will be considered.
  - f) Where a sewer charge is involved a 100% allowance up to 300 kL, will be given for the increase in that charge due to a leak for the current billing quarter only. All other conditions of the policy are to be met before consideration of a further allowance is granted.
  - g) A customer may either repair the service themselves or engage the services of a licensed plumber.
  - h) The customer may claim an allowance for a leak detected and repaired within an earlier billing period. The allowance will be granted provided the above conditions are met and a submission is made in writing as per conditions outlined in Part 3.
  - i) Each property will be eligible for one claim every ten (10) years.
- 2 Making a Claim
  - a) A customer can request a re-read of their water meter.
  - b) If the meter is not faulty, water meter test fees and charges will be applied as per the fees and charges given in the relevant Operational Plan.
  - c) If the meter is faulty, Council will replace the faulty meter and charge as per the fees and Charges given in the relevant Operational Plan

- d) Where excessive charges have been applied due to an incorrect water meter reading, Council will reissue the account and waive the meter test fee.
- e) Claims for a refund of water/sewer charges due to a leak must be submitted in writing. The customer will need to advise:
  - The name of the owner and property address.
  - Property type.
  - How and when (the date) they became aware of the leak.
  - Possible cause of the leak.
  - The date the leak was repaired.
  - A copy of the plumbers invoice or a Statutory Declaration stating that the repairs have been undertaken.

### 3 Exceptional Financial Circumstances

- a) A residential property owner whose bill exceeds the limits set out in Clause 1 can request a review of their case based on Exceptional Financial Circumstances.
- b) Consideration of Exceptional Financial Circumstances will be given where financial hardship due to the burden associated with paying the additional water charges can be established.
- c) Issuing a refund or waiver of water charges under 'Exceptional Financial Circumstances' will require a resolution of Council.
- d) Any refund or waiver will be capped at 85% of the additional charges and a payment plan may be established for the balance of the bill.
- e) If granted the refund or waiver will be a 'one-off' exception for the property owner.

### 4 Review

This policy will be reviewed as required or once every four (4) years at a minimum.

### 5 Annual Report

Details of the amount of water/sewer charges refunded during the Financial Year will be included in the Annual Report.

## Responsibility

The Revenue Coordinator and Manager Waste, Water and Sewer Services are responsible for the day to day management of the Water Charges Refund Policy and its Annual Review.

Full discretionary decision-making authority to approve a water account adjustment remains with the Director of Infrastructure and Regulation.

### Accountability, Roles and Responsibility

The Water Charges Refund Policy provides for the transparent, consistent and equitable treatment of requests for a refund on water charges. It supports Council in ensuring that Council meets relevant Act, Regulations, standards and community expectations of probity, accountability and openness in local government.

### Attachments

Nil

Version	Review Date	Reviewer	Approved

This document is only current as at date of printing 9 February 2017  
Uralla Shire Council –Water and Sewer Charges Refund Policy– Page 4 of 4



## REPORT TO COUNCIL

<b>Department:</b>	<b>Infrastructure and Regulation</b>
<b>Submitted by:</b>	Director Infrastructure and Regulation
<b>Reference/Subject:</b>	Report 16 - Rowan Avenue Stormwater Drainage

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Goal:</b>	3.4	Secure, sustainable and environmentally sound water-cycle infrastructure and services
<b>Strategy:</b>	3.4.3	Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed
<b>Action:</b>	3.4.3.1	Maintain and renew stormwater and drainage infrastructure

### SUMMARY:

The purpose of this report is to inform Council of the storm water drainage issues in Rowan Avenue Uralla following a presentation to Council by residents at the meeting of 22 November 2016.

### OFFICER'S RECOMMENDATION:

#### That:

1. **The open channel on the southern side of Rowan Avenue be piped with funding from the Uralla Stormwater Management Levy subject to sufficient funding being available.**
2. **A low level trash rack/screen be fitted to the stormwater outlet under Rowan Avenue.**
3. **The residents of 21 and 23 Rowan Avenue be advised of Councils resolution.**

### BACKGROUND:

At the Council meeting of 22 November 2016 a presentation was made by Mr Rummery, 21 Rowan Avenue, regarding the difficulties being experienced with storm water flows on 21 and 23 Rowan Avenue. These difficulties include the volume and velocity of the water and debris in the water through these properties.

Mr Rummery also raised his concerns regarding the safety of the open channel upstream immediately of Rowan Avenue.

### REPORT:

Attached to this report is a section of the 1983 Uralla Topographic Map that shows a watercourse commencing in the golf course area off Plane Avenue and connecting to the creek just downstream of Shanahans Bridge. This water course traverses several properties including 21 and 23 Rowan Avenue.

The water course is piped from Plane Avenue to the southern side of Rowan Avenue via twin cell 600mm diameter pipes. There is then an open channel for approximately 22m along the southern side of Rowan Avenue and then pipes under Rowan Avenue that discharge onto 23 Rowan Avenue. The water then flows onto 21 Rowan Avenue and across other properties to the creek.

Investigation, survey and design work is being undertaken to pipe the 22m open channel on the southern side of Rowan Avenue to address the safety issues raised.

Following on from the presentation to Council and an inspection by Council staff, arrangements have been put in place to provide a low level trash rack/screen to be fitted to the stormwater outlet under Rowan Avenue.

There is no current proposal to carry out drainage works downstream of Rowan Avenue. This is the natural water course and any piping or other works would normally be associated with the development of the lots and funded by the developer.

Council is not responsible for water courses over private property and the owners should consider any contouring or earthworks necessary to suit the needs of the property without causing nuisance to neighbouring properties. There are many such instances where drainage from Council roads follows the natural water course over private property.

#### **CONCLUSION:**

There is a natural water course traversing several properties downstream of the pipes under Rowan Avenue.

Currently investigation and survey work is being undertaken to pipe the 22m of open channel on the southern side of Rowan Avenue.

There is no current proposal to carry out drainage works downstream of the Rowan Avenue crossing.

#### **COUNCIL IMPLICATIONS:**

**A. Community Engagement/ Communication (per engagement strategy)**

Nil

**B. Policy and Regulation**

Nil

**C. Financial (LTFP)**

Funding for design and construction of the pipework in Rowan Street will be from the Uralla Storm Water Management Levy

**D. Asset Management (AMS)**

Nil

**E. Workforce (WMS)**

Design Engineer input to prepare designs.

**F. Legal and Risk Management**

Reduced risk to public safety with piping of stormwater on southern side of Rowan Avenue.

**G. Performance Measures**

Works completed within available funding.

**H. Project Management**

Works Manager / Director I&R

Prepared by staff member:	Works Manager
Approved/Reviewed by Director:	Terry Seymour, Director Infrastructure & Regulation
Department:	Infrastructure and Regulation
Attachments:	G. Rowan Avenue Stormwater Drainage H. Rowan Avenue Drainage Path







## REPORT TO COUNCIL

<b>Department:</b>	<b>Community and Culture</b>
<b>Submitted by:</b>	Manager Governance and Information   Community and Culture
<b>Reference/Subject:</b>	Report 17 - Kamilaroi Ageing and Disability Services (KADS)

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	Access to and equity of services
<b>Strategy:</b>	Create a better understanding with the community of the services council provides.
<b>Action:</b>	Lobby for health services to meet the needs of our community.

### SUMMARY:

Council has started an improvement program including a review of all business areas regarding efficiency and benefit to Council.

The purpose of this report is to present to Council information regarding Kamilaroi Ageing and Disability Services (KADS) as managed by Council. Since the implementation of the National Disability Insurance Scheme (NDIS) the services provided by KADS have been reviewed and it has been found to be outside of the core business of Council in the local government area.

### OFFICER'S RECOMMENDATION:

#### That:

- 1. Council note the information contained within this report and attachments; and**
- 2. Council cease providing KADS services outside of the Uralla local government area by June 2017.**

### BACKGROUND:

Kamilaroi Ageing and Disability Services (KADS) is auspiced by Uralla Shire Council, funded by the State and Australian Government and provides services to Aboriginal people who are aged or have a disability, and to their carers who live in Boggabilla, Tamworth, Quirindi, Walhollow, Werris Creek, Inverell, Tingha and Narrabri.

In a strategic workshop of Council held on 20 November 2016 a presentation was made to Council regarding the service and the reasons for ceasing to continue to provide the services through KADS since the introduction of the NDIS (see Attachment A).

KADS was auspiced to Uralla Shire Council in 2006 on a 2 year basis and the arrangement has not been reviewed since 2008 (8 years). Uralla Shire Council continued to manage the service as there was no other option for the auspicing of the service at that time.

**REPORT:**

As outlined KADS provides services to a geographic region that falls outside of the Uralla Shire Council Local Government Area including, Tamworth, Quirindi, Walhollow, Werris Creek, Narrabri, Inverell, Boggabilla, Toomlah, and Wee Waa.

In the past year, the federal government has introduced the NDIS, allowing choice to clients regarding their preferred service provider for assistance. This development has seen an increase in new organisations in the relevant locations where KADS operates who are now able to support the services required by KADS clients.

The current service provided by KADS does not benefit the local government area of Uralla Shire Council, it is focussed on outlying areas, as far as 4 hours away from Uralla, as a result of the legacy of the 2006 agreement.

Since the NDIS transition commenced there have been a number of discussions held with the local communities regarding the services of KADS and the affect of the transition on the way services are able to be delivered. The local community has expressed a view that they would prefer if the services could be offered and managed locally in their own towns. With these new organisations now available in the local areas this is now possible.

The staff who currently work with KADS will be assisted by Uralla Shire Council to find new work opportunities with local service providers providing the same or similar services. This will also include the transition of clients to the provider of their choice as implemented through the National Disability Insurance Scheme and the Department of Health guidelines.

Uralla Shire Council will continue to service local elders groups (in Uralla / Armidale) through the Tablelands Community Support Options business area. It should be noted that KADS has never been a service provider to the Uralla Shire.

With regard to funding KADS is a not-for-profit service provider, therefore the services do not have a positive impact on the cash position of Council. Each funding year allocated funds are managed and costs are acquitted and reported back to the Department of Health. There is no net benefit to Council after this process. The ceasing of the service will not cause a financial detriment to Council.

**Risks**

There is a high level of turnover in staff due to the nature of the work conducted and the communities of available staff in these more remote areas. It is considered not financially viable to continue to retrain staff on an average of every 6-12 months and maintain the expenses related to transport to and management of the programs.

Recently, a number of staff have resigned (reducing staff numbers) from roles in Tamworth and Inverell. As a result, it is considered opportune to reconsider the provision of services by KADS in the areas that lie outside the Uralla Shire Council LGA and broader New England Area.

Other issues regarding the management of remote KADS offices have included:

- late processing of invoices from suppliers by KADS regional management, some up to 12 months old has resulted in expenditure being funded in the following year of being incurred;
- failure of remote staff to apply formal processes for expenditure approval resulting in higher costs as suppliers are not providing best pricing to staff;

- lack of staff leadership and management at the KADS regional level, resulting in the need for senior management intervention in matters that should be dealt with locally;
- failure of KADS staff to correctly record client activity after formal training, resulting in additional resources required to address errors that could result in either loss of funding or overpayment to clients;
- incorrect entitlements being given to clients, building unreasonable client expectations that cannot be met under the guidelines, resulting in complaints to higher levels of government;
- breakdown in community relations at some centres, not able to be fully addressed resulting in a high risk of Uralla being viewed unfavourably in other communities.

The provision of services outside of the New England Area are not a core business of Council and there is a high level of risk associated with this service provision from a human resources perspective as staff are located remotely and Council has little capacity to provide assistance to staff if needed when under pressure, including assistance related to cultural safety that has been an issue for KADS in Boggabilla and Narrabri recently.

The Australian Institute of Health and Welfare recommends that services provided to indigenous communities need to be physically available, affordable (economically accessible), appropriate and acceptable. Accessibility is the major issue for the communities serviced outside of the Uralla Shire Council LGA.

The current services provided by KADs are not flexible in the service provision available, a better outcome for the communities involved would include a service provider, providing services locally, who know the communities intimately, with flexibility in the provision of services and setting of day centre times. Further a provider who is better placed to adopt strategies that support cultural competency and safety at the organisational and individual levels, including appropriate communication styles, and working through community Elders and kinship networks is recommended.

Uralla Shire Council is currently reporting back to the State Government regarding the Fit for the Future process and it is vitally important that Council focusses on core functions of the business operation and refocus on services to our direct community.

Efficiencies can be gained by servicing the New England area in community services, however the remoteness of KADS related communities directly affects the cost of supporting them. Service provision is proving to be inefficient and poses a significant financial and staffing risk to Council. Council is not a specialist in this area and the programs are difficult to maintain and manage as staff are remotely located.

### **Conclusion**

In conclusion, the federal changes to the way that clients can engage with service providers sees Uralla Shire Council with a capacity to provide services for individual social and community participation and care services to the direct local community.

There is a much larger and more competitive market now in the broader disability support services sector and Uralla Shire Council does not specialise in the needs of disability clients therefore it is not viable to continue to provide the group day centres as the cost model has changed. The opportunity to transition has been simplified as new providers move in to the KADS service area who are more able to assist the specific needs of clients.

**COUNCIL IMPLICATIONS:****A. Community Engagement/ Communication**

N/A

**B. Policy and Regulation**

- *Local Government Act 1993;*
- *Local Government Regulations (General) 2005;*

**C. Financial (LTFP)**

N/A

**D. Asset Management (AMS)**

N/A

**E. Workforce (WMS)**

N/A

**F. Legal and Risk Management**

The decision to move away from this auspiced work will reduce overall risk to Council.

**G. Performance Measures**

N/A

**H. Project Management**

N/A

**Andrew Hopkins****General Manager**

Prepared by staff member:

Rechelle Leahy

Approved/Reviewed by Manager:

Andrew Hopkins

Department:

Governance and Information &amp; Community and Culture

Attachments:

Nil



## REPORT TO COUNCIL

<b>Department:</b>	<b>General Manager</b>
<b>Submitted by:</b>	<i>Andrew Hopkins</i>
<b>Reference/Subject:</b>	Report 18 - Bundarra School of Arts Hall Committee

### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK

<b>Objective:</b>	An effective and efficient organisation.
<b>Strategy:</b>	Ensure compliance with regulatory and statutory requirements and that operations are supported by effective corporate governance.
<b>Action:</b>	Ensure that Council has in place a robust and adequate Governance Framework.

### SUMMARY:

At the November 2016 Council Meeting Council endorsed the establishment of the Bundarra School of Arts Hall committee as a s355 Committee of Council. In January/February 2017 Council, via advertisements in the Inverell Times, the Council Newsletter and notices in Bundarra, called for nominations for committee members to be received at a public meeting in Bundarra on 20<sup>th</sup> February 2017.

The constitution of the Committee as approved by Council states *"The member ship of the Committee shall be not less than six (6) and no more than twelve (12) persons appointed by the council in accordance with this constitution"*. At the meeting on 20<sup>th</sup> eight (8) Nominations were received. There are no known reasons why any of the nominees are not eligible for appointment.

### OFFICER'S RECOMMENDATION:

**That Council appoint the following nominees to the Bundarra School of Arts Hall Committee (a s355 Committee of Council) for term of this Council and in accordance with the Bundarra School of Arts Hall Committee Constitution:**

**John Layton.**  
**Theresa Layton.**  
**Dawn Hodgson.**  
**Darrell Franklin.**  
**Jeffrey Dezius.**  
**David Lowell.**  
**Mel Lowell.**  
**Spencer Hall.**

**(All nominees are residents of Bundarra).**

**BACKGROUND:**

Council owns the School of Arts Hall in Bundarra. Historically, Council has been assisted in the management of the Hall by a local 'committee'. Various local 'committees' in Bundarra have also historically provided advice to Council about council activities/assets in the Bundarra Area. At the November 2016 Council meeting, Council approved the establishment of the Bundarra School of Arts Hall committee as a S355 Committee under the Local government Act 1993. The charter of the committee is the a) manage the Bundarra School of Arts Hall and b) provide advice to and work with the Council for the benefit of Bundarra and its surrounding community.

Under the constitution of the Committee, as approved by Council, within six months following a Council election Council is required to appoint members to the committee.

**REPORT:**

The relevant section of the Committee constitution States:

**5. Appointment of Members**

- 5.1 Within six(6) months following a Council election, council shall hold a public meeting to call for nominations for membership of the Committee for the term of Council. Council will determine the date for the public meeting in consultation with the existing Committee should such a Committee exist and shall advertise it prior to the meeting*
- 5.2 At the public meeting, nominations shall be called for membership of the Committee. All former members of the Committee are eligible for renomination.*
- 5.3 All nominations shall be forwarded to Council for consideration by Council at a Council Meeting. Council shall either appoint all nominees to the committee or, if more than twelve (12) persons, then Council may select a number from within those nominated. The method of selection shall be at Council's sole discretion.*

Council held a public meeting in Bundarra on 20<sup>th</sup> February following advertisements in the Inverell Times, Council Newsletter and local notices in Bundarra.

In accordance with the committee's constitution, Council should now consider and appoint members to the committee.

**KEY ISSUES:**

Council has adopted the constitution for the Bundarra School of Arts Hall Committee. That constitution requires Council call for and consider nominations for the committee within 6 months after a council election.

The Bundarra School of Arts Hall Committee is a s355 committee of Council and will assist the Council in the management and maintenance of this important asset together with providing advice to the Council about relevant matters of interest to the community and the Council in the Bundarra area.

**COUNCIL IMPLICATIONS:****A. Community Engagement/ Communication (per engagement strategy)**

The s355 Committee can assist facilitate the engagement strategy

**B. Policy and Regulation**

Nil

**C. Financial (LTFF)**

\$250 annual budget for the Committee

**D. Asset Management (AMS)**

The s355 can assist with the AMS

**E. Workforce (WMS)**

Nil

**F. Legal and Risk Management**

The s355 constitution is adopted. The committee is required to comply with all council regulatory provisions.

**G. Performance Measures**

As per constitution.

**H. Project Management**

Nil

Prepared by staff member:	Andrew Hopkins
TRIM Reference Number:	
Approved/Reviewed by Manager:	Andrew Hopkins
Department:	General Manager
Attachments:	Nil

**17. MOTIONS ON NOTICE**

There are no motions on notice.

**18. SCHEDULE OF COUNCIL RESOLUTIONS**

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**
**Key A: Action Required B: Being Processed C: Completed**

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	26.06/15	<b>Uralla Local Traffic Committee</b> That: (i) Traffic calming in Uralla's CBD- Council staff prepare a report for the next Traffic Committee	DIR	March 2017	Letter sent to RMS requesting funding support to design traffic calming and 40 KPH signage in CBD. Commencement of Report pending funding application.	B
24 AUGUST 2015	6.08/15	<b>Bridge Naming: New Bridges Over The Gwydir River and Abington Creek</b> That Council 3. Places a plaque/s to honour the work of Nurse May Yarrowyck at a location to be determined.	DIR	Feb 2017	Location to be determined	B
	37.02/16	<b>Uralla Sporting Complex</b> That the report be received and noted, and further that: (i) The capital budget be reviewed to include all projected costs and that additional grant funding be sought to complete the construction of the Uralla Sporting Complex and that the building be delayed until adequate funding is sourced; and further that (ii) Consultation be undertaken with the Open Space and Recreation Panel on other suitable options if additional grant funding is unable to be sourced.	DIR	Sept 2016  Feb 2017	Build delayed pending available grants. EOI for funding submitted for \$500k grant  Consultation panel/committee to be determined.	B  A

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**
**Key A: Action Required B: Being Processed C: Completed**

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
23 MAR	26.03/15	<b>Land Disposal - Karava Place, Uralla</b>  That Council: 1. Notify all affected landowners of the completion to Amendment 2 of the Uralla Local Environmental Plan 2012; 2. Offer Option 5 to all affected landowners being purchaser payment consisting of a peppercorn payment of \$1.00, conveyancing costs and a percentage of the surveying relating to the area of land being purchased; 3. Give the General Manager delegation to negotiate payment options; and 4 .Endorse the fixing of the Council Seal on any necessary documentation relating to the subdivision and sale.	MTPR/DIR			
				23/3/15	Letter sent	C
				2/6/15	Offer sent with contract of sale for consideration by affected parties	C
				2/6/15	Negotiations between all parties not yet completed.	B
				27/5/15	Plan of Subdivision	C
				2/6/15	Contract of Sale – Herbert	B
				2/6/15	Contract of Sale – O’Halloran	B
				2/6/15	Contract of Sale – Chapman	B
				2/6/15	Contract of Sale – Hudson	B
				2/6/15	Contract of Sale – Carter	B
				2/6/15	Contract of Sale – Ackling	B
				20/7/15	Titles have been received and forward to solicitors.	
				5/8/15	Title transfers signed and forwarded to solicitors.	



**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**

Key A: Action Required B: Being Processed C: Completed

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
25 July 2016	18.07/16	<p>2.18.06.10 Gazetting of Land Acquired for approaches to new Emu Crossing Bridge</p> <p>COUNCIL RESOLUTION: That Council:</p> <p>1. Proceed with the compulsory acquisition of the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) for the purpose of a public road in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>2. Make an application to the Minister and the Governor for approval to acquire the Land described as Lot 1, 2 and 3 in Deposited Plan 1208204 (and formerly known as part of Lot 38 in Deposited Plan 753662 and part of the Crown Land described as Lot 110 in Deposited Plan 753656) by compulsory process under Section 177 of the Roads Act 1993.</p>	<p>DIR</p> <p>DIR</p>	Feb 17.	<p>Plans with Council solicitor for gazetting.</p> <p>Delays due to changes in gazettal requirements.</p>	B





**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**
**Key A: Action Required B: Being Processed C: Completed**

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	08.11/16	<p>New England Weeds Authority – Annual Report</p> <p>COUNCIL RESOLUTION:</p> <p>1. That the New England Weeds Authority Annual Report be received and noted.</p> <p>2. That the NEWA staff be commended on their work over the last twelve months.</p>	GM			
	10.11/16	<p>Bundarra s355 Committee</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <p>a) e) Council delegate an annual budget of \$250 for incidental hall management expenses and note the constitution at c) be amended to reflect such.</p>	CFO	12/12/16	Noted as a new budget item for 2017/18.	C
	12.11/16	<p>Thunderbolts Festival – Sponsorship Agreement Report</p> <p>That:</p> <p>1. 5. That the Thunderbolt’s Festival Co-ordinators be congratulated on presenting an excellent festival.</p>	GM/Mayor		Letter Drafted	C

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**
**Key A: Action Required B: Being Processed C: Completed**

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
	13.11/16	<p>Code of Conduct – Complaint Statistics Report</p> <p>COUNCIL RESOLUTION:</p> <p>That:</p> <p>(1) Council formally seek advice from the Office of Local Government about the number of Code of Conduct complaints which should be reported for the 2015-16 reporting year.</p> <p>(2) Council seek extension for submission of formal report to Office of Local Government if necessary.</p> <p>(3) Staff prepare and submit a report based on advice received from the Office of Local Government.</p>	Gov Mngr			C  C  C
	19.11/16	<p>Green Waste Processing</p> <p>COUNCIL RESOLUTION:</p> <p>That Council:</p> <p>1. Accept the offer from Davis Earthmoving and Contracting for the RFT for Green Waste Processing as contained in the report from NIRW;</p> <p>2. The General Manager be authorised to proceed and sign the necessary documentation.</p>	DIR		To be completed by DIR	B

**SCHEDULE OF ACTIONS – COUNCIL MEETINGS**
**Key A: Action Required B: Being Processed C: Completed**

Meeting Date	Business Minute Item No.	Report Title and Council Resolution	Responsible Officer	Action Date	Comments	Status
20 Dec 2016	08.12/16	<p><b>Development Application DA-64-2016 – 3 McMahon Street Uralla – Manufactured Home &amp; Garage</b></p> <p>COUNCIL RESOLUTION:</p> <p>(a) That having regard to the assessment of the Application, Council approve DA-64-2016, subject to the draft conditions provided in Attachment 1.</p> <p>(b) That those persons that made a submission in relation to the Application be notified of the determination in writing.</p>	DIR			
	13.12/16	<p><b>Payment of outstanding rates and charges by the Anglican Special District of Bundarra</b></p> <p>COUNCIL RESOLUTION:</p> <p>1. That Council reverse the allocations of \$3,612.91 and \$425.94 in costs against assessment 52903 as these costs can only be recovered from the proceeds from the sale of unpaid rates;</p> <p>2. That Council makes no reduction to the amount of interest charged on outstanding rates and charges payable by the owner of Lot 2 Section 31 DP 758181.</p>	CFO			
	16.12/16	<p><b>Heritage Advisory Services Summary – December 2016</b></p> <p>COUNCIL RESOLUTION:</p> <p>1. That the Heritage Advisory Services Summary dated 6 December 2016 be received and noted by Council.</p> <p>2. That Council have a Strategic Planning Workshop at the next available opportunity.</p>	GM			

## 19. CONFIDENTIAL BUSINESS

There is no confidential business.

## 20. RESPONSES TO QUESTIONS FROM PREVIOUS MEETING

### 13. QUESTIONS FROM PREVIOUS MEETING:

COUNCILLOR	QUESTION	RESPONSE
Cr K Ward	Are the KFC and Toyota signs along the New England Highway in Uralla Shire, permitted under our DCP (p77)?	<ul style="list-style-type: none"> <li>We can confirm the KFC and Toyota signs were approved in 2000.</li> <li>Advertising structures in rural zoned areas are prohibited under the current planning controls.</li> <li>Where signage is permissible, Council regulates the signage structure and does not regulate the content within the structure.</li> <li>With reference to the specific signs mentioned, the signage was approved by Council on 29/11/200 (Ref: DA.3176)</li> </ul> <p style="text-align: right;">T. Seymour Director of Infrastructure &amp; Regulation</p>

# END OF BUSINESS PAPER